

Habitat for Humanity International

REQUEST FOR PROPOSALS

Prepared July 2024

1. Company information

1.1 Corporate overview

Founded in 1976, Habitat for Humanity International (HFHI or Habitat) is a non-profit ecumenical Christian organization with the mission of eliminating poverty housing from the world and making decent shelter a matter of conscience and action.

Habitat for Humanity largely does its work in the US through Habitat affiliates. Affiliates are independent, locally-run, community-level nonprofit organizations that partner with Habitat for Humanity to provide services to families in a specific geographic area. Habitat houses are built primarily by community volunteers and families partnering with Habitat for homeownership; through volunteer labor and donations of money and materials, each Habitat affiliate coordinates all aspects of Habitat home building in its local area: fundraising, build site selection, partner family selection and support, construction, and mortgage servicing. The homeowners' monthly mortgage payments replenish a revolving fund that is used to build more Habitat houses. In addition to a down payment and the monthly mortgage payments, homeowners invest hundreds of hours of their own labor, sweat equity, into building their home and those of others. Families are selected based on their need, willingness to partner, and ability to repay low or no-interest loans; selection of homebuyers is not affected by race, color, creed, national origin or religion. Currently, more than 1,700 affiliates in the United States and Canada, and 550 international affiliates coordinate Habitat house-building projects in over 3,000 communities around the world.

For more information about Habitat for Humanity's work, please visit our website:

www.habitat.org.

1.2 HCS Department Overview

The Housing and Community Strategy Department has significantly grown over the past years. There is a current leadership team that has been working together to better integrate and work together. Over the past few years, there has been the development of a HCS strategic plan, a set of Big Bets, and the selection of five initiatives that will be worked on over the next three years. There is passionate energy and plentiful ideas. The goal of this RFP is to create the needed systems and structures to effectively work together in an integrated way.

This RFP is focused on building the HCS leadership team's adoption of organizational design systems that include EOS Traction and build capacity within the leadership team.

2. Scope of Work

The HCS (Housing and Community Strategy) Department of Habitat for Humanity International is seeking proposals from qualified companies and consultants to assist in our organizational development for FY 2025. Leading, growing, and scaling a department with diverse programs and individuals is a challenging yet rewarding task. We aim to focus on leadership development, culture building, and organizational design and strategy to ensure sustainable growth and effectiveness.

2.1 Outcomes

- **Leadership and Team Development:** Build and nurture a high-functioning leadership team capable of addressing the organization's long-term and strategic challenges.
- **Adaptive Strategy and EOS Tools:** Develop and implement the EOS frameworks for the leadership team and the entire department.
- **Executive Coaching:** Provide coaching to the Vice President of Housing and Community Strategy to support her in scaling and managing the department effectively.
- **Project Scoping for FY 25 Projects:** Provide project scoping for FY 25 projects.

2.2 Deliverables

- **Deliverable 1: Q1 HCS Leadership Team Support (July - September 2024)**
 - Implement EOS system and structure for the HCS leadership team: Establish the foundational elements of the Entrepreneurial Operating System (EOS) tailored to the specific needs of the HCS leadership team.
 - Virtual Q1 leadership retreat: A comprehensive virtual retreat designed to kickstart the EOS implementation, align the team, and set clear goals for the quarter.
- **Deliverable 2: Q2 HCS Leadership Team Support (October - December 2024)**
 - Continue EOS implementation: Further refine and integrate the EOS system within the HCS leadership team, ensuring its practical application and alignment with organizational goals.
 - Quarterly retreat agenda creation: Develop a detailed agenda for the quarterly leadership retreat, focusing on strategic planning, team alignment, and performance review.
 - In-person 2.5-day leadership retreat: Conduct an immersive in-person retreat to deepen the team's understanding of EOS, foster team cohesion, and address any emerging challenges.
- **Deliverable 3: Q3 HCS Leadership Team Support (January - March 2025)**
 - Sustain EOS system implementation: Maintain momentum in the application of the EOS system, addressing any barriers to effective use and refining processes as needed.
 - Quarterly retreat agenda creation: Create a focused agenda for the next quarterly retreat, emphasizing ongoing strategic priorities and team development.
 - In-person 2.5-day leadership retreat: Another in-person retreat to reinforce EOS principles, celebrate successes, and plan for the upcoming quarter.
- **Deliverable 4: Q4 HCS Leadership Team Support (April - June 2025)**
 - Finalize EOS system integration: Ensure the EOS system is fully embedded within the HCS leadership team's operations, with clear roles and processes established.
 - Quarterly retreat agenda creation: Develop the agenda for the final quarterly retreat of the fiscal year, focusing on evaluation and forward planning.
 - In-person 2.5-day leadership retreat: Conduct a retreat to solidify the year's achievements, plan for the next year, and address strategic priorities.
 - Annual planning and project prioritization: Create an annual plan, selecting priority projects aligned with HCS key performance indicators (KPIs).

