



Request for Proposals Strategic Planning Services

All Submissions and Correspondence to be Returned to:

Michelle White
Lead Research & Special Projects Coordinator
Council for the Advancement of Native Development Officers
9635 - 45 Avenue
Edmonton, AB T6E 5Z8



Request for Proposals Strategic Planning Services

I. Introduction

On behalf of the steering committee for the Future Aboriginal Business Leaders Symposium project, Cando is seeking proposals from interested and qualified organizations and firms to provide Strategic Planning Services, under a fixed contract price not to exceed \$25,000.00 for a period not to exceed (3) months beginning February 13, 2012 to May 14, 2012.

II. Project Requirements

A. Background

Future Aboriginal Business Leaders Symposium (FABLS) started in 2006. It began as a pilot project that was initially developed and delivered in Edmonton by the Alberta Indian Investment Corporation and Apeetogosan Métis Development Inc. Since inception, FABLS has attracted numerous partnering organizations, increased the number of symposiums and expanded the delivery of the program to both urban and remote Aboriginal communities across the province of Alberta.

FABLS is built on the foundation of strong partnerships between a variety of organizations and funding agencies that have a common mandate; to encourage Aboriginal economic growth and to invest in Aboriginal youth so that they are prepared to participate in the Aboriginal economy. The contributing partners to this year's delivery of the Future Aboriginal Business Leaders Symposium program are:

- Alberta Indian Investment Corporation (AIIC)
- Alberta Women Entrepreneurs (AWE)
- The Business Link – Aboriginal Business Development Services (ABDS)
- Indian Business Corporation (IBC)
- Settlement Investment Corporation (SIC)
- Council for the Advancement of Native Development Officers (Cando)
- Community Futures Treaty 7 (CFT7)

Establishing partnerships with a variety of education providers in coordinating the program with teachers' planned curriculum for the school year ensures that FABLS is of high value to students, teachers, program administrators and provincial funding agencies alike. Where possible, the program will attempt to deliver the FABLS project at a time when the students will already be examining their career choices in the classroom. By delivering the FABLS project at a time that coincides with classroom learning objectives, it increases the likelihood that teachers will be interested in creating partnerships with the FABLS project, and will encourage their student to attend the workshop. In fact, most schools will apply the day to their students' learning plans, as the day is linked to Junior Achievement's "Our Business World" curriculum.

In summary, the project is a collaborative effort that provides Aboriginal high school students with an opportunity to learn about entrepreneurship, mentoring and goal setting.

Task Description

As FABLS enters its sixth year, the demand for this project remains high and it continues to receive financial support from provincial funding agencies through proposal based yearly application processes. Relying on proposal based project funding remains the greatest risk in delivering the project due to the varying approval schedules and ever-changing criteria for funding eligibility by provincial funders. The task at hand is to develop a strategy that will stabilize funding for the project, allowing FABLS to continue year-round as a program with secured long-term funding.

FABLS is seeking a vendor to facilitate the strategic planning process that will provide guidance for future decision making and continuous development of FABLS from an annual project to a long term program. The strategic planning process will result in the development of a comprehensive and effective 5 year strategic plan that will identify options for securing long term funding and continued delivery of the program.

Scope of Services

The successful proponent will be expected to undertake the following activities in order to complete the strategic plan:

- A full SWOT analysis (strength, weakness, opportunities and threats) of FABLS.
- Identify multi-year funding options or other mechanisms to bring financial stability to the program that will consider corporate partners as playing a central role.
- Develop options for housing the new program as a separate entity with full-time and/ or part-time staff.
- Develop proposed governance structures that are appropriate for the scope of the program that includes decision making process.

- Assist in the development of short and long term goals and objectives. The proponent should include milestones for the program at 1, 3 and 5 year increments.
- Develop key indicators and a set of outcomes that can serve as the basis for performance measurements.
- Planning, facilitating and evaluating a Strategic Planning Session with FABLS steering committee and key stakeholders.
- Develop vision and mission statements.
- Conduct an implementation process with the steering committee.
- Write a full comprehensive strategic planning document.

