



The Virginia Energy Efficiency Council (VAEEC) is seeking a professional facilitator to guide the development of our next three-year strategic plan. In addition to having experience with strategic planning and facilitation services, the ideal facilitator will have some knowledge of the energy efficiency industry.

We are looking for a facilitator who brings new, innovative approaches to facilitation to help our board and staff coalesce around bold ideas.

About the VAEEC

We are a 501(c)3 nonprofit, based in Richmond, VA, that works with our diverse group of members to advance energy efficiency policies and programs across Virginia.

You can learn more about our work on [our website](#) and review our current and former strategic plans [here](#).

Scope:

The selected facilitator will be responsible for collaborating with VAEEC staff to design a framework for receiving member feedback, which will be the foundation for the three-year plan. VAEEC staff will be responsible for gathering feedback from committees. The facilitator will guide discussions with VAEEC leadership and staff to distill the gathered information and develop a detailed agenda for the Strategic Planning Retreat. At the retreat, the facilitator will facilitate conversations among VAEEC board and staff members to deliver a dynamic experience that results in a clear strategic planning direction for the VAEEC. Afterward, the facilitator will debrief with VAEEC staff and provide a detailed report from the retreat as well as resources needed for implementation.

Timeline:

Late Jan./ early Feb.- VAEEC will choose a facilitator

Feb./March- Kick-off planning meeting with VAEEC staff (virtual or in-person)
March/April- Additional meetings with staff as needed (virtual)
April/May- VAEEC staff host committee ideation sessions
Late May- call with VAEEC staff and executive committee to review feedback from VAEEC committees (virtual)
Mid- to Late-June: two-day strategic planning session (in-person)
July or August- Debrief with VAEEC staff and first draft delivery
September- Final draft and delivery of resources for plan implementation

Proposal Requirements

All inquiries and questions regarding this RFP must be submitted by e-mail to info@vaeec.org with the subject, "RFP Questions" no later than **Friday, January 10th**. All questions and answers will be posted on our website no later than Wednesday, January 15th.

To apply, please submit a proposal via email to info@vaeec.org no later than **Monday, January 20th**. All proposals should include the mission and history of your company, biographies of the facilitators who will work with us, your philosophy on facilitation services, your level of familiarization with energy efficiency or clean energy, a budget, and a list of former clients. Proposals should be limited to five pages.

Your "philosophy" on facilitation services should include your techniques for engaging individuals in a group, the activities you typically plan for the groups you work with, and how you set your clients up for success once the final document has been delivered.