



1640 Burnt Boat Drive | Bismarck, North Dakota 58503 | 701-223-5660 | bismarckmandan.com

Request for Proposal (RFP)
Strategic Planning Services
Bismarck Mandan Chamber EDC
Bismarck, ND
Issue Date: April 21, 2025

I. Introduction

The Bismarck Mandan Chamber EDC is seeking proposals from qualified consultants or firms to facilitate the development of a comprehensive Strategic Plan. This plan will serve as a roadmap for organizational growth, economic impact, and member engagement over the next 3-5 years.

II. About the Bismarck Mandan Chamber EDC

The Bismarck Mandan Chamber EDC is a nonprofit organization dedicated to promoting economic vitality, supporting local businesses, and enhancing quality of life in the Bismarck Mandan, Burleigh and Morton County area. We serve over 1,200 members across diverse industries and collaborate with public and private partners to attract, retain, and grow businesses. We exist to help move business forward.

III. Purpose of the Strategic Plan

- Assess current organizational strengths, weaknesses, opportunities, and threats (SWOT Analysis)
- Revisit and/or redefine our mission, vision, and values
- Set strategic goals, objectives, and measurable outcomes
- Prioritize economic development and membership strategies
- Align resources and partnerships with community and business needs

IV. Scope of Work

The selected consultant will:

- Facilitate stakeholder engagement, including staff, board members, community partners, and membership.
- Conduct an environmental scan and SWOT analysis.
- Lead strategic planning sessions (preferably in person with virtual sessions when necessary).
- Deliver a clear and actionable strategic plan document including:
 - a. SWOT Analysis
 - b. Mission/Vision/Values (as needed)
 - c. Strategic goals and objectives
 - d. Key performance indicators (KPIs)
 - e. Implementation roadmap

V. Proposal Requirements

Proposals should include the following for consideration:

- Cover letter
- Firm or consultant background and relevant experience
- Description of approach and methodology
- Budget and fee structure
- Timeline and key milestones
- References from 2-3 similar projects

VI. Timeline

Milestone	Date
RFP Issued	April 21, 2025
Deadline for Questions	April 28, 2025
Proposal Submission Deadline	May 9, 2025
Finalist Interviews (if necessary)	May 13, 2025
Consultant Selected	May 23, 2025
Project Start Date	June 2, 2025
Project Completion	September 30, 2025

VII. Evaluation Criteria

Proposals will be evaluated on:

- Relevant experience with Chambers, EDC, nonprofits
- Approach to stakeholder engagement and planning
- Quality and clarity of proposal and deliverables
- Cost and value
- Membership in the Bismarck Mandan Chamber EDC
- References and past performance

VIII. Submission Instructions

Please submit proposals electronically in PDF format to:

Brenda Nagel

President & CEO

Bismarck Mandan Chamber EDC

bnagel@bmcedc.com

701-223-5660 (O) or 701-220-6167 (C)

Submission Deadline: May 9, 2025, 5:00pm