The 2012-2017 Strategic Plan should ensure that FABLS has a clear mandate, recommended multi-year funding strategy and operations structure, as well as an effective implementation strategy.

III. Proposal Timeline

- A. RFP release
January 20, 2012
- B. Deadline for proposal submission is **4:00pm**
February 10, 2012
- C. Approval of Proposal
February 16, 2012
- D. Award/Denial notices sent to proponents
February 16, 2012
- E. Awarding of contract
February 17, 2012

IV. Proposal Submission

- A. Proposals should be received no later than 4:00pm on February 10, 2012. Proposals should include the items described below.
- B. Three (3) bound originals and one (1) electronic copy of the written proposal are required.
- C. Proposal format should include:
 - Cover Letter – including consultants name, address and contact information.
 - Summary of the proponent’s background and experience in similar projects.

- Name, phone number and address of three references from similar contracts.
- A brief synopsis that displays the proponent understands FABLS needs and how the proponent plans to meet those needs.
- A detailed description of the proposed plan to achieve scope of services, as understood by the proponent and the proposed timeline.
- Detailed budget that itemizes all estimated costs for work to be performed.
- Brief but relevant resume of individual(s) who will be performing the proposed work, and their ability to participate in Strategic Planning meetings.
- Any other information deemed pertinent by the proponent.

D. All correspondence, including proposals, must be submitted to:

Michelle White
 Lead Research & Special Projects Coordinator
 Council for the Advancement of Native Development Officers
 9635 - 45 Avenue
 Edmonton, AB T6E 5Z8
 Phone: (780) 990-0303 / 1-800-463-9300
 Fax: (780) 429-7487
 E-mail: Michelle.White@edo.ca

V. Required Competencies

The proponent should have the following competencies:

- A minimum of five (5) years experience in designing and delivering strategic planning and implementation process.
- Experience working with Aboriginal communities and organizations, specifically non-profit organizations.
- Familiarity with Aboriginal Affairs and Northern Development Canada, Alberta Aboriginal Relations, Alberta corporate sector and the New Federal Framework for Aboriginal Economic Development.
- An understanding and sensitivity to issues facing Aboriginal people in Canada with respect to economic development.

VI. Evaluation Criteria

The proposals will be evaluated based upon the following criteria:

- Degree to which the proponent demonstrates competencies.
- Experience in strategic planning.
- Appropriateness of methodology.
- Ability of the consultant to meet the desired timeframe for the completion of work.
- Cost.

F. Schedule for completion.

VII. Key Deliverables

- A. Fully executed strategic planning session with FABLS steering committee.
- B. A five year Strategic Plan.
- C. A two year implementation plan.
- D. Presentation to steering committee, project funders and other key stakeholders.

VIII. Roles, Responsibilities and Reporting Structure

The successful proponent will report to the Executive Director of Cando.

IX. Intellectual Property

Ownership and copyright of all data, drafts and final products will be the sole and exclusive property of Cando and the FABLS steering committee.

X. Proposal Conditions

- A. This request does not commit Cando to award a contract. Cando reserves the right to accept or reject any or all of the proposals it receives as a result of this RFP.
- B. This RFP does not commit Cando to pay any cost incurred in the preparation of the proposal – the proponent agrees that all costs incurred in developing this proposal is the sole responsibility of the proponent.
- C. Contract will be awarded based on the competitive selection of proposals received.
- D. Cando may require the potential contractors selected to participate in negotiations, and submit revisions to pricing, technical information and/or other items in the proposal that may arise from negotiations. The contents of the proposal, if awarded the contract, become contractual obligations, subject to negotiation and failure to accept these obligations in a contractual agreement may result in cancellation of the award.
- E. Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP, unless otherwise stated in the proposal.
- F. The final authority to award the contract rests with the Executive Director of Cando.