

# Invitation to Bid



## Community Needs Assessment & Strategic Plan

Coalfield Community Action Partnership, Inc. is accepting bids for the facilitation of our Community Needs Assessment to be followed by Strategic Plan development. Coalfield CAP is a Multi-County Private Non-profit Corporation that administers Federal and State grants and Fee-for-Service programs.

The successful bidder will be required to:

- Oversee Community Needs Assessment process in the Summer/Fall of 2025, to be followed by the development of a 3-to-5-year Strategic Plan in the Spring of 2026
- Facilitate community meetings and outreach for the Community Needs Assessment and also facilitate Strategic Planning Retreat with Management/Board of Directors (location TBD)
- Formalize work into a final bound document (25 copies) and also provide PDF of document for both the Community Needs Assessment and the Strategic Plan
- Be available to present the final document(s) to Board of Directors, if requested
- Demonstrate past experience in this line of work, with detailed explanation of proposed process

If interested please contact Tim Salmons at (304) 235-1701, for additional information.  
Bids are to be delivered to our main office located at 1626 West Third Avenue, Williamson, WV 25661.

**Bids: must be received by 4:00 pm on Thursday, July 31, 2025.**

**Coalfield Community Action Partnership, Inc. reserves the right to reject any or all bids.**

**COALFIELD CAP, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

***“Helping People. Improving Communities. Changing Lives.”***