

Summary

Community Living Guelph Wellington (CLGW) invites you (the Proponent) to submit a proposal that will use a stakeholder engagement/co-design focus for the development of a three-year comprehensive strategic plan for our not-for-profit, charitable organization. This project is anticipated to be conducted in the Fall 2022 with the final document being presented to the Board of Directors in March 2023.

Description

1. Proposal Submission

Community Living Guelph Wellington is accountable to its funders to ensure it maximizes the value it receives from the use of public funds. Therefore, we are committed to an RFP process that is fair and transparent.

Proposals are to be submitted electronically to shelleymay@clgw.ca with the subject line “RFP – 2023-2026 Strategic Plan.”

Proposals are due by no later than 2:00 PM on July 22, 2022. Any proposals received after this date and time will not be considered.

During the period of the proposal preparation, any questions concerning the technical requirements should be addressed to Shelley May via e-mail (shelleymay@clgw.ca) with the subject line – “**Additional Information Requested: RFP – Strategic Plan.**” Information considered supplemental to the RFP, as determined by CLGW, will be distributed in an addendum to all respondents.

Proponents finding apparent discrepancies or omissions in this RFP should notify Shelley May (shelleymay@clgw.ca) immediately.

CLGW is not responsible for any costs related to the preparation of the response to this RFP.

2. Confidentiality

Information contained in this RFP, or information obtained by the Proponent in further discussions with CLGW, either in writing, verbally or through observation, is confidential and must not be disclosed by the Proponent, except as authorized by CLGW in writing. If any portion of the Proponent's proposal is to be held confidential, such provisions must be identified in the proposal.

3. Selection Process

Community Living Guelph Wellington will evaluate all proposals based on the information provided by the Proponent at the time of submission.

Proponents will be notified of the result of the RFP by 4 PM on August 12, 2022.

CLGW reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the Proponents or other firms in any manner deemed to be in the best interest of CLGW.

4. Proposal Evaluation

Community Living Guelph Wellington will evaluate proposals based on the following criteria:

- a) Completeness and quality of responses to the requested information (20%)
- b) Developmental services sector experience (25%)
- c) Expertise of the proposed engagement team in engagement, co-design and strategic planning (25%)
- d) Project methodology (20%)
- e) The proposed fee structure relative to other Proponents (5%)
- f) Proponent's client satisfaction as evidenced by the Proponent's references (5%)

The weighting of each criterion is pre-assigned based on the priorities of CLGW.

5. About CLGW Developmental Support Services

Community Living Guelph Wellington was incorporated as a non-profit organization in 1965. The organization is governed by a nine member volunteer Board of Directors and has a mandate to provide residential and community connection programs for people with developmental support needs (formerly developmental disabilities) and their families located in Wellington County and the City of Guelph.

Community Living Guelph Wellington receives funding from the Ministry of Children, Community and Social Services, to support our services to over 500 people, with a staff group of approximately 460 employees.

Vision: People with developmental disabilities live their best life.

Mission: CLGW connects people with developmental disabilities with opportunities for them to realize their goals.

For more information on Community Living Guelph Wellington, please visit: www.clgw.ca

6. Service Requirements

Proponents may be individual consultants, a consultant group, or a partnership of consultants operating in Ontario with experience and expertise in the development of strategic plans. The consultant must have demonstrated knowledge and/or experience in:

- Non-profit trends/issues
- Research methodology
- Engagement and co-design with people we support and their families/supporters
- Market research
- Statistical analysis
- Presentations
- Working with multiple stakeholders
- Developmental and community services sector in the County of Wellington and City of Guelph
- MCCSS Developmental Services Reform

7. Scope of Work

The Proponent shall, at minimum, accomplish the following:

- a) Design and execute a comprehensive planning process, including consultation with CLGW Board of Directors, staff, users of services, families, and key community partners.
- b) Prepare an actionable three-year strategic plan.

It is anticipated that these tasks will be accomplished through a combination of activities (in-person or virtual), such as:

- Focus groups, interviews, surveys and/or any other method that will be useful in receiving stakeholder and community input
- Facilitated group meetings with stakeholders to create consensus regarding a strategic plan (including goals, objectives, strategies, and tactics)
- Review and present available related data and stakeholder strategic plans as well as any relevant research and best practices

8. Proponent Service Capability, Quality, and Commitment

Proponents are requested to provide information on each of the following:

- a) Proponent firm's local office experience and capability
Please provide a brief overview of the Proponent firm's local office history and background. Include information on the year the local office was established, approximate number of employees and clients, and any industry recognition received in the past five years.

- b) Experience in developmental services sector
Outline the approximate number of clients that the Proponent has in the developmental services (“DS”) sector in Ontario. DS sector agencies are considered agencies that are predominately funded by the Ministry of Children, Community and Social Services with the primary mandate of supporting individuals with a disability. Proponents may provide a list of their current DS sector clients.
- c) Experience and expertise of client services team
Outline the experience and qualifications of the proposed client services team to CLGW. For each member of the service team, please include the team member’s function, qualifications, experience with clients in the sector, total years of experience, and years with the firm.
- d) Project methodology and approach with work plan
The proposal should contain the project methodology and approach, and a detailed description of the activities to be conducted by the consultant in order to complete the requested scope of work, including:
- The project methodology and approach
 - The specific activities to be conducted at each stage
 - A timeline for the activities at each stage
 - Milestones and deliverables tied to those activities
 - A detailed budget along with a proposed payment schedule tied to project milestones and/or deliverables
- e) Other value-added services
Briefly outline any other services the Proponent can provide to Community Living Guelph Wellington within the proposed fee structure.

9. Proposed Fee Structure

Proponents are asked to provide an estimate of the fees. Please list the following:

- a) Estimated number of hours per each consultant
- b) Proposed fee per hour for each consultant
- c) Estimated incidental costs not included above (i.e., travel, supplies, photocopies, etc.)

Should the Proponent find during the engagement that fees will exceed the total dollar amount quoted based on a) to c) of the proposed fee structure, the Proponent will notify Shelley May (shelleymay@clgw.ca) as soon as possible. Total fees cannot exceed this amount without the authorization of the CLGW Executive Director.

10. References

Please provide names of senior staff from four client accounts who can attest to the Proponent's quality, timeliness, dependability, and consistency of providing professional services (developmental services sector preferred).

11. Documents

The following documents are included for your information:

- [2021 Strategic Plan Refresh](#)
- [2021 Annual Report](#)