

Request for Proposal (RFP) for the Development of a Five Year Strategic Plan

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Request for Proposal (RFP) for the Development of a Five Year Strategic Plan

The Alberta Association of Midwives (AAM) is accepting proposals to assist the organization in Strategic Planning. The AAM is committed to anti-oppression and equity. Applicants from diverse backgrounds are encouraged to apply and voluntarily self-identify in their proposal. The strictest confidentiality will be maintained with all submissions, to which only the recruitment committee will have access.

About the AAM

Since 1986, the Alberta Association of Midwives (AAM) has been the professional body that serves a passionate community of midwives and the midwifery profession in Alberta. Registered midwives deliver high-quality, safe, and cost-effective maternity care and have been publicly funded since 2009. The AAM's mission is to promote the growth and sustainability of midwives and midwifery services in Alberta. There are approximately 160 Registered Midwives attending almost 10% of births each year.

Scope

Development of a 5 year strategic plan that identifies strategic directions, goals, and priorities to guide the work of the organization to include the following:

1. Engage Board of Directors, members, staff, clients, partner organizations and community members in a strategic planning process that:
 - Reflects on and possibly revise our vision, mission, and values.
 - Considers the current operational and strategic environment.
 - Identifies and considers how to leverage internal and external strengths, challenges, and opportunities.
 - Produces a Strategic Plan that includes key strategic priorities, goals, and measurable indicators of success.
 - Makes recommendations regarding the plan's implementation and support structure.
2. Consultants will be required to ensure the Executive Director and President are fully engaged and briefed through regular meetings and ad-hoc discussions.
3. Provide reports on the process, data collected, analysis.
4. Prepare a summary of the Strategic Plan for stakeholder engagement purposes.
5. Complete the process and deliverables by April 1, 2023.
6. In-person Strategic Planning Session Facilitation (April 2023 Board of Directors Retreat)

Qualifications & Experience

- Experience in strategic planning and facilitation with non-profit organizations.
- Experience and knowledge related to the development of reconciliation and anti-racism action plans.
- Experience and knowledge related to board governance.
- Facilitation skills working with Boards of Directors, members, staff, and key stakeholders.

Proposal

Proposals must contain:

- Understanding of the overall project and any risks or considerations that inform the proposal.
- Outline of overall approach to the project.
- Detailed workplan outlining for the project including specific activities and anticipated outcomes, associated timeline.
- Background, qualification and relevant experience of the proponent and all involved consultants.
- Detailed budget by key activity and hourly rate.
- Three references from similar types of projects.
- Two samples of work product from similar types of projects.
- Proposed payment schedule.

Questions regarding the project can be forwarded via email to executivedirector@alberta-midwives.ca until November 30, 2022.

Proposals can be submitted via email to executivedirector@alberta-midwives.ca until December 2, 2022.

Evaluation and Award

Proposals will be evaluated as follows:

Criteria Weight

- Qualifications 25%
- Scope of Proposal 25%
- Workplan 25%
- Budget 25%

Only the top two proponents will be invited for an interview. Interviews will be assessed on a set evaluation matrix rating out of 10.

The Alberta Association of Midwives reserves the right to cancel the RFP, or not to award the contract to any proponent.

Timelines

Proposals will be received until 4pm (MST) December 2, 2022.

Proposals will be reviewed, and interviews conducted with finalist candidates by December 15, 2022. Proponents will be advised of the outcome by December 20, 2022.

No payments will be made to the consultants/firms for the preparation and submission of proposals in response to this RFP.