

***REQUEST FOR PROPOSAL***  
**STRATEGIC PLANNING CONSULTANT**

**Hand Weavers, Spinners and Dyers of Alberta**

Proposals will be received until  
August 31<sup>st</sup>, 2018, 5pm MDST

This RFP is also available at our  
website: <http://www.hwsda.org>

# REQUEST FOR PROPOSAL

## I. Project Objective

To develop a multi-year strategic plan.

<b>Issuing organization:</b>	Hand Weavers, Spinners and Dyers of Alberta (HWSDA) C/O Judy Sysak
<b>RFP Issued:</b>	August 10, 2018
<b>Questions must be received by:</b>	5:00 p.m., MDST, August 17, 2018
<b>Responses to Questions:</b>	5:00 p.m., MDST, August 19, 2018
<b>Due Date for Proposals:</b>	5:00 p.m., MDST, August 31 <sup>st</sup> , 2018

The policy of the HWSDA Executive is to solicit proposals with an honest intention to award a contract. This policy will not affect the right of HWSDA to reject any or all proposals.

Contact for Further Information:	Judy Sysak (President 403-973-2950 <a href="mailto:oneblacksheep@me.org">oneblacksheep@me.org</a> ) or Lynne Cowe Falls (Vice-president 403-606-5129, <a href="mailto:drlynne@ucalgary.ca">drlynne@ucalgary.ca</a> )
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## II. Summary

Hand Weavers, Spinners and Dyers of Alberta (HWSDA) are seeking consultant services for the development of a multi-year strategic plan through engagement of stakeholders in the Alberta community of weavers, spinners and dyers.

## III. Background

Conceived and initiated in 1974 by a small group of dedicated and passionate artists/artisans, the HWSDA guild is at a crossroads with a declining and ageing membership. A structured brainstorming session was held in July to chart a roadmap for the future. Attended by the executive, regional representatives and, engaged members four themes emerged that could form the basis for the future. These themes are (in no specific order): More Fun, Strategic Plan, Attractive and Flexible and, Promote High Tech/Slow Clothing

## IV. Scope of Work

The HWSDA Executive seeks a consultant to lead the community through the process of developing a multi-year strategic plan. The plan will update HWSDA's vision and mission, look at its current state in multiple areas, look at the current social, educational, business, and

regulatory environments, and provide the basis for a follow-up Tactical Plan and Business Plan.

Some of the questions that must be addressed are as follows:

- What should be HWSDA's areas of strategic focus?
- What approaches are possible toward growth and development of the guild?
- What services are valued by the members and how can these improved/made sustainable?
- What services can be delivered more efficiently and more economically?
- Are there new areas of programming that should be considered?
- How can technology be used to support the mission and vision?
- Are there new funding opportunities and/or new funding streams?
- What partnerships can/should be developed?

The process must include Executive members, guild members (current and as much as possible, lapsed), and community stakeholders (suppliers, businesses). The consultant will work with a Project Steering Committee, made up of members of the Executive (voting and non-voting), on the details of the strategic planning process, schedule of activities, and selection of background information.

## V. Deliverables

The following deliverables are required to complete the project. The Proposal should include options and pricing to complete the following deliverables through full facilitation or a combination of consultant facilitation and in-house facilitation.

- Community Engagement Plan to gather stakeholder data for the planning process
- An Executive Engagement, Review, and Project Completion Plan that outlines the timeline and facilitation process for completion of the Strategic Plan Document
- Community Context Document that synthesizes the data found from the regional to organizational environment assessment
- A final Strategic Plan Document must include the following in detail:
  - Strategic areas of focus and service priorities for the next three to five years
  - Goals and objectives to meet priorities
  - Services and programs (both current and new) that will support goals, including partnerships with other organizations
  - Necessary skills for leadership to carry out programs
  - Possible new funding streams

## VI. Timetable

Request for Proposal	August 10, 2018
Questions from consultants due	5:00 p.m., MDST, August 17, 2018
Responses to questions sent	5:00 p.m., MDST, August 19, 2018
Proposal due	5:00 p.m., MDST, August 31 <sup>st</sup> , 2018
Reach award decision	By September 7, 2018
Project Initiation	September 15, 2018
Planning activities	September -December 2018
Plan draft completed and presented	January 2019
Strategic Plan Completed	February 2019

**VII. Selection Process**

The Project Steering Committee will review all proposals. In evaluating proposals, price will not be the sole factor. The Committee may consider any factors it deems necessary and proper, including but not limited to: price, quality of service, response to this request, experience, staffing, and general reputation. The final decision rests with HWSDA Executive.

**VIII. Information Required of Respondents**

In responding to this RFP, please use the following format.

Response to RFP should be no more than five pages in length, plus attachments.

*Section 1. Summary of the Proposal*

Provide a brief summary of Sections 2 through 6 of the proposal.

*Section 2. General Description of the Planning Activities Recommended*

Provide a brief statement of your understanding of the requested effort including the conclusions.

*Section 3. Work Plan*

Provide information about proposed activities that would involve key stakeholders such as HWSDA Executive, and community. Also, provide a timetable outline for completing the process within the timeframe in Part VI.

*Section 4. Staffing Plan, Including Resumes*

Please identify each person who will work on the project and identify his or her role. Also provide a resume and references for each member.

*Section 5. Budget*

For each task in Section 3, please identify the expected hours of staff members identified in Section 4 and the total cost. HWSDA will reimburse the consultant for those tasks completed associated with developing the strategic plan. Identify the total billing rate for each project member. Please identify detailed costs for anticipated meetings.

Please use the following budget format:

Activity	Staff	Hours	Project Cost
			Total

*Section 6. References*

Please supply the names of three references for which you have worked on similar projects. Include the current contact information for each reference.

## **IX. Proposal Submission**

Proposals should be prepared in a straightforward manner to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

Questions concerning this RFP shall be emailed to Judy Sysak, President, at [oneblacksheep@me.com](mailto:oneblacksheep@me.com) or Lynne Cowe Falls, Vice-President, at [drlynn@ucalgary.ca](mailto:drlynn@ucalgary.ca) by 5 p.m. (MDST) August 17<sup>th</sup>, 2018. Responses to questions will be emailed no later than 5 p.m. (MDST) August 18<sup>th</sup>, 2018. The questions and answers will be shared with all respondents to this RFP via the HWSDA website: <http://www.hwsda.org>

Address the Proposal to: Judy Sysak  
Email address: oneblacksheep@me.org  
Subject line: Strategic Planning Proposal  
Deadline for Receipt of Proposal: No later than 5 p.m.(MDST), August 31<sup>st</sup> 2018

HWSDA Executive may request representatives of a bidding organization to appear for interviewing purposes. Travel expenses and cost related to the interview will be the responsibility of the bidder.

HWSDA will reach a decision on awarding the contract no later than September 7<sup>th</sup>, 2018.

## **X. Additional information**

Consultants may provide any additional information it feels would assist HWSDA in the selection process.

## **XI. Proposal Review and Assessment**

The Strategic Plan Committee will evaluate proposals and the highest-ranking proposer may be asked to make formal presentations to HWSDA Executive.

Consultants will be evaluated on the following criteria. These criteria will be the basis for review of the written proposals and interview session.

- Understanding of our organization, the Context and Task
- Project Approach
- Consultant Firm Experience
- Primary Consultant's Experience
- Cost Proposal