



## REQUEST FOR PROPOSAL

### Strategic Planning Consulting Services

#### Introduction

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Women's Health in Women's Hands Community Health Centre (WHIWH-CHC) is seeking proposals from qualified consultants to assist in the development of a comprehensive strategic plan that will guide its direction over the next 3 to 4 years. It is critical that this process be completed by November 12, 2021 to allow for operational plans to be developed for the 2021/22 planning cycle.

The successful proponent must have recent experience and understanding of the non-profit sector in general as well as the community health sector specifically. The successful proponents will also have extensive strategic planning experience including the ability to coordinate and facilitate the planning process, understand internal and external stakeholder interviews and create a strategic planning document that is measurable and suitable for public review and presentations.

#### Schedule of Events

The following schedule is provided for planning purposes only. WHIWH-CHC may alter this schedule at any time and accepts no responsibility for adherence to this schedule:

A. Issue Request for Proposal	June 2, 2021
B. Deadline to Receive Proposals	June 23, 2021
C. Presentation to Selection Committee	July 14-15, 2021
D. Awarding of Proposal	July 23, 2021

#### Organization Background

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Women's Health in Women's Hands Community Health Centre (WHIWH-CHC) is part of a network of non-profit, Community Health Centres across Ontario that provide primary health and health promotion programs for individuals, families and communities.

WHIWH-CHC provides primary healthcare to racialized women from African, Black, Caribbean, Latin American and South Asian communities in Toronto and surrounding municipalities. We are committed to working from an inclusive feminist, pro-choice, anti-racist, anti-oppression, and multilingual participatory framework in addressing the issue of access to healthcare for our mandated priority populations.

We invite you to learn more about Women's Health in Women's Hands CHC at <http://www.whiwh.com/>

## Scope of Services

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It is expected that the consultant will be responsible for providing expert advice and facilitation throughout the project and the following deliverables at a minimum:

1. Develop a critical path identifying key tasks and timeframes for completion by August 1, 2020.
2. Project coordination, including regular meetings with the Board of Directors and providing status reports to keep the project on schedule.
3. Collect stakeholder input including the gathering of key assessments and recommendations
4. 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.
5. Facilitate meetings and assist discussion and decision making ensuring that conversations are productive and innovative and oriented towards creating a shared future and vision for WHIWH-CHC.
6. Develop a comprehensive Strategic Planning document that is suitable for public review and presentations.

## Proposal Requirements

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A covering letter should be provided with the proposal clearly stating an understanding of the service to be provided. The letter must include the names of all individuals who will be participating in the project on behalf of the consultant. The person signing the covering letter must be authorized to bind the consultancy.

At a minimum, the proposals should include the following:

1. A detailed CV/Resume/profile illustrating your expertise and experience, including:
  - a) Three to five examples of projects in similar size and scope
  - b) 3 client references with permission to contact

2. A critical path with recommended tasks and associated timelines
3. An outline of what resources are to be provided to WHIWH-CHC
4. A fee quote for services should include a detailed budget with a breakdown of expected hours and other expected costs

You may supplement your proposal with any additional information you feel will strengthen your submission.

## Selection process

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The shortlisted proposals will be reviewed by the selection committee and interviews will be held with the shortlisted candidates by July 14-15, 2021.

## Conflict of Interest

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Each proponent (on its own behalf and on behalf of all members of its team, if any) shall declare in its response any real or perceived conflict of interest which either presently exists or can reasonably be foreseen as arising in the future.

A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of her official duties at WHIWH-CHC. Private or personal interest refers to an individual's self-interest (e.g. to achieve financial profit or avoid loss, or to gain another special advantage or avoid a disadvantage); the interests of the individual's immediate family or business partners; or the interests of another organization in which the individual holds a position (voluntary or paid).

A conflict of interest will be evaluated on its merits and will not necessarily result in the exclusion of a response.

## Conditions

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WHIWH-CHC will not be liable for any costs incurred by the proposers in the preparation of their response to this proposal or attending to the presentation if required. WHIWH CHC reserves the right to ask for additional information and adjustments to any proposed response. WHIWH CHC will keep all information provided by the candidate as confidential. Information provided to the respondents is to be used for the sole purpose of responding to this RFP.

## Questions and Clarification

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All interested parties will have the opportunity to ask questions and seek clarification by sending an email to the Executive Director, Lori-Ann Green-Walker at lori-ann@whiwh.com. Telephone inquiries will not be answered.

## Closing Date

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Proposals should be emailed to WHIWH-CHC no later than **Wednesday, June 23<sup>rd</sup>, 2021**

**Email:** recruitment@whiwh.com

### **Mail and Hand Delivery:**

Samentia Keen

Administrative Assistant

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