

2025-26 Strategic Planning

Siuslaw Watershed Council

Request for Proposal



SIUSLAW WATERSHED COUNCIL

REQUEST FOR PROPOSAL – 2025-26 Strategic Planning

The Siuslaw Watershed Council (SWC) invites you to submit a proposal for **2025-26 Strategic Planning** services in accordance with the following requirements and specifications.

I. General Instructions for Submission of Proposals

- A. **Proposal submission:** All proposals must be submitted no later than **11:59 PM PDT on Friday, October 31, 2025** as a single PDF document to coordinator@siuslaw.org.
- B. **Contact:** Tim Moffett, Executive Director, at coordinator@siuslaw.org or 541-268-3044.
- C. **Budget:** The maximum budget for the 2025-26 Strategic Planning is \$17,500. The Council is not required by funders, policy, or statute to award the contract to the lowest bidder, but cost effectiveness is a consideration.
- D. **Contract timeline:** The contract will start as soon as an agreement is executed, as agreeable to both parties. We expect the strategic planning process to take up to one year to complete, concluding with the production of a five-year strategic plan no later than December 31, 2026.
- E. SWC reserves the right to reject any and all proposals; to accept, in its sole discretion, the proposal it considers most favorable to the Council's interests; and to waive minor irregularities in procedure.

II. About Siuslaw Watershed Council

A. **Mission Statement:** *The Siuslaw Watershed Council supports sound economic, social and environmental uses of natural and human resources in the Siuslaw River Basin. The Council encourages cooperation among public and private watershed entities to promote awareness and understanding of watershed functions by adopting and implementing a total watershed approach to natural resource management and production.*

B. **Website:** SWC's website is siuslaw.org.

C. **Bylaws:** SWC's bylaws were last revised on November 8, 2024 and are available at siuslaw.org/about.

III. 2025-26 Strategic Planning Scope of Work

The following scope of work contains the minimum that the Council believes would be necessary to achieve the objectives outlined below. It is anticipated that proposers may amend the list as necessary and provide any additional recommendations they deem beneficial in their submittal package.

The Council is seeking a consultant for the development of a five-year strategic plan. It is expected that the consultant, with assistance from the SWC executive director and executive committee, will accomplish the following:

- A. Host at least two community listening sessions (including the option of remote attendance for at least one of the meetings) and conduct interviews with staff, stakeholders, and partner organizations.
 - Opportunities to reach actively participating stakeholders include SWC's Annual Membership Meeting in January, annual Leadership Body Picnic in summer, and Watershed Camps in June and July.
- B. Draft a five-year strategic plan for board of directors' review.
- C. Develop an agenda for a board retreat and facilitate the meeting.
- D. Make revisions to the draft and produce a five-year strategic plan.

Objective:

A holistic revision of our 2012 strategic plan will enable the SWC to address current challenges and opportunities that reflect the needs of our rural, coastal communities. As part of the 2025-26 strategic planning process, SWC will revise or replace our existing organizational strategy to reflect social and scientific developments over the recent decade, including advances in restoration science, growing impacts of climate change, and specific needs of the Siuslaw Watershed communities. In all SWC programs, plans, and practices we will formally include and operationalize diversity, equity, and inclusion actions.

Our 2025-26 strategic planning initiative will ensure our work stays on track to improve water quality and wildlife habitat in the Siuslaw Watershed, provide nature-based educational opportunities for youth and families, support the local economy, embed inclusivity, and increase community resilience. Watershed residents deserve a Council that is informed of their perspectives and representative of the population.

IV. PROPOSAL REQUIREMENTS

- A. Summarize your business's expertise working with nonprofits and provide a brief description of your proposed approach in a cover letter.
- B. Provide a resume for key personnel working on the project.

- C. Provide references that you have worked with on similar projects.
- D. Provide a price quote for strategic planning services.