



REQUEST FOR PROPOSALS: STRATEGIC PLANNING SERVICES

1. PROJECT OVERVIEW

The Agricultural Business Council of Kansas City (the Council) will begin a strategic planning process in January 2027. The Council will approve a three-year strategic plan at its June 2027 board meeting.

The Council seeks proposals from a qualified firm or individual to:

- Design and facilitate a strategic planning process
- Produce a draft plan for full board review and approval

2. BACKGROUND

The Agricultural Business Council of Kansas City is a leading voice for the region's food, fiber, agri-science, and related industries — advancing growth, awareness, and connection across the agricultural value chain.

Founded in 2003, the Council brings together agricultural organizations, agribusinesses, and industry leaders from Kansas and Missouri to strengthen understanding of agriculture's vital role in the regional economy and community.

Today, the Council represents a dynamic network of more than 700 individuals, businesses, and organizations connected to the broad and diverse agricultural and food sectors.

The Council has not had a strategic plan in its nearly 25-year history. However, the Council has evolved to serve several critical functions:

- A networking organization for leaders in production agriculture, agricultural policy, agribusiness, animal health, agricultural research, and related sectors

- A convening organization on agricultural issues of interest to the industry and the public
- A representative for agriculture in regional civic and advocacy organizations (e.g., chambers of commerce, economic development councils, government commissions)
- An advocate for the region to the national agricultural community, promoting economic development opportunities, events, and other initiatives

The Council has accomplished much and created significant value to members on a lean budget. The purpose of the strategic plan is to review, assess, and determine the future direction of the Council's revenues, resources, and programs.

3. SCOPE OF WORK

The Council seeks a consultant to design and facilitate a strategic planning process from January 2027 through June 2027, producing a board-approved three-year plan. The Council is open to refinements of the scope below based on the consultant's recommendations.

1. Discovery

- Conduct interviews and/or a written survey with the board, officers, and a representative cross-section of members to identify priorities, concerns, and opportunities.
- Review existing Council materials, including governance documents, programming history, financials, and member communications.

2. Findings and Framing

- Analyze discovery findings and prepare a written summary for the board.
- Frame the strategic questions for facilitated discussion.

3. Facilitated Working Sessions

- Lead two to three facilitated working sessions with the strategic planning committee to debate priorities, make directional choices, and reach decisions on the strategic questions above. The consultant is required to be on-site in Kansas City for these sessions.
- Provide pre-session materials and post-session summaries to keep the board oriented between meetings.

4. Strategic Plan Drafting

- Produce a concise, written three-year strategic plan naming the Council’s goals, the programming and activities to deliver them, and the resources required.
- Include success metrics for each goal and a recommended cadence for reporting progress to the board.

5. Board Adoption

- Present the draft plan to the board, incorporate revisions, and deliver a final plan for approval at the June 2027 board meeting.

4. TIMELINE

Milestone	Date
Proposals due	August 31, 2026
Consultant selection	October 2026
Contract commencement	January 2027
Discovery phase	January – February 2026
Findings and pre-session materials	March 2027
Facilitated working sessions	March – April 2027
Draft plan delivered	April 2027
Board review and revisions	May 2027
Board approval	June 2027 board meeting

5. PROPOSAL REQUIREMENTS

Proposals should be concise and include the following:

1. **Executive summary** of the proposed engagement.
2. **Firm or individual profile**, including the lead facilitator's biography and the role of any supporting staff.
3. **Proposed approach and methodology**, with rationale for design choices.
4. **Detailed work plan** mapped to the scope above, with timeframes for each phase.
5. **Relevant experience**, with emphasis on engagements with member-based associations, nonprofit boards, or organizations in the agriculture, food, or related sectors.
6. **Three references** from comparable engagements, including contact information.
7. **Itemized budget**, including fees, expenses, and any optional add-ons.

6. BUDGET

The Council has budgeted between \$10,000 and \$25,000 for this engagement, inclusive of fees and expenses. Proposals outside this range will be considered when the scope and value are clearly justified.

7. OWNERSHIP, CONFIDENTIALITY, AND LIABILITY

All work product, deliverables, and data generated under this engagement will be the sole property of the Agricultural Business Council of Kansas City. The consultant agrees to treat all information related to the engagement — including the terms of the contract and any organizational or member information learned in the course of the work — in strict confidence.

The Council assumes no responsibility for costs incurred by the consultant before the execution of a contract. The selected consultant is expected to maintain professional liability insurance appropriate to the scope of services.

8. SUBMISSION INSTRUCTIONS AND CONTACT

Proposals are due by 5:00 p.m. CT on August 31, 2026. Submit proposals by email to:

Zach Helder, Vice President
zach.helder@agbizkc.com

Questions about this RFP may be directed to the same contact.

Please notify Helder of your intent to submit a proposal as soon as possible. All prospective proposers will receive copies of the answers to any questions submitted during the RFP process.