- Accountability chart and 2025 staffing plan: Develop an accountability chart and staffing plan for 2025 to ensure clarity in roles and responsibilities.
- Draft resource development targets: Create targets for resource development for years 1 and 2 to support long-term growth.
- Team/department annual planning framework: Establish a framework for annual planning to ensure sustained alignment and strategic focus.
- Deliverable 5: Tawkiyah Coaching and Support (July 2024 - June 2025)
 - Bi-monthly check-ins and coaching: Provide twice-a-month coaching sessions with the Vice President of HCS, Tawkiyah Jordan, focusing on:
 - Expanding Tawkiyah's capacity through systems and structures
 - Developing administrative and filter frameworks
 - Creating delegation, decision-making, and oversight structures and systems
- Deliverable 6: Department and Team Design
 - Oversee and manage consultant: Complete discovery and design for the Government Grants team.
 - Update accountability chart and hiring plan: Ensure the chart and plan reflect the current and future needs of the department.
- Deliverable 7: Operations Team Planning and Structure Support (Q1 July - September 2024)
 - Support Operations Team: Provide guidance to Operations Team in developing their future goals, annual plans, and internal systems and structures.
- Deliverable 8: Design Thinking Bootcamps
 - Implement two workshops during FY25 focused on introducing and developing participants' skills around design-thinking
- Deliverable 9: Repair Loan Design Sprint
 - Project Scoping: Provide project scope for a Repair Loan Design Sprint for FY 25
- Deliverable 10: Repair Accelerator
 - Project Scoping: Provide project scope for a Repair Accelerator for FY 25

3. Proposal submission procedure

3.1 Vendor RFP Reception

By responding to this RFP, the vendor agrees to be responsible for fully understanding the requirements or other details of the RFP and will ask any questions to ensure such understanding is gained. HFHI retains the right to disqualify vendors who do not demonstrate a clear understanding of our needs. Furthermore, the right to disqualify a vendor extends past the contract award period and HFHI will be at no fault, cost, or liability. Vendor agrees to submit a proposal that is no longer than 10 pages (appendices are not included in the page limit), single-spaced, font size of 10 or 11.

3.2 Good Faith Statement

All information provided by HFHI is offered in good faith. Specific items are subject to change at any time based on business circumstances. HFHI does not guarantee that any particular item is without error. HFHI will not be held responsible or liable for use of this information or for any claims asserted therefrom.

3.3 Communication & Proposal Submission Guideline

Communications shall not be effective, unless a specified employee who is responsible for managing the RFP process formally confirms these communications in writing. In no case shall verbal communication govern over written communications.

- Please submit your proposal by August 9, 2024 at 11:59 pm (Pacific time).
- Please send questions related to this RFP, and vendor proposals to:
 - Kelly Cox at kcox@habitat.org and Tawkiyah Jordan tjordan@habitat.org
 - Subj: Response – HCS Organizational Development

3.4 Evaluation criteria

All proposals will be evaluated systematically, based on the following key criteria. The purpose of this section is to identify suppliers with the interest, capabilities, and financial stability to supply Consulting Services, as defined in the Scope of Work.

Below is a prioritized list of our key evaluation criteria as well as the weighting criteria:

- Overall strength of proposed approaches in terms of achieving stated outcomes through deliverables (50%)
- Demonstrated knowledge of and previous experience in stated outcome areas (20%)
- Understanding of Habitat’s Mission, Programs, and Federated Structure (10%)
- Budget / cost (20%)

NOTE: Vendors are free to respond to all or as many of the stated outcomes / deliverables as they feel they are competitive; it is possible multiple vendors could be selected based on strengths of proposals received.

3.5 Proposal submission timeline

Deadline	Project Milestones
July 2024	RFP delivered to vendors by 7/29/24
August 2024	RFP question period ends by 8/2/24 Notify Kelly Cox if you are interested in submitting a proposal by 8/2/24 All proposals submitted by 8/9/24 Habitat panel completes evaluation of proposals by 8/16/24 Phone interview for finalists completed by 8/23/24
September 2024	Award to Vendor Kick-off meeting

4. Other provisions

4.1 Waiver authority

HFHI reserves the right, as its sole discretion, to waive minor irregularities in submittal requirements, to request modification of the response, to accept or reject any or all responses received, and/or to cancel all or part of this RFP at any time prior to awards.

4.2 Disclaimer

This RFP does not commit HFHI to award any funds, pay any costs incurred in preparing a response, or procure or contract for services or supplies. HFHI reserves the right to accept or reject any or all responses received, negotiate with all qualified Respondents, cancel or modify the RFP in part or in its entirety, or change the response guidelines when it is in its best interests.

4.3 Changes/amendments to RFP

This RFP has been distributed electronically using HFHI's email system. Any update and/or changes will be communicated by this process.