

Request for Proposal: Strategic Planning Development

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is soliciting requests for proposals (RFP) for a facilitated service to support us in the development of our next strategic plan. We are in a transitional period and wish to explore if we should renew our current strategic plan or develop a new plan.

Introduction:

DPNCHC is a multi-service community agency providing programs and services to diverse participants who are marginalized due to socioeconomic barriers. We work from a community development and health promotion perspective. We are in the last year of a five-year strategic plan and are seeking a consultant to support the development of our next strategic plan. In 2019, we developed a Theory of Change, which continues to frame our work; including:

- Who we serve
- How we work
- Our areas of focus
- Our intended impacts

Scope of Work:

DPNCHC is seeking to identify and select an independent, qualified consultant to undertake the following tasks in collaboration with a committee of staff and the Board:

- Facilitate strategic planning discussions with staff and the Board to assess and recommend updates to the mission, vision, values, and strategic outcomes.
- Support our determination of whether we should renew the current plan, or develop a new three to five-year plan.
- If we develop a new plan, provide a Strategic Plan for three to five years that defines key strategic priorities, the objectives that define them and the expected outcomes. Include a one-page overview for socialization amongst the community.
- Provide a Strategic Plan implementation plan with performance measures and evaluation metrics that can be tracked by management and the Board.
- Consider financial implications based on the above and identify funding/financing gaps.

Timeline:

- RFP Distribution: June 20 2024
- Proposal Due Date: July 15, 2024
- Target Date for Review of Proposals: July 15- August 30, 2024
- Approval of selected consultant and strategic planning process at Board meeting: September 2024
- Anticipated commencement date of work: October 2024
- Please note, the Board of Directors extends the right to extend the process.

Budget:

Please include estimated costs, scalable options, and timelines for each project deliverable.

Response Requirements

- Please put forward your approach for fulfilling the requirements and expectations in this RFP.
- Please outline your knowledge and experience related to helping organizations with strategic planning and the outcomes from the delivery of this work.
- Describe how you will work with DPNCHC Staff and Board.
- Please advise on your cost structure and pricing as well as your invoicing structure.
- Please provide up to three clients who we can contact as references.
- Please submit your proposal to DEA@dpnchc.ca with the subject line “Strategic Plan RFP,” along with a resume and any additional supporting documentation. Please ensure responses are provided no later than July 15, 2024. All questions relating to this RFP can also be sent to the same email address.