

The Board of Lake County, Ohio Commissioners
and
Lake County, Ohio Senior Citizens Advisory Panel

Request for Proposals for
Lake County, Ohio Senior Citizens: Today, Tomorrow and in the Future

Request for Proposal

Appointed by the Lake County, Ohio Board of County Commissioners, The Lake County Senior Citizen Advisory Panel (Panel) is seeking an experienced consultant to conduct a senior citizens needs assessment/gap analysis for Lake County. This assessment will, among other tasks, help review current usage of levy resources, establish the strategic direction, evaluate priorities and identify gaps for programmatic and operational planning. Ultimately, the plan will assist with the decision-making process for the Lake County Senior Citizen Levy distribution.

The consultant should have relevant experience working with public and non-profit organizations to develop operational plans that respond effectively to internal, demographic, programmatic and fiscal changes in the community. Experience working with organizations that deliver impactful services in the areas for senior citizens and social services is preferred, but not required.

RFP Submissions

The Senior Citizen Advisory Panel requests proposals of no more than seven (7) pages in length that describe your team, your experience providing this type of work to similar organizations, your proposed methodology for the research and a proposed budget for these services.

Proposals should include: information regarding the firm's history, education/experience of owners and key personnel; the expertise of the firm's current staff; the firm's experience in performing facility/operational analysis and strategic planning; availability of staff; the firm's equipment and facilities; references and previous work performed for the Lake County Board of Commissioners or their associated departments.

On a separate sheet (which will not count toward the seven page limit), please provide the names and contact information for up to three references – preferably organizations for which you have recently provided similar services.

Responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Lake County Board of Commissioners will enter into contract negotiations with the firm ranked the most qualified.

You may also access the **complete** RFP Notice via the Internet at www.lakecountyohio.gov click on *Legal Notices to Bidders* in the middle of the front page.

RFP Requirements / Timeline

The Commissioners and Panel have established July 1, 2015 as the delivery date for the project.

Completed proposals must be submitted electronically in PDF format to:

Jason W. Boyd
County Administrator
Lake County Board of Commissioners
105 Main Street
Painesville, Ohio 44077
440.350.2745
jboyd@lakecountyohio.org

Please reference RFP in the subject line.

Proposals must be RECEIVED no later than 5:00 p.m. November 30, 2014. Proposals received after this time may not be considered.

All costs in preparation and submittal of the proposal are to be borne by the proposer. The Senior Citizen Advisory Panel will not reimburse any costs associated with the preparation or submittal of this proposal.

Public Notice: October 26, 2014 & Posted at www.lakecountyohio.gov