

REQUEST FOR PROPOSAL

Position: Consultant

Project Date: February – March 2023

Objective:

To develop and deliver a comprehensive Board of Director orientation package that will be utilized at a new Board of Directors onboarding. Some of the components of the package will include an introduction to the organization through engaging multimedia mediums. Content will include an updated Board Roles and Responsibilities document derived from the organizations' Articles of Incorporation/Bylaws, orientation to accessing Board files and other key information to prepare for meetings, Board Policies and Procedures, member profiles, an overview of all funders and funding sources, Board structure, motions, and decision-making framework.

CDRCP Background:

CDRCP is a non-profit, charitable organization which serves Peel Region through three key service areas:

- InfoPeel and Service Pathways
- Quality Initiatives and Professional Learning
- EarlyON Child and Family Centres

CDRCP's key audience is comprised of:

- Early years and childcare professionals working with children ages 0-12
- Professionals working with vulnerable populations including children
- Youth or adults with special needs
- Families/caregivers looking for services/programs for children between the ages of 0-6

Responsibility:

The consultant will:

- Meet with the CDRCP Board and Leadership team to gain insight on the organization and key components to be included in the orientation packages
- Create new content and review/revise existing documents based on Board and Leadership direction
- Conduct consultations with test groups/individuals to test the newly created/updated content

The successful candidate will work closely with CDRCP's Board and Leadership team to create all elements of the orientation packages. The successful candidate must have a strong understanding of the non-profit and charitable sector including changes impacting non-profits through the Ontario's Not-for-Profit Corporations Act (ONCA).

Outcome:

- Detailed and engaging orientation packages for new Board members. Orientation packages must be created for President, Vice President, Treasurer and Director roles. Packages must also include engaging content such as videos or other forms of multi-media that can be edited by CDRCP;
- Development of Board policies and procedures;
- Orientation to accessing Board files, documents and other key information to prepare for meetings;
- An updated Board Roles and Responsibilities document;
- Board of Director member profiles including a template for future use;
- An information package for Board members on acronyms, decision making and voting, meeting information and attendance;
- Procedures for Board orientation to be adapted by the organization;

Contents of Proposal

Interested candidates should submit an electronic proposal in response to this RFP. The proposal should include the following information:

- a. The name, address and telephone number of the consulting firm or individual, including a primary contact name, e-mail address and direct phone number;
- b. A description of the firm or individual, their experience and qualifications and that of the key personnel to be assigned to the proposed project;
- c. Three references for comparable work performed by consultant;
- d. A brief description of your understanding of the work requested for the project; and
- e. A work plan including the timeline for completion of the project.

Estimated Value and Budget The proposed cost for completion of the project must include the costs of travel, including those that will be necessary for appropriate consultation with stakeholders and key informants, reports and related documentation. Any work that will need to be completed outside the skill set of the consultant must be included in the total budget for the project.

Submission Please submit the proposal through email to hemantika@cdrpc.com by February 8th 2023.

Project Completion: March 2023.

Evaluation All proposals received by the deadline will be reviewed. The criteria by which a consultant will be judged include the following: quality of related experience; demonstrated capabilities to complete the project; proposed cost; knowledge of Board governance, related legislation and experience working with/or on a Board.

The successful Proponent will be notified by CDRCP and prior to beginning the work may be required to produce a 1. valid WSIB firm number and/or clearance certificate, 2. confirmation that of general liability insurance.

Additional Provisions

All content developed by the consultant will be the intellectual property of CDRCP.

Consultant must be able to provide references of at least two (2) clients for whom their company has performed similar work. CDRCP, in its sole discretion, may confirm the Proponent's experience and or ability described in its Proposal by checking the Proponent's references. The provision of the references by the Proponent is deemed to be consent to such confirmation/contact with the references. CDRCP reserves the right to revisit the Proponent's scores in the rated requirements based on information learned during reference checks, should they reveal that there is inconsistency between the Proponent's answers to the rated requirements and the results of the reference checks.

CDRCP reserves the right to reject any or all proposals, accept or reject individual items in the proposal, request clarification of any item, or negotiate changes in the proposal.

For more information on CDRCP's strategic plan, programs and services please visit: www.cdrcp.com.