LATIN AMERICAN STUDIES ASSOCIATION

416 Bellefield Hall
University of Pittsburgh
Pittsburgh PA 15260

REQUEST FOR PROPOSAL

STRATEGIC PLANNING CONSULTANT

This RFP is also available at our website:

http://lasa.international.pitt.edu
Deadline for receipt:

Proposals must be received via email before 5:00 PM on Friday, March 27, 2015.

Proposals should be Addressed to:

Mirna Kolbowski, Associate Director/Financial Administrator, and emailed to: mik100@pitt.edu.

Subject line should read: Strategic Planning RFP.

Objective:

The Latin American Studies Association is seeking consultant services for the development of a multi-year strategic plan.

Background:

The Latin American Studies Association (LASA) is the largest professional Association in the world for individuals and institutions engaged in the study of Latin America. With over 9,500 members, 45 percent of whom reside outside the United States, LASA is the one association that brings together experts on Latin America from all disciplines and diverse occupational endeavors, across the globe.

LASA's mission is to foster intellectual discussion, research, and teaching on Latin America, the Caribbean, and its people throughout the Americas, promote the interests of its diverse membership, and encourage civic engagement through network building and public debate. Every year, specialists on Latin America gather at the LASA International Congress. Featuring over 900 sessions, including plenary sessions and informal meetings, the Congress is the world's premier forum for expert discussion on Latin America and the Caribbean. The next International Congress will be held in San Juan, Puerto Rico, May 27 – 30, 2015.

Membership is available to individuals and institutions sharing the Association's commitment to the field of Latin American studies.
The Association advances the Latin Americanist community in numerous other ways. It provides access to the Latin American Research Review, the premier U.S.-based journal in Latin American studies; it publishes the LASA Forum, a quarterly newsletter; it alerts members to professional opportunities; it recognizes scholarly achievement; and it represents Latin Americanists’ interests and views before the U.S. government and at times to governments elsewhere.

Scope of Work:

LASA is seeking a consultant to lead the Planning Committee through the process of developing a five-year strategic plan. The plan will articulate LASA’s mission and include the goals, objectives and action steps that will guide the organization for the next five years.

The consultant will work with the Planning Committee, made up of past and current officers and LASA’s leadership team.

Project Timeline:

It is anticipated that the project can begin in May/June 2015. Through this process, LASA expects to have a Strategic Plan in place by April 2016 that will guide the activity and use of resources over the next five years. The process should ensure input from all stakeholders and the plan should reflect that input and idea generation.

Deliverables:

A final strategic plan document must include the following in detail:

- Strategic areas of focus and priorities for the next five years
- Goals and objectives to meet priorities
- Detail of action items that includes person responsible and timeline
Information Required of Respondents:

- Summary of the proposal
- General description of the planning activities recommended
- Work plan
- Cost
- Additional information the Consultant feels would assist LASA in the selection process

Inquiries:

Inquiries should be made via email and addressed to Mirna Kolbowski, mik100@pitt.edu.