



DEPARTMENT OF BUSINESS AND INDUSTRY  
OFFICE OF THE DIRECTOR

**REQUEST FOR QUOTE**  
**Strategic Planning Facilitation Services**

**Release Date:** December 16, 2025

**Proposal Due Date:** January 2, 2025

**Point of Contact:** Drew Pearson; Public Information Officer / Project Lead

Email: [Drew.Pearson@business.nv.gov](mailto:Drew.Pearson@business.nv.gov); Phone: 775-684-2924

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**1. Introduction**

The Nevada Department of Business and Industry ("The Department"), is seeking proposals from qualified consultants/facilitators to lead a **one-day, in-person Strategic Planning (SP) facilitation session in Las Vegas in mid-January** (exact date to be finalized). The purpose of this engagement is to guide Department leadership and key staff in collaboratively developing the foundational components of the Department's Strategic Plan, including:

- Mission Statement
- Vision Statement
- Core Values
- High-level Strategic Priorities (3+ Quarterly SMART Goals related to initializing and fostering continued implementation of the Mission, Vision, and Core Values)

The facilitated session will support the Nevada Department of Business and Industry Director's Office, in completing its internal **Strategic Planning Template** (provided separately; a brief overview of the template will be included in the RFP packet) to guide organizational goals and operational alignment for the upcoming biennium.

## 2. Background

The Nevada Department of Business and Industry is undertaking an updated strategic planning effort to strengthen organizational clarity, establish shared direction, and support alignment with Departmental objectives. To support this outcome, the Department seeks an experienced facilitator skilled in organizational development, government agency planning, and group process management.

The Director has identified **mid-January** as the target timeframe for the facilitation session. The Department intends to review proposals from at least three qualified providers and may conduct interviews with finalists to determine the best fit for organizational culture and team dynamics.

### Strategic Plan Introduction and Definitions

#### Page 1 Requirements – "About the Department" Overview

The Strategic Planning Template begins with a foundational section titled **About the Department**, intended to provide a high-level overview of the Department's purpose, structure, and operational context. This page sets the stage for the remainder of the strategic plan by ensuring all stakeholders share a common understanding of the Department's scope and impact.

The Department plans to include information such as:

- **Data and statistics** (e.g., FTE count, budget, number of licensed or regulated entities, program caseloads) to demonstrate scope, scale, and public impact.
- **Operational structure**, including key sections, units, bureaus, leadership roles, and major functions.
- **Key regulatory oversight areas, program responsibilities, and statutory mandates.**
- **Recent accomplishments or major milestones** relevant to the mission.
- **Other contextual information** that helps convey the Department of Business and Industry within the broader state framework and relationship with Agencies under the Departments purview.

The Department may modify the layout of this page as needed. The template allows flexibility to combine, expand, or reformat content if a different structure better supports clarity or aligns with the Department's unique operations.

## 3. Scope of Work

The selected consultant will be expected to provide the following services:

### 3.1 Pre-Session Preparation

- Meet with the Nevada Department of Business and Industry leadership to confirm goals, expectations, and logistical needs.
- Review the Department's materials, including the Strategic Planning Template (December 2023 version).
- Conduct up to two (2) planning calls to finalize agenda, approach, and outputs.

### 3.2 Facilitation of One-Day Strategic Planning Workshop

The facilitator will lead an **on-site full-day session in Las Vegas** to:

- Introduce strategic planning fundamentals tailored to public-sector organizations.
- Guide the team through discussion and drafting of:
  - Mission statement
  - Vision statement
  - Department values
  - High-level strategic priorities
- Lead activities that foster alignment, clarity, and collaborative decision-making.
- Facilitate structured exercises that directly map to the Strategic Planning Template.
- Capture key insights, themes, and draft language generated during the session.

### 3.3 Post-Session Deliverables

The consultant shall provide:

- A written summary of the session, including drafted mission, vision, values, and strategic priority recommendations.
- A completed or partially completed Strategic Planning Template (depending on template requirements).
- Recommendations for next steps and continued implementation.

## 4. Required Qualifications

Respondents must demonstrate:

- Proven experience facilitating strategic planning for government agencies or large organizations.

- Expertise in organizational development, leadership facilitation, and collaborative group processes.
- Strong communication and interpersonal skills.
- Ability to work in Nevada (Las Vegas) for in-person sessions.
- Availability in mid-January.

## 5. Proposal Requirements

Proposals should be no more than **7 pages**, excluding appendices, and must include:

1. **Cover Letter**
  - Summary of interest and alignment with project goals.
2. **Consultant Background & Qualifications**
  - Relevant experience in strategic planning, facilitation, and public-sector work.
  - Staff biographies for any involved team members.
3. **Proposed Approach & Methodology**
  - Description of facilitation style, tools, and methods.
  - Overview of how the consultant will tailor the session for the Department.
4. **Project Timeline**
  - Proposed schedule for preparation, facilitation, and deliverables.
5. **Cost Proposal**
  - Total cost for the engagement, with itemized breakdown (e.g., facilitation, prep work, travel).
6. **References**
  - At least three (3) recent clients for similar work.

## 6. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Relevant experience and subject-matter expertise.
- Quality and clarity of proposed approach.
- Demonstrated ability to facilitate inclusive, productive group sessions.
- Cost and value (all-inclusive; no separate travel reimbursement).
- Professional references.
- Alignment of facilitator energy and style with Department culture (assessed via interview for finalists).

## 7. Submission Instructions

Please submit proposals electronically in PDF format to:

**Email:** drew.pearson@business.nv.gov

**Subject Line:** RFP – Strategic Planning Facilitation – Director's Office

*\*Selected vendors must register as a State vendor in NevadaEPro and with the State of Nevada Controller's office. Services are paid via an invoice.*

Proposals must be received no later than 5:00 pm PST January 2, 2026.

## 8. Questions

Any questions regarding this RFP must be submitted via email to the point of contact listed above.

## 9. Additional Notes

- The Director's Office reserves the right to reject any or all proposals.
- Interviews (virtual or in person) may be conducted with top respondents.
- The Director's Office may request additional information during the evaluation process.

## 10. Attachments

- Strategic Planning Template (December 2023) – Summary overview included full template provided in RFP packet.

**End of RFP**