



REQUEST FOR PROPOSALS (RFP): STRATEGIC PLANNING SERVICES

Submission Due Date: July 15, 2022 – 4:00PM EST

(1) Invitation to Bid

The Ontario First Nation Technical Services Corporation (OFNTSC) invites submissions of a proposal for Strategic Planning Services according to the specifications, requirements and terms and conditions set forth in this Request for Proposal (RFP). OFNTSC continues to transform and evolve to serve and support the technical service needs of First Nations in Ontario.

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission from OFNTSC.

(2) Background

The OFNTSC was established in 1995 to provide expert technical advisory services to the First Nations of Ontario. At that time, it was the first Indigenous organization in Canada mandated to provide professional technical and advisory services to First Nations' communities and foster their technical self-reliance.

The OFNTSC was mandated by Ontario First Nations Chiefs-In-Assembly to provide advisory level technical services to Ontario's Tribal Councils, Large First Nations, and Unaffiliated First Nations in the areas of:

- Capital Project Planning and Development
- Quality Assurance
- Training
- Operations and Maintenance
- Fire Protection
- Architectural Support Services
- Housing Inspections

Mississauga of the Credit First Nation

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New Credit Commercial Plaza
Unit 202, Box 8
Hagersville, ON, N0A 1H0
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Brantford Service Centre

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- Housing Program

Our underlying objectives are to foster greater First Nation autonomy in the acquisition of capital facilities and infrastructure development. We also promote the development of modern community health and safety practices.

The OFNTSC creates future capacity by encouraging youth to pursue careers in science and technology. The OFNTSC attends career fairs and encourages young people to enroll in science and technology related courses offering scholarships, often in partnership with the corporate sector.

The OFNTSC is governed by a twelve (12) member Board of Directors. OFNTSC employs approximately 50 staff in four service centers: Mississauga of the New Credit First Nation, Atikameksheng First Nation, Toronto, and Thunder Bay.

In October 2018, OFNTSC produced a 2018 – 2023 Strategic Plan, which refined and reassessed our goals to frame them in a way that would produce a roadmap to help us get there. As we approach the end of the 2018 – 2023 Strategic Plan, it is time to review, refresh and update our goals and create a new roadmap for the next five (5) years.

For more information about OFNTSC, please visit www.ofntsc.org.

(3) Services Required

The OFNTSC is requesting proposals from qualified firms to provide Strategic Planning Services to the organization to facilitate the development of OFNTSC's 2024 – 2029 Strategic Plan. Proposals will be evaluated in accordance with the criteria set forth in this RFP.

Your proposal is expected to cover the following services:

- Review of current Strategic Plan and Strategic Plan Progress Updates
- Engagement with the Board of Directors, Senior Management, staff and relevant stakeholders
- Development of a process for a strategic planning session
- Facilitation of a strategic planning session
- Development of an actionable Strategic Plan that includes key strategic priorities, goals, and measurable indicators of success
- Infographic summarizing the Strategic Plan
- Recommendations for communication, implementation and measurement of the Strategic Plan.

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(4) Timelines TO BE CONFIRMED

- Kick-off Meeting with Senior Management: August 19, 2022
- Strategic Planning Session Preparation: August 25, 2022
- In-person Strategic Planning Session Facilitation: September 26/27th, 2022
- Draft Strategic Plan and Infographic: October 31, 2022
- Final Strategic Plan and Infographic with recommendations for communication, implementation and measurement: January 31, 2023

Timelines subject to change

(5) Proposal Contents

Please include the following in your response to this RFP:

- Executive Summary describing your understanding of the work to be performed and your firm's ability to complete the work;
- Professional Experience including your firm's philosophy, size, structure and qualifications with serving not-for-profit charitable and/or First Nations organizations with a similar size and operations;
- Team Qualifications for each individual/consultant who will be assigned to this engagement if you are successful in your bid;
- Outline of overall approach to the project
- Detailed workplan outlining for the project including specific activities and anticipated outcomes, associated timeline
- Detailed budget by key activity;
- Two (2) samples from similar recent engagements; and
- Client References of relevant not-for-profit, charity and/or First Nations clients the firm has served within the past three years.

(6) Qualifications

The successful candidate/organization for the provision of Strategic Planning Services will demonstrate:

- Experience in successfully developing strategic plans and related materials;
- Strategic planning and facilitation experience with First Nations and/or not-for-profit organizations;

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- Facilitation skills working with Boards of Directors, senior management teams, staff and key stakeholders;
- Cultural awareness and knowledge specific to Ontario First Nations; and
- Project management skills.

Candidates must provide a signed statement confirming that the applicant is free from any conflicts of interest related to this project or prospective work with OFNTSC.

(7) Submission Deadline

Unless otherwise posted, all responses to this RFP must be submitted by **July 15 2022 at 4:00PM EST**. Proposals submitted after the due date and time specified will not be accepted or considered.

Proposals shall be forwarded to:

Melanie Debassige, Executive Director
Ontario First Nations Technical Services Corporation
78 First Line Road
Unit 202, Box 8
Hagersville, ON, N0A 1H0
mdebassige@ofntsc.org

(8) Evaluation and Selection Criteria

Proposals will be evaluated by the OFNTSC's senior staff and the OFNTSC Board of Directors. All aspects of the submissions will be taken into consideration when evaluating the proposals.

This includes the following:

- Proposed fees and costs. Value will be compared to cost and therefore the lowest cost proposal may not be selected;
- The firm's understanding of the scope of the proposed professional services as evidenced by the proposal submitted, including the firm's standards and approach;
- The background and experience of the firm in providing similar services as well as specific background, education, qualifications, and relevant experience of key personnel to be assigned to the account; and
- References.

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OFNTSC reserves the right to reject any and all proposals at its discretion and to refuse any proposal that does not meet the information or timing requirement of this RFP.

(9) Questions/Inquiries

All questions regarding the RFP are to be submitted in writing to Melanie Debassige, Executive Director, **via email at mdebassige@ofntsc.org**. Any oral communications shall be considered unofficial and non-binding. Only written responses to written communication shall be considered official.

Questions regarding the RFP must be received no later than **July 15 2022 at 4:00PM EST**. All answers will be provided as quickly as possible.

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