



Request For Proposals

Business Plan Consultant for Alliance of Regional Collaboratives for Climate Adaptation (ARCCA)

Proposal Deadline: Friday, April 18, 2025 at 5:00 PM Pacific

INTRODUCTION

The Alliance of Regional Collaboratives for Climate Adaptation (ARCCA) is seeking proposals from qualified consultants to develop a comprehensive business plan to guide ARCCA's organizational transition. This business plan will support ARCCA's evolution from a network serving eight regional collaboratives to an entity that serves a statewide agenda enhancing regional collaboration.

BACKGROUND

ARCCA represents leading collaborative networks from across California that strive to build regional resilience to climate impacts. Our member regional collaboratives in total encompass 80% of the state's population, with the Governor's Office of Land Use and Climate Innovation and the California Strategic Growth Council serving as ex-officio members. Together, ARCCA members work to enhance public health, protect natural systems, build economies, and create resilient, livable communities throughout California. By sharing best practices and resources, identifying strategies to overcome key barriers and challenges, and conducting joint campaigns and projects, ARCCA members effectively bolster their individual and collective efforts.

ARCCA aims to create a robust network of organizations and professionals working to advance climate change adaptation in California to share information and best practices, coordinate activities, and leverage limited resources to conduct joint projects. Learn more here: <https://arccacalifornia.org/about/>

ARCCA was formed in early 2012 out of the urgent need to prepare California for the emerging impacts of climate change, including extreme storm events, heat waves, droughts, and sea level rise. ARCCA was formally managed by CivicWell until 2024.

ARCCA's strategic transition is based on decisions made by the 2024 ARCCA Executive Committee during the Strategic Visioning Process (August-December 2024). The visioning process identified three core activities that will require a phased approach to increase ARCCA's brand recognition, trust among elected officials and state agencies, and organizational capacity.



ARCCA is fiscally sponsored by Acterra as of January 2025. ARCCA is currently being staffed and supported by the [Executive Committee](#), which comprises the eight current regional climate collaborative leaders and/or managers.

ARCCA's Guiding Principles (*Adopted in 2021, subject to change*)

- **Consider the Equity, Health, and Safety of All Californians:** ARCCA seeks to support local and regional efforts to build resilience by understanding the perspectives and needs of our diverse member communities throughout the state and co-creating solutions that simultaneously promote environmental justice, economic stability, and long-term resilience.
- **Focus on the Regional Level:** ARCCA prioritizes collaboration on adaptation within and across regions, focuses efforts where there is common ground, and supports all regions, whether members, non-members, or future members, as a statewide resource.
- **Empower Collaboration Across All Sectors and Levels of Leadership:** ARCCA works to bring together stakeholders across all levels of leadership, geographies, sectors, and communities to foster knowledge exchange, build collective capacity for implementation, and facilitate collaborative efforts that advance regional adaptation efforts.
- **Prioritize Forward-Looking Adaptation Projects:** ARCCA elevates equitable and forward-looking adaptation frameworks, strategies, and practices among its membership and to State leadership.

The selected consultant will develop a comprehensive business plan that addresses the following:

1. Organizational Structure and Governance
 - Recommend an organizational structure that supports ARCCA's growth and stability
 - Recommend a governance model that maintains regional collaborative engagement while expanding statewide influence.
2. Financial Sustainability
 - Produce a 3-year financial model representing diverse revenue streams.
 - Recommend fee structures for membership and sponsorships.
 - Outline budget projections for 3 years.

3. Staffing and Operational Plan
 - Recommend a staffing model to implement the core activities of ARCCA.
 - *Create an operational procedure guide for day-to-day management. (Optional)*
4. Implementation Roadmap for ARCCA Core Activities:
 - Adaptation Best Practices: Event planning, principles development, peer exchange
 - Adaptation Policy in Action: Working group management, legislative tracking, policy agenda setting
 - Facilitating Adaptation Excellence: New collaborative development, training programs
5. Key Performance Indicators
 - Develop metrics to evaluate organizational success
 - Create an evaluation framework for ARCCA's operational plan.
6. *Marketing and Communications Strategy (Optional)*
 - *Brand positioning to increase recognition among key stakeholders*
 - *Communication strategies to build trust with elected officials and state agencies*
 - *Outreach plan to engage potential partners and members*

DELIVERABLES

1. Comprehensive written business plan including:
 - Executive summary
 - Organizational structure and governance framework
 - Financial sustainability plan with revenue projections
 - Staffing and operational model
 - Implementation roadmap for core activities
 - Performance metrics and evaluation framework
 - Marketing and communications strategy *(Optional)*
2. Financial model (Excel or similar format) with:
 - 3 year budget projections
 - Revenue scenarios (conservative, moderate, ambitious)
 - Staffing and operational costs

3. Implementation timeline with:
 - Phased approach for expanding capacity
 - Key milestones and decision points
 - Resource allocation recommendations
4. Presentation materials for Executive Committee and stakeholders

FUNDING AVAILABILITY

The anticipated budget range for this project is up to \$30,000. Proposals should include a detailed budget breakdown including hourly rates, estimated hours, and any additional expenses.

