



**SOUTHEAST MICHIGAN
GRANTS COALITION**

A 501C3 ORGANIZATION

**Request for Proposal
Strategic Planning Facilitation for the
Southeast Michigan Grants Coalition
(SEMGC) Board of Directors**

August 2025

BACKGROUND

The Southeast Michigan Grants Coalition (SEMGC) is a collaborative of organizations working to coordinate, align, and advance grant-seeking strategies across the region. The Coalition supports cross-sector collaboration and strategic investment in Southeast Michigan communities by identifying shared funding opportunities, reducing duplication, and strengthening the collective capacity of its members. As SEMGC continues to evolve, the board of directors seeks to strengthen its long-term **sustainability** and sharpen its **strategic direction**. SEMGC is seeking a qualified facilitator or consulting team to design and lead a one-time, **in-person strategic planning session** with its board of directors.

SCOPE OF WORK & DELIVERABLES

The selected consultant will be responsible for the following:

1. Pre-Session Planning

- Participate in a 60-minute virtual planning call with SEMGC representatives
- Review background materials (e.g., coalition mission/vision, governance structure, previous strategy documents)
- Develop a tailored agenda, facilitation plan, and any materials (e.g., worksheets, slide deck) needed to support an engaging, productive session

2. Facilitated Strategic Planning Session

- Design and lead a **3-hour in-person late afternoon/evening session** with the SEMGC Board of Directors
- Facilitation goals will include:
 - Reflecting on SEMGC's current state, including value proposition and impact to date
 - Identifying sustainability strategies (e.g., governance, funding, staffing)
 - Exploring strategic priorities for the next 1–2 years
 - Clarifying near-term action steps and board engagement roles.
- Apply facilitation methods that foster open, inclusive dialogue and support clear decision-making

3. Post-Session Summary

- Develop a **brief summary memo** (2–3 pages) outlining:
 - Key takeaways from the session
 - Recommended next steps and/or strategic considerations for SEMGC leadership

Deliverables:

- One virtual planning meeting
- Customized session agenda and materials
- In-person facilitation of 3-hour strategic planning session
- Written summary memo delivered within two weeks of the session

Instructions for Responses:

All responses are due via email to Vittoria Valenti-Amodeo, GEM Director of Program Management, SEMGC Corresponding Secretary – Vittoria.Valenti-Amodeo@DetroitRegionalPartnership.com- by **5:00 pm EDT 9/10/2025**.

Interested consultants should submit a brief proposal including:

1. **Approach**
 - Description of your facilitation style and how you would approach this session
2. **Relevant Experience**
 - Summary of prior work with coalitions, nonprofit boards, or strategic planning processes
3. **Team Bios**
 - Short bios of the facilitator(s) who would lead the session
4. **Budget Estimate**
 - All-inclusive estimate covering planning, facilitation, materials, travel (if applicable), and post-session deliverables
5. **References**
 - Contact information for 2–3 past clients

Selection Process:

Proposals will be evaluated and ranked by the following individuals:

- Christine Roeder, GEM Executive Vice President, SEMGC RECO
- Vittoria Valenti-Amodeo, GEM Director of Program Management, SEMGC Corresponding Secretary
- Cormick White, SEMGC Board Chair

Proposals will be evaluated based on the following:

- Demonstrated understanding of the scope and goals
- Relevant experience with strategic facilitation and nonprofit coalitions
- Fit of facilitation approach with SEMGC's collaborative values
- Quality of proposed facilitator(s)
- Cost-effectiveness

Expected Timeline:

- 9/10/25 Responses due
- 9/19/25 Consultant selected and notified
- 9/22/25 Work begins
- Oct/Nov '25 In-person session
Summary memo due within 2 weeks of session

The weighted Scoring Matrix is as follows:

Scoring Matrix	
Weight of 50	
Unacceptable	0
Poor	10
Average	25
Good	40
Excellent	50
Detroit Region Based	
Yes	5
No	0

APPENDIX

Suspension and Debarment:

No award using federal funds can be made to any entity that is debarred or has a suspension status on Sam.gov.

Clarification of Proposal:

GEM has the right to obtain clarification at any point in the proposal to obtain additional information necessary to properly evaluate a particular proposal. Failure to respond to such a request for additional information or clarification may result in the proposal's rejection.

Modification or Withdrawal of Proposals and Late Proposals:

Any time before the time and date set for submittal of proposal. A request may be made in writing to withdraw or modify its proposal by an individual with authority as indicated on cover page.

Term of Contract and Conditions

This contract is funded by a Federal Award and is subject to the regulations outlined in 2CFR200.