

Request for Proposals: Strategic Plan for the Centre for Independent Living in Toronto

Issued by: Centre for Independent Living in Toronto (CILT)

Deadline: September 13, 2024

1. Introduction

The Centre for Independent Living in Toronto (CILT) is a non-profit organization that provides information, services, support, and advocacy to people with disabilities who live in the city of Toronto. CILT's mission is to promote the dignity, independence, and full participation of people with disabilities in all aspects of community life. CILT's vision is a society where people with disabilities have equal rights, opportunities, and choices, see: www.cilt.ca

CILT is seeking proposals from qualified consultants or firms to develop a new strategic plan that will guide the organization's direction and priorities for the next five years (2025-2030). The strategic plan should reflect CILT's values, principles, and mandate, as well as the needs and aspirations of its members, consumers, stakeholders, and partners. The strategic plan should also align with CILT's funding requirements and accountability standards.

2. Scope of Work

The consultant or firm will be expected to perform the following tasks:

- Conduct a comprehensive environmental scan and SWOT analysis of CILT's internal and external context, including its strengths, weaknesses, opportunities, and threats. Methodologies other than SWOT analysis may also be acceptable.
- Review CILT's current vision, mission, goals, objectives, and activities, and assess their relevance, effectiveness, and impact.
- Engage with CILT's board, staff, members, consumers, stakeholders, and partners through various methods, such as surveys, interviews, focus groups, and workshops, to solicit their input, feedback, and expectations for CILT's future direction and priorities. Methods that are used must account for the access needs of the CILT community.
- Analyze the data and information collected from the environmental scan, SWOT analysis, and stakeholder engagement, and identify the key themes, issues, and opportunities for CILT's strategic plan.
- Develop a draft strategic plan that outlines CILT's vision, mission, goals, objectives, and activities for the next five years, as well as the strategies, indicators, and resources needed to achieve them.
- Present the draft strategic plan to CILT's board, staff, members, consumers, stakeholders, and partners for review and validation, and incorporate their feedback and suggestions.

- Finalize and deliver the strategic plan in a clear, concise, and accessible format, both in print and digital versions.
- Provide ongoing communication and support to CILT throughout the project, and report on the progress and outcomes of the project.

3. Deliverables and Timeline

The consultant or firm will be required to produce the following deliverables in an accessible digital format:

- A project plan that outlines the scope, methodology, high level activities and timelines, risks and budget of the project.
- A detailed schedule of activities, milestones and timelines
- A report on the environmental scan and SWOT analysis of CILT's internal and external context.
- A report on the internal and external stakeholder engagement process and results.
- A draft strategic plan that outlines CILT's vision, mission, goals, objectives, and activities for the next five years.
- A final strategic plan that incorporates the feedback and validation from CILT's board, staff, members, consumers, stakeholders, and partners.

The project is expected to commence on November 22, 2024 and be completed by March 31, 2025. The tentative timeline for the project is as follows:

- **November 22 - December 6, 2024:** Project plan development and approval.
- **December 7 - 21, 2024:** Environmental scan and SWOT analysis.
- **January 1 - 31, 2025:** Stakeholder engagement.
- **February 1 - 15, 2025:** Draft strategic plan development.
- **February 16 - 28, 2025:** Draft strategic plan review and validation.
- **March 1 - 15, 2025:** Final strategic plan development and delivery.
- **March 16 - 31, 2025:** Presentation to the Board of the final plan, project evaluation and closure

4. Budget and Payment

The total budget for the project is \$30,000 CAD, inclusive of all taxes, fees, and expenses. The payment schedule will be as follows:

- 10% upon signing the contract and submitting the project plan.
- 30% upon completing the environmental scan, SWOT analysis, and stakeholder engagement.
- 30% upon submitting the draft strategic plan.
- 30% upon delivering the final strategic plan and closing the project.

5. Proposal Requirements

The proposal should include the following information:

- A cover letter that summarizes the consultant's or firm's qualifications, experience, and interest in the project.
- A detailed description of the proposed approach, methodology, and activities for the project, including the stakeholder engagement plan.
- A work plan that outlines the tasks, deliverables, timeline, and milestones of the project.
- A budget that breaks down the costs, fees, and expenses of the project.
- A list of references and samples of previous work related to strategic planning, preferably in the non-profit or disability sector.
- A resume or profile of the consultant or firm, and the names and roles of the team members who will be involved in the project.

6. Proposal Submission and Evaluation

The proposal should be submitted electronically as an accessible Word or PDF document to the following email address: wendy.porch@cilt.ca by September 15, 2024, 5:00 pm EST. Late or incomplete proposals will not be accepted.

The proposals will be evaluated by a selection committee composed of CILT's board and staff members, based on the following criteria:

- Relevance and quality of the proposal, including the clarity, completeness, and feasibility of the approach, methodology, and activities.
- Experience and expertise of the consultant or firm, and the team members, in strategic planning, stakeholder engagement, and the non-profit or disability sector.
- Value for money, including the reasonableness and competitiveness of the budget and the alignment with the project scope and deliverables.
- References and samples of previous work that demonstrate the consultant's or firm's capacity and quality of work.

The selection committee will shortlist and interview the top three candidates and make the final decision by November 15, 2024. The successful candidate will be notified and invited to sign a contract and commence the project on November 22, 2024.

CILT encourages submissions from people with lived experience of disability and other equity-deserving groups. If you have any access needs or require accommodations in the submission process, please let us know and we will work with you to meet your needs.

7. Contact Information

For any questions or inquiries about the RFP, please contact:

Wendy Porch, Executive Director

Centre for Independent Living in Toronto (CILT)

Phone: (416) 599-2458 ext. 221 | TTY: Dial 711 for Bell Relay service

Email: wendy.porch@cilt.ca

Raihan Hussain, Operations & Executive Coordinator

Phone: (416) 599-2458 ext. 221 | TTY: Dial 711 for Bell Relay service

Email: raihan.hussain@cilt.ca