

Request for Proposals (RFP) Impactful Projects for Scenario Planning

Purpose and Background

The Consortium for Scenario Planning,¹ an initiative of the Lincoln Institute of Land Policy,² was established in 2017. The Consortium's participants represent a range of planning organizations, as well as academics and researchers, consultants and tool providers, and others interested in preparing for complex and uncertain futures. The mission of the Consortium for Scenario Planning is to improve the practice of scenario planning and broaden its use in rural and urban areas in order to remain flexible, dynamic, and resilient as an uncertain future unfolds.

The Consortium's goals include 1) expansion of professional capacity to apply scenario planning to rural and urban planning work, 2) increased user base of scenario planning across both process-based and data/technology-based approaches, and 3) strengthened and scaled-up professional network for scenario planning. Through the Consortium's initiatives,³ resources and services related to education and training, improving the state of scenario planning practice, and peer exchange are provided in order to reach the Consortium's goals.

'Improving the state of scenario planning practice' is a Consortium initiative area ready for increased focus. To date, the Consortium's working groups have been considering ways that the state of scenario planning practice could be improved in the following working group topic areas: 1) capacity building and peer exchange, 2) software interoperability, and 3) scenario planning as a process. The capacity building and peer exchange group works on improving the availability, accessibility, and quality of instructional resources and peer-to-peer learning. The software interoperability group works on improving the ability for software users to 'plug and play' different software features and functions together to serve a range of scenario planning needs without depending on one software for all the functionality required. The scenario planning as a process group addresses theories, options, and methodologies for executing scenario-based planning.

This RFP aims to identify impactful projects for scenario planning across the three topic areas described above, in order to further advance the Consortium's mission. Approximately \$35,000

¹ <http://www.scenarioplanning.io/>

² <https://www.lincolninst.edu/>

³ <http://www.scenarioplanning.io/initiatives/>

is available, which will be awarded to multiple projects. Because this is a limited sum of money, these awards will be small, and should be leveraged as pilot projects in some cases. If a complete project is comprised of pilot component, potentially funded through this RFP, and a larger, scaled-up component, requiring additional funding outside the scope of this RFP, the Consortium may provide additional assistance by connecting the project and its proposer with potential fundraising opportunities for the scaled-up component. Any proposal submitted in response to this RFP should be able to stand on its own upon completion, even if it is conceived of as a pilot project with a scaled-up component. Individuals and teams are encouraged to submit project proposals from public, private, nonprofit, philanthropic, academic, and other sectors.

Proposal Structure

Submitted proposals will provide responses to the questions below. Questions regarding this RFP should be submitted by email to Janae Futrell, Decision Support Fellow, at jfutrell@lincolnst.edu by 5 pm EST on Friday, September 28, 2018. Proposals should be submitted via the online form by 5 pm EST on Tuesday, October 23, 2018. The form is available at <https://goo.gl/forms/edgrrOXsr5ldx84B3>. Late questions or proposals will not be accepted.

1. Project goals, impact potential, and audience

- a. How would you categorize your project? (It is possible to select more than one category.)
 - i. Capacity building and peer exchange
 - ii. Software interoperability
 - iii. Scenario planning as a process
- b. Provide more detail about the category/categories you selected, and describe the project. (500 word maximum)
- c. To which goal(s) would your project contribute? (It is possible to select more than one goal.)
 - i. Expansion of professional capacity to apply scenario planning to rural and urban planning work (e.g., increase ease of use, expand educational opportunities, lower barriers to use, etc.)
 - ii. Increased user base of scenario planning across process-based approaches (e.g., contributes to more people applying scenario planning to their work)
 - iii. Increased user base of scenario planning across data/technology-based approaches (e.g., contributes to more people using scenario planning software tools and/or applying more data)
 - iv. Strengthened and scaled-up professional network for scenario planning (e.g., contributes to peer sharing, scaling up best practices, etc.)
- d. How would the contribution be measured, quantitatively and/or qualitatively, for each goal? (500 word maximum)
- e. Will the funds from this RFP support a pilot project, likely to scale up into a larger project? If so, please describe. (500 word maximum)

- f. Who is the audience for your project, what is its approximate size, and how will information about the project reach the audience? (500 word maximum)
- 2. Project process, deliverables, and budget**
- a. List and explain 6-8 specific tasks or activities that would be undertaken in order to complete the project. Provide a timeframe for completion. (500 word maximum)
 - b. What deliverables would result from the project? (500 word maximum)
 - c. What monitoring and evaluation would be provided for the project to make sure the tasks/activities are completed on time and that the resulting deliverables meet the audience's needs? (500 word maximum)
 - d. Explain the qualifications of the individual(s) or team members who will lead and produce the project. Upload a resume for each individual/team member.
 - e. Provide a high-level budget for the project, broken down by project tasks/activities. (500 word maximum)
 - f. If selected, would this project have a funding match of any sort coming from another entity? If so, how much, from what entity, and to complete which part of the work? (500 word maximum)

Request for Proposals Timeline

- RFP posted - September 10, 2018
- Questions submitted - September 28, 2018
- Answers posted - October 5, 2018
- Proposals submitted via online form - October 23, 2018
- Calls with shortlisted candidates (if needed) - November 5-16, 2018
- Candidate notifications - December 7, 2018

Selection Criteria and Process

Selection Criteria

1. Impact potential as demonstrated through measurable contribution to goals (35%)
2. Project feasibility (25%)
3. Connectivity to other Consortium initiatives for combined impact (15%)
4. Ability of proposed professional/team to complete project successfully (15%)
5. Demonstrated understanding of the existing state of scenario planning practice (10%)

Selection Process

1. Project selection committee review and scoring of proposals
2. Shortlisted candidates identified
3. Calls with shortlisted candidates conducted (if needed)
4. Final project selections made by project selection committee
5. Candidate notifications made