

Request for Proposals

Tourism Swift Current Inc. Organization Design and Operations Plan Competition. October 2020

Purpose:

Tourism Swift Current requires the assistance of a qualified supplier to provide professional consulting services for a comprehensive organizational design and operations plan for long-term sustainability.

Background Information

Tourism Swift Current is seeking proposals from consultants with demonstrated expertise in designing organizational structures and operations models that lead to growth and long-term sustainability. Proponents need to demonstrate expertise in developing and implementing organizational governance and funding models, especially for small to medium size nonprofit organizations. Preference will be given to proponents that, in addition to the above competencies, also demonstrate an understanding of tourism destination management organizations (DMOs) and their operating context, including governance and funding challenges.

The plan will be based on research, strategic options analysis, and stakeholder consultation. It must include a feasible systematic implementation action plan that takes into consideration the specific operating environment of the organization.

The holistic plan should identify and recommend solutions to issues that include but are not limited to the following:

- The organization's unique value proposition in its operating environment relative to all other stakeholders.
- The ideal leadership model for the organization.
- The ideal governance structures for sustaining the organization in the long term.
- The ideal funding model for long-term success.
- The ideal stakeholder engagement model for organizational growth.
- Clarity in the roles and responsibilities of all organizational stakeholders
- Step by step action plan for efficient and effective implementation of all recommendations

Any research conducted is expected to be covered within the total project budget and is not to be considered a separate item.

The work is expected to begin immediately upon awarding of the contract, and all deliverables must be completed by March 31, 2021.

All proposals must include detailed costs and a project plan.

Scope of Services Required:

The process for achieving the desired outcomes above should include:

1. Primary and Secondary research
2. Stakeholder engagement
3. Detailed analysis of findings with specific recommendations on the best path forward for the organization.

Deliverables:

A detailed plan that integrates all the above with a specific systematic implementation plan for all identified recommendations.

The above is required in hard copies and electronic format (Word and print ready PDF format), along with a summary in Power Point.

Interested applicants must demonstrate the following:

1. An organization currently permitted at the Provincial and/or National level to provide strategic consulting services.
2. An organization that has experience in identifying and mapping out governance and financial models for small to medium size nonprofit or similarly situated organizations.
3. An organization with demonstrable experience in community/industry consultation to develop sustainability plans.
4. The organization is able to designate at least one consultant to fully supervise and manage the project to its completion.
5. The successful consultant must have at least two years prior experience in consulting and/or developing organizational design long term organization success.
6. Preference will be given to the following:
 - Organizations that have experience designing and developing organization structures for DMOs.
 - A demonstrated understanding of the operating contexts, trends and unique challenges faced by DMOs.

Proposal Content Requirements

1. Proposed approach for conducting project and working with the client.

2. Relevant qualifications and experience of project team including time allocation by team member.
3. Description of resources to be assigned to the project.
4. Two examples of similar projects completed in the past three years. Please include the scope of services, timeline and a reference for each project.
5. Detailed budget and timeline.
6. General fee schedule.
7. Proposed payment terms.

Supplier Selection Criteria

Supplier submissions will be evaluated on the basis of:

Quality of Proposal

- Proposed approach for conducting project and working with the client
- Demonstrated capability of the firm
- Demonstrated understanding of the client's requirements
- Consistency with the RFP package

Experience

- Relevant experience and expertise of project team
- Quality of project examples that are similar in nature to the requirements of this project
- References

Cost

- Pricing schedule for all aspects of activities this project requires
- Appropriate value for experience and level of service provided
- Budget is itemized and understandable

Delivery of Service

- Delivery standards demonstrating, but not limited to, the ability to meet project schedules and estimated costs
- Ability to effectively communicate ideas and explain approach
- Quality of interpersonal skills

The project will not necessarily be awarded to the lowest bidder.

Process and Deadlines

Deadline for proposal submissions is **5:00 p.m., Saskatchewan time, Friday, November 13, 2020**. Submissions must be made via email to lee@mooseworld.ca

Please name the proposal in the following manner "*Supplier Name – TourismSwiftCurrent – Destination Sustainability Project Competition Proposal*".

Tourism Swift Current will not incur any cost for any proposal or submission required. All costs related to each proposal are solely the responsibility of the supplier.

In person or telephone contact with Tourism Swift Current and other panel members is strictly prohibited and such violation may result in supplier disqualification. However email questions on the competition are permitted as noted in the schedule below.

Competition Schedule

Day	Activity
October 27, 2020	RFP is open
November 6, 2020	Deadline for formal question and clarifications to be submitted to lee@mooseworld.ca
November 13, 2020	Proposals due
November 20, 2020	Client Q&A; panel award decision

For more information about this RFP, please e-mail lee@mooseworld.ca

Conflict of Interest Declaration

By submitting a proposal, the supplier is committing they do not have any conflict of interest with the provision of work to be done by the consultant as specified in the scope of the project. The supplier shall immediately disclose to lee@mooseworld.ca any actual or potential conflict of interest which currently exists or which may arise during the period of the contract.

Commitment to Ownership and Confidentiality

All material provided by Tourism Swift Current are to be kept confidential and secure unless Tourism Swift Current has consented to its release. All materials, concepts and digital files developed and produced for Tourism Swift Current, including copyright, become the property of Tourism Swift Current on receipt of payment.

Confidentiality

All proposal submissions are protected under the terms of The Freedom of Information and Protection of Privacy Act and will be protected from release where provisions apply.

Late Submissions

Any submission received after the deadline specified above will be deemed late and will not be considered.