



## **REQUEST FOR PROPOSALS** **Strategic Plan**

The Municipality of Val Rita-Harty is seeking consulting and facilitating services to complete a Strategic plan. The goal is to set priorities with Council and staff to further lead everyone in the same strategic direction. The selected proponent will review previous strategic planning documents completed, will facilitate and lead 2 workshops. One with council and staff and one with community residents. One on one consultation with staff, council and with other key stakeholders will also be required. The method used to facilitate and consult will remain the discretion of the consultant. Proponent will be required to explain how this will be achieved in a COVID-19 context. Council desires an action-oriented plan to build upon with measurable, achievable, realistic and time-based objectives. The final deliverables will consist of a written report, both french and english summarizing all pertinent information captured during the workshop, the one on one interviews and must include a common vision along with priorities for the municipality to move forward and build upon.

### **Timeline:**

- RFP Closes April 16, 2021
- Review submissions April 19, 2021
- Council and Staff One on One consultation week May 3-7, 2021
- First Council Consultation May 10-6 2021
- Second Council Consultation (if required) May 19-24, 2021
- Strategic Plan drafted and submitted for review June 25, 2021
- Council review and comments until July 2, 2021
- Revisions and final Strat Plan submitted July 9, 2021

### **Consultant Qualifications:**

- Must have a demonstrated track record of facilitating group sessions and producing strategic plans
- Bilingual (French and English)

### **RFP Deliverables:**

- Proponent must explain methodology and how this will be achieved in a COVID-19 context
- Provide examples of how the proposed methodology was applied successfully elsewhere
- Proponent must introduce proposal by illustrating an understanding of the project objectives
- Proponent is encouraged to amplify in detail on the scope of work to identify any improvement opportunities or an alternative that may enhance the project, reduce costs, etc.
- Fee structure (both fixed and variables components as they may apply)
- Ability to meet the proposed timeline and/or suggestions to improve the timeline
- References of the company and the individual(s) involved in the proposed work
- Identify the project team organization and their relevant qualifications and experience
- Any other pertinent information that would support the deliverables

The lowest proposal will not necessarily be accepted, and the municipality reserves the right to negotiate all or any part of the proposal selected prior to award the contract.

**If this opportunity is of interest, please submit a proposal by  
April 16, 2021 at 4:00 p.m., clearly marked, to:**

**Municipality of Val Rita-Harty**  
**Re: Strategic Planning RFP**  
**2 rue de l'église**  
**Val-Rita, ON P0L 2G0**  
**email: alain.robichaud@valharty.ca**  
**705-335-6146**