RFP No. ACAM-GHOYC SP 2026-27

VENDOR CONFERENCE

Strategic Planning Consultant Services

2028–2032 Strategic Plan

THURSDAY, NOVEMBER 5, 2026

11:00 a.m. CST

The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.

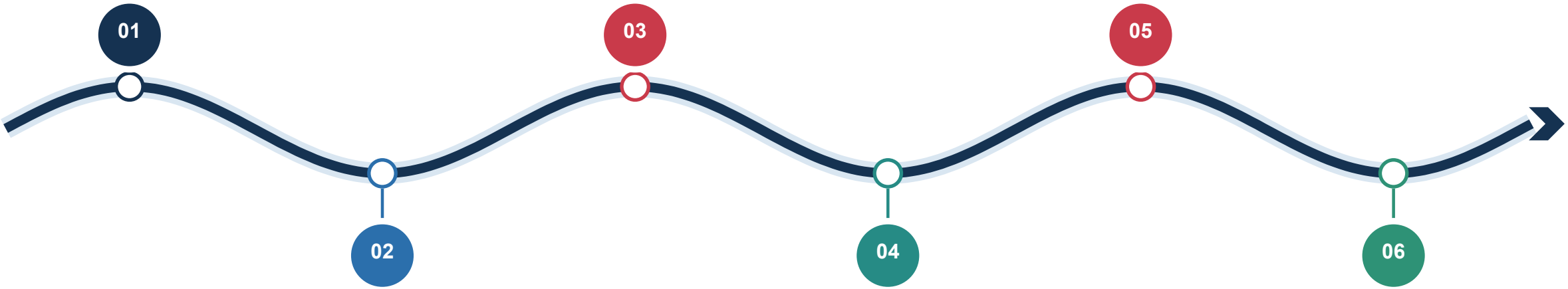
One engagement.
Two aligned plans.

Alliance of Community Assistance Ministries, Inc. (ACAM)
+
Greater Houston Opportunity Youth Collaborative (GHOYC)

From release to selection

2026 procurement milestones | Times are Central Standard Time

6 key milestones



OCT 28

RFP released

Official posting

01

NOV 05

Vendor conference

11:00 a.m.

02

NOV 09

Questions due

12:00 p.m.

03

NOV 10

Written answers

Posted online

04

NOV 20

Proposals due

12:00 p.m.

05

DEC 07

Conditional award

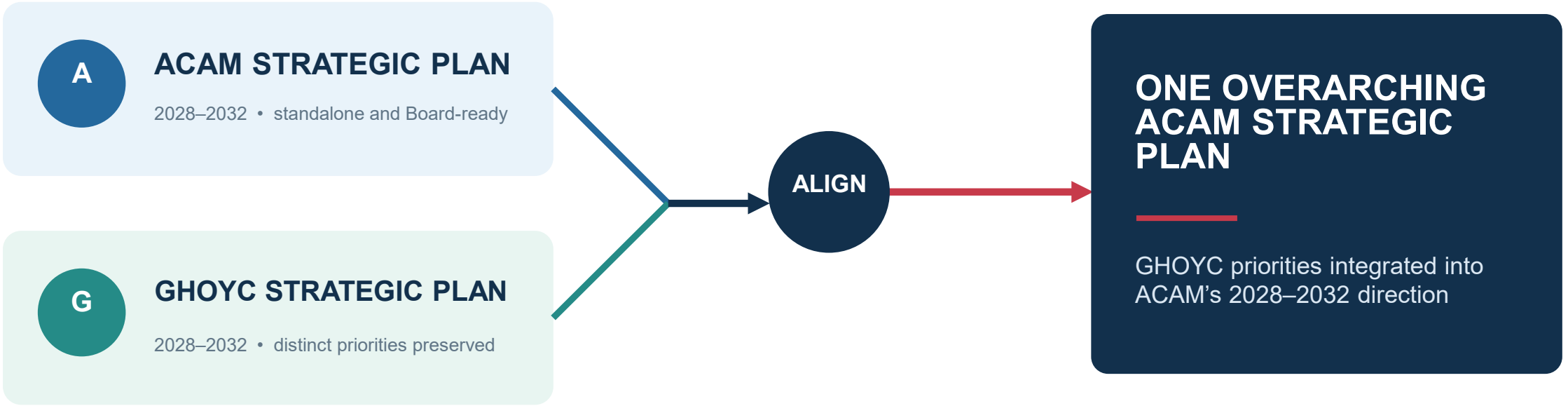
Anticipated notice

06

Written questions and proposals are both due at noon CST. The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.

