

REQUEST FOR PROPOSAL: STRATEGIC PLANNING CONSULTANT

Objective:

George Jeffrey Children's Centre seeks proposals from consultants interested in designing and facilitating a strategic planning process that will result in a 2018-2021 Strategic Plan.

Background:

George Jeffrey Children's Centre is a non-profit organization and registered charity that is a paediatric outpatient health facility located in Thunder Bay, Ontario. We have been meeting the communication, developmental, and physical needs of children for over 60 years; providing services to infants, children, and adolescents aged birth to 19 years.

We offer programs and services that meet the physical, developmental, and social needs of Northwestern Ontario children of all ages and abilities. Our Services include:

- Augmentative Communication
- Occupational Therapy
- Physiotherapy
- Recreation and Leisure Facilitation
- Rural Services (District of Thunder Bay)
- Seating and Mobility
- Speech-Language Pathology
- Social Work

Required Strategic Planning Outcomes:

- Guide George Jeffrey Children's Centre through a fulsome review and refinement of the vision, mission, values and objects of George Jeffrey Children's Centre;
- Complete a needs assessment and environmental scan including reviewing existing relevant plans and documents identifying patterns that are applicable, analyzing strengths, weaknesses, threats and opportunities as well as engaging relevant stakeholders and clients;
- Develop strategic priorities for 2018-2021, including goals for each;
- Establish tools:
 - For evaluation - to assess progress toward achieving George Jeffrey Children's Centre's goals (I.e. key performance indicators, measurable outcomes, etc.);
 - To evaluate emerging opportunities for real time decision making;
- Culture is strengthened and team developed through collaborative efforts within the strategic planning process between Board, management and staff;
- Produce two final reports, one to be used as an internal document that outlines the Strategic Plan in full as well as an external document to be shared with stakeholders and the public as to our Strategic Directions.

Timeline:

- The proposed project timeline is February 15, 2018 to June 30, 2018.

Proposal Requirements:

- Please submit a proposal no longer than three (3) pages in length, plus at least 3 references and one sample of a strategic plan you have delivered.
- Proposals must be received via e-mail, before 4:00 PM on Friday, February 15, 2018.
- Please address your proposal to: Tom Walters, Chief Executive Officer.
- Submit by e-mail to Kellie Zysko, kzysko@georgejeffrey.com.

Guidelines for Proposal Content:

Please provide a brief proposal outlining your approach and concept for the project, including your use of the funds budgeted for this project and how you would utilize George Jeffrey Children's Centre staff and engage our Board of Directors, consumers and community partners in the planning process.

The proposal statement of work should be presented in a conceptual, high-level format, with the understanding that the actual scope of work will be refined after consultant selection. George Jeffrey Children's Centre's Chief Executive Officer and Leadership Team will work with the selected consultant to design the strategic planning process that aligns with George Jeffrey Children's Centre staff and Board resource and time constraints.

Specific proposal contents:

- Name of firm
- Name and contact information for the consultant(s)
- Description of experience and qualifications
- Indication of availability during project period
- Statement of work: brief response on approach to the project scope
- Cost proposal, including hourly rate structure
- A rough working schedule for the process
- At least three references (does not count toward three-page proposal limit)

For More Information:

Contact Tom Walters,
Chief Executive Officer,
twalters@georgejeffrey.com