Ineligible Costs and Activities

- Any expenses NOT directly related to the proposed project including, not limited to: ongoing operational costs for the applicant, consultant fees unrelated to the project, materials or equipment deemed unnecessary for the project or program, bonus or sales commissions of any kind, purchase of alcohol.
- Administrative costs in excess of 10% of the total costs of the project.

PROPOSAL REQUIREMENTS

Please submit a proposal including:

1. Cover letter: Description of applicant's organization, entity type, mission, and role in proposed project
2. Qualifications and relevant experience
3. Proposed approach and methodology
4. Work plan with timeline, all deliverables completed no later than **Friday, July 18, 2025**
5. Detailed budget
6. Declaration of ability to meet expenditure deadline
7. 1-3 Samples of previous business plans or similar work
8. 1-2 References from previous clients

QUALIFICATIONS

The ideal consultant will demonstrate:

1. Proven experience developing business plans for 501(c)3 or 501(c)4 organizations; particularly those with:
 - Environmental, climate, or sustainability focus
 - Statewide or regional scope
 - Collaborative structures
2. Strong understanding of:
 - California climate policy landscape
 - Regional climate collaborative models
 - Nonprofit financial sustainability strategies
 - Organizational development
3. Excellent analytical, writing, and presentation skills
4. Ability to engage with diverse stakeholders and incorporate feedback

EVALUATION CRITERIA

Proposals will be evaluated based on:

- Demonstrated understanding of ARCCA's needs and transition goals (25%)
- Qualifications and relevant experience (25%)
- Proposed methodology and approach (20%)
- Work plan and timeline feasibility (15%)
- Budget reasonableness (15%)

TIMELINE

RFP Release Date:	Monday, March 17, 2025
Proposals Due	Friday, April 18, 2025
Proposal Review	April 23 - April 30, 2025
Interviews with Applicants	May 1 - May 9, 2025
Consultant Selection	Monday, May 12, 2025
Project Kickoff	Monday, May 26, 2025 @ Noon
Draft Business Plan	Monday, June 16, 2025
Presentation to Executive Committee	Monday, June 23, 2025 @ Noon
Final Deliverables Due Date	Friday, July 18, 2025

SUBMISSION INSTRUCTIONS

Please submit proposals electronically to admin@arccacalifornia.org with the subject line "ARCCA Business Plan Consultant Proposal" by **Friday, April 18, 2025**.

Questions regarding this RFP should be directed to admin@arccacalifornia.org.

REMUNERATION CONSIDERATIONS

Contractor will be paid as an Independent Contractor. It is agreed and understood between the parties that all insurance, health, vacation and other employee benefits and local, state and federal requirements associated with an employee/employer relationship do not apply here and are not the responsibility of Acterra.

Payment will be made no later than 60 days after the receipt of the final deliverables, upon approval of the ARCCA Executive Committee.

Contractor will submit invoices to Executive Committee and Acterra and be paid through [bill.com](https://www.bill.com)

General Conditions: By submitting a Proposal, the Respondent represents and warrants that:

- 1) The information provided is genuine and not a sham, collusive, or made in the interest or in behalf of any party not therein named, and that the Respondent has not directly or indirectly induced or solicited any other respondent to put in a sham proposal, or any other respondent to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage; and
- 2) The Respondent has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing contracting consultant of the ARCCA.
- 3) ARCCA reserves the right to reject any and all submittals; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity in the submission and review process. None of the materials submitted will be returned to the Respondent unless they are not submitted in a timely manner.
- 4) Proposals will become a public record and available for release to the public upon selection of a successful Respondent and an Intent to Award Notification is distributed.
- 5) Respondents shall specify in their cover letter if they desire that any portion of their Proposal be treated as proprietary and not releasable as public information. If Respondent chooses to claim any information as proprietary, it must specify those sections in the cover letter and provide any legal justification for treatment as such. However, respondents should be aware that all such requests may be subject to legal review and challenge. In such event, each Respondent shall be responsible for the legal defense against the release of their Proposal as public information.
- 6) ARCCA reserves the right to award an agreement without further competition based on the responses received to this RFP.
- 7) ARCCA reserves the right to request additional information not included in this RFP from any or all Respondents after the proposal due date.
- 8) ARCCA reserves the right to contact references not provided in the submittals.
- 9) ARCCA reserves the right to incorporate its standard language into any contract resulting from this solicitation.
- 10) ARCCA reserves the right to reject any and all Proposals or any part of a Proposal if it is determined it is not in the best interest of ARCCA.
- 11) ARCCA reserves the right to reject the proposal of any submitter who previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the Proposal of a respondent who is not able to perform such a contract satisfactorily.