



Request for Proposals: Strategic Planning Services

Overview

The Edmonton Chamber of Voluntary Organizations (ECVO) is a member-based non-profit organization serving voluntary sector organizations in Metro Edmonton. ECVO supports voluntary sector (non-profit and charitable) organizations to build and sustain their volunteer programs and services through resources, networking, and skill development opportunities.

ECVO is seeking a strategic planning consultant or consultants to facilitate a process to create our next three-year Strategic Framework for 2023-25. This Strategic Framework will display foresight on emerging needs and challenges facing the non-profit voluntary sector (NPVS) and outline how ECVO can effectively respond through our work in the coming years. The Strategic Framework will also be designed to be used as an engagement tool to expand ECVO's reach and more effectively connect to its diverse stakeholders.

Scope of Work

The successful vendor will be required to develop a three-year strategic framework that identifies strategic directions, goals and priorities to guide the work of the organization to include the following:

- Review of the current strategic plan, mission, values, vision and mandate
- Alignment with the Equity, Diversity and Inclusion Strategic Plan
- Profile and situational assessment (assessment of current state and key issues facing the NPVS)
- Environmental scan of other similar organizations in Alberta
- Set strategic and policy priorities for the next three years

The vendor will be expected to work with a dynamic team made up of:

- ECVO board members
- ECVO staff members
- Government Relations Contractor – to be identified ECVO
- Communication/Marketing Specialist – to be identified by vendor

Desired Strategic Planning Outcomes

- Revision and update of organizational mission, mandate, confirmation of identity, vision, priorities, goals, and outcome measures
- Identifies possible areas for growth and development
- Creation of a community/member outreach framework to ensure effective engagement with partners, key stakeholders, members, and the broader community
- New Strategic Framework is developed as an engagement tool

Proposed Project Timeline

Clarifying questions to be submitted by: **January 14, 2022**

Response to questions: **January 21, 2022**

RFP submissions deadline: **January 31, 2022**

Contract awarded: **February 14, 2022**

Work plan due: **March 1, 2022**

Final presentation to the board of directors: **September 26, 2022**

Budget

The budget for this project is \$15,000-20,000.

Submission Guidelines

Within the submission, the vendor must describe:

1. Their approach to delivery of the desired Strategic Planning Outcomes described above;
2. Past experience working with similar organizations;
3. The methods/philosophy that will be used to facilitate the strategic planning process;
4. How the planning results will be captured/reported; and
5. The overall fee for this project.

The project will be tendered at the discretion of the Edmonton Chamber of Voluntary Organizations. The board and the Executive Director of the ECVO will review and decide based on a weighted point system considering experience in the sector, plan to meet the proposal outcomes and best overall value for the product.

The ECVO would like to thank you in advance for your time and attention to this matter. Should you have any questions and/or comments, please do not hesitate to contact Gemma Dunn, Executive Director at director@ecvo.ca.

Please submit your proposal via email to director@ecvo.ca no later than **January 31, 2022**.