



Request For Proposals
Strategic Planning Facilitator

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Due Date: July 30, 2026

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The Brattleboro Housing Authority d/b/a Brattleboro Housing Partnerships (BHP) Executive Director (ED) and Board of Commissioners (BOC) are launching a strategic planning process that will outline its strategic goals for the next five years. The purpose of this request for proposal (RFP) is to solicit the services of a consultant to facilitate the strategic planning process. The selected consultant will solicit input from diverse stakeholders, including external stakeholders, staff, Commissioners, and resident focus groups.

The mission of the Brattleboro Housing Partnerships is to ensure the provision of quality affordable housing in viable communities for lower-income households. BHP houses approximately 750 individuals with low and very low incomes in seven Brattleboro housing neighborhoods and in the community through our Section 8 and Shelter Plus Care programs. BHP administers three resident services programs: Support And Services at Home (SASH), Support and Services at Home For All (SFA) and Family Self- Sufficiency (FSS). BHP works closely with the U.S. Department of HUD, the Town of Brattleboro, and area agencies and organizations to provide services and opportunities to our residents and the entire community. BHP includes a 5-member Board of Commissioners, a 5-member non-profit board committed to resident programming, a Resident Advisory Communications Committee and 22 full-time and 4 part-time staff members.

BHP is in the process of several large projects, including the redevelopment of Melrose Terrace into 31 apartments for people over 65, a large construction project at AW Richards, piloting the SASH For All program, and planning for future predevelopment work at two housing sites.

Working closely with the ED and the BOC Chair, the contractor will develop a timeline and process for the strategic planning steps, facilitate stakeholder meetings, collect and organize feedback, and draft a plan with appropriate metrics.

BHP's goal is to begin the strategic planning process in October 2026 and complete it over four weeks. The time commitment will be approximately 8-10 hours per week.

The proposal for services should include:

- Introductory letter expressing interest, an overview of experience and skills, and proposed rate for outlined work
- Resume and client references, preferably related to similar work