REQUEST FOR PROPOSALS

Long-Range Planning Consultant for the New Orleans Jazz & Heritage Festival and Foundation, Inc.

Proposal Submission Deadline: March 13, 2020

The New Orleans Jazz & Heritage Festival and Foundation, Inc. (NOJHF) is seeking the services of an experienced consultant to lead a planning process resulting in the development of a long-range plan for the organization for its 2020-2021, 2021-2022, and 2022-2023 fiscal years.

Organization Overview
The New Orleans Jazz & Heritage Festival and Foundation, Inc. (NOJHF) was founded in 1970. Its mission is to promote, preserve, perpetuate and encourage the music, arts, culture and heritage of communities in Louisiana through festivals, programs and other cultural, educational, civic and economic activities.

NOJHF is the nonprofit organization that owns the New Orleans Jazz & Heritage Festival presented by Shell, proceeds from which support the foundation’s various community development activities. Programs and assets of the Foundation include: radio station WWOZ 90.7-FM; the New Orleans Jazz & Heritage Foundation Archive; the Don Jamison Heritage School of Music; the Tom Dent Congo Square Lecture Series; the Jazz & Heritage Concert Series; Community Partnership Grants, and Sync Up Conference. The Foundation also produces community events such as the Crescent City Blues and BBQ Festival, Louisiana Cajun Zydeco Festival, and Congo Square Rhythms Festival.

The NOJHF is governed by a 30-member community-based board of directors. NOJHF holds assets of $40 million. The annual operating budget is approximately $7.5 million.

Planning Timeline and Deliverable Requirements
The consultant will work closely with the Foundation’s Long Range Planning Committee and Foundation staff throughout the planning process including participating in person or through telecommunication means. The 2020-2023 long-range plan is expected to be completed and ratified by the NOJHF board of directors by the 4th quarter of 2020. The planning process may commence as early as April 2020. The period to be covered in the plan is September 1, 2020 through August 31, 2023.

At a minimum, the plan will articulate core values for the organization as well as objectives and strategies in the following areas to achieve the plan’s aspirations: current and potential programs and services that meet constituent needs; use of real estate and other assets; community relations and engagement; marketing and outreach; governance; organizational structure, management, and administration; human resources; revenue generation, and sustainability. The board is particularly interested in strategies that align and leverage the strengths of its four largest assets – the Jazz and Heritage Festival, Don Jamison Heritage School of Music, WWOZ, and Archives – in order to fulfill NOJHF’s mission.
All NOJHF board members, Past Presidents Senate, Advisory Council, Honors Council, staff, key consultants and a diverse group of community stakeholders will be expected to be engaged in the development of the plan.

**Planner Qualifications**
Experienced long-range, strategic, capacity-building, and social venture business planners are invited to apply. People of color are encouraged to apply. Prior experience developing plans for racially and culturally diverse nonprofit organizations is a plus. In addition, the planning consultant should have strong written and oral communications skills, the ability to work effectively with large and small groups of diverse, passionate people, a flexible schedule, and an appreciation for the unique culture of New Orleans and the State of Louisiana.

**Proposal Submission Guidelines**
Interested parties are asked to submit a Proposal to Provide Long-Range Planning Services by 3 PM, Friday, March 13, 2020 to:

Mr. Donald K. Marshall, Executive Director, NOJHF
dmarshall@jazzandheritage.org

Each proposal must contain contact information for the proposed consultant; a statement of the experience and qualifications of the consultant or consultant team; an outline of the proposed planning process, services to be provided by the consultant, project timeline, a proposed project budget including the consultant’s fees and other anticipated expenses, and references from at least two clients where similar work was performed within the last 5 years.

**Selection Criteria**
Selection of the planning consultant will be made by April 9, 2020. Selection will be based on consultant’s relevant experience, approach to conducting the planning process, commitment to inclusiveness and equity, timeline for developing the plan, proposed fees and other expenses, and references.

Respondents may be asked to provide additional information and/or to make presentations in person or via teleconference prior to selection.

**Questions and Queries**
Questions and queries regarding this RFP will be answered until February 28, 2020 by Mr. Donald K. Marshall at 504 558-6100 or dmarshall@jazzandheritage.org.