Two standalone plans. One cohesive direction.

ACAM and GHOYC plans will be developed concurrently



Anticipated project: January 11 – October 15, 2027

Preserve GHOYC's distinct priorities while integrating its strategy into ACAM's plan.

The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.

Deliverables designed for real use

Every final deliverable must be customized, practical, and fully editable.

01

STRATEGIC PLANS

Two concise, aligned, Board-ready 2028–2032 plans.

02

ACTION ROADMAPS

Actions, owners, phases, milestones, and resources.

03

PERFORMANCE TRACKING

Indicators, data sources, accountability, and cadence.

04

FINAL HANDOFF

Board presentation, research synthesis, and editable files.

REQUIRED FORMATS Print-ready Word strategic plan(s) • Tracking document

The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.

Who should respond?

The RFP sets minimum standards for relevant experience and facilitation capacity.

- **FACILITATION**

  Experience of working with Boards, staff, partner organizations and other stakeholders.

- **ANALYTICS**

  Experience analyzing surveys, interviews, organizational data and external research.

- **IMPLEMENTATION**

  Experience translating strategic priorities into measurable objectives and practical roadmaps.

- **CAPACITY**

  Ability to convene in person in Greater Houston and provide editable final deliverables.



The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.

Make the narrative easy to evaluate

Follow the RFP's response order and stated page limits.

SINGLE-SPACED • 12-POINT TYPE • CLEARLY LABELED SECTIONS

01	Coversheet	
02	Table of Contents	
03	Consultant / firm qualifications	1 page
04	Scope of Services response	8 pages
05	Work plan, project management & communication	2 pages
06	Pricing proposal	1 page*
07	Data security & confidentiality	1 page

Disclose relevant conflicts, material issues, third-party roles and the tools that may process ACAM information.

*Pricing limit excludes Attachment 2.

The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.

Required attachments & supporting documents

Submit a complete package. The proposal must meet the formal instructions in the RFP.

Signed cover sheet
Use the RFP form

Signed pricing reply
Attachment 2

Subcontractor list
Attachment 3 • “None” if not applicable

Current W-9
Completed for the respondent

Three references
Comparable strategic planning engagements

Up to three work samples
Include at least one completed strategic plan

The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.

Price the work through completion

The proposal should make the full cost and scope assumptions transparent.

FIXED FEE

“to completion, not to exceed”

For the full requested scope

ACAM will not reimburse any additional expenses, including but not limited to travel, lodging, meals, supplies, or incidental costs.

- **RATE + TOTAL**
  All-inclusive hourly rate and total number of hours tying into Total not to exceed fee.
- **BY PHASE**
  Deliverables, estimated hours and payment milestones
- **ASSUMPTIONS**
  Clearly state assumptions for your pricing proposal. Identify In-Kind services separately.
- **WHAT’S INCLUDED**
  Number of stakeholder sessions, planning sessions and review cycles

The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.

Questions, updates & proposal submission

Use the official email channels and required subject lines.

WRITTEN QUESTIONS

NOV 09 • 12:00 PM CST

To: admin@acamweb.org

SUBJECT

Questions for RFP No. ACAM-GHOYC SP 2026-27: Vendor Name

Answers will be posted on November 10th,2026 at acamweb.org/funding-vendor-opportunities/

PROPOSAL SUBMISSION

NOV 20 • 12:00 PM CST

PDF to: admin@acamweb.org

SUBJECT

Proposal for RFP No. ACAM-GHOYC SP 2026-27: Vendor Name

Late or mailed proposals will not be accepted.

Thank you for your interest in helping shape ACAM's next five years.

The RFP and its amendment remain the official sources for all requirements, instructions, and deadlines.