

Town of Clayton

Request for Qualifications (RFQ)

For Strategic Planning & Retreat Facilitation

Statement of Request

The Town of Clayton is soliciting Statements of Qualification from professional facilitators who have experience in local government strategic planning and Elected Official retreat facilitation.

Background

The Town of Clayton is located in Johnston County and is a rapidly growing community with a diverse and dynamic citizenry, hence our motto “Premier Community for Active Families.” As the State and national economies rebound, our community will be challenged with continuing to provide premium quality services within available resources.

Council Retreats are an opportunity for elected officials and staff to collaboratively establish a vision, mission and select priorities for Town services and projects with an expectation of an aggressive yet attainable work plan.

Through prior planning the Town has an established Vision and Goals, a copy of which is available on line at <http://www.townofclaytonnc.org/Government/MayorandTownCouncil.aspx>

Purpose

The Town is seeking a facilitator with the following qualities:

- Ability to perceive and acknowledge the trends and pressures unique to governance in the Town of Clayton, NC
- Skills necessary to assist retreat participants by identifying objectives and reach consensus on priorities through an acceptable, collaborative process

- Ability to structure a realistic agenda of policy and operational objectives for the coming two year period and beyond
- Ability to assist with defining roles and assigning responsibilities for participants as necessary for successful governance and leadership
- Ability to keep the group engaged and on track
- Skills to foster an open and constructive discussion on dynamics affecting the group's effectiveness
- Ability to re-cap discussions to ensure the group is in agreement and summarize end product in a usable form.

Statement of Qualifications

Facilitators wishing consideration should submit a resume for all principals of the firm covering relevant education, experience, specialized training, associated published works and minimum three professional references; an overview of approach intended to learn about the community, its leadership, its needs and priorities, and engaging all parties involved through the planning/retreat process; statement of unit cost per day or per hour; and three samples of summary reports from prior local government strategic planning or retreat facilitations to:

**Sherry Scoggins
Town Clerk
111 E. Second Street
P.O. Box 879
Clayton, NC 27528**

RFQ submittals are due by the close of business October 25, 2013.