



**REQUEST FOR PROPOSAL**  
**Project management and coordination**  
**for the**  
**Community Futures Network of Canada**

**Issue date:**

October 12, 2016

**Closing date and time:**

November 11, 2016  
4:30 p.m. EDT

**Contact and closing location:**

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**Request for Proposals**  
**Project management and coordination**  
**Community Futures Network of Canada**

**CLOSING DATE**

Proposals must be received by 4:30 p.m. EDT on Friday, November 11, 2016.

**LOCATION**

This is a national network that represents 10 provincial and two territorial associations across Canada. Ideally, the successful proponent will be located in central Canada

**INTRODUCTION**

The Community Futures Network of Canada (CFNC) requires the services of a qualified Coordinator/Project Manager to manage the ongoing activities of the CFNC. This is a part-time, contract position.

Reporting to the Chairperson, the Coordinator's primary responsibility will be to provide management and direction in implementing the CFNC's annual operating plan; facilitating communications between the Board of Directors and its member associations; and ensuring that the Network's goals and objectives are achieved.

We are looking for an experienced Coordinator/Project Manager with excellent communication skills, a knowledge of rural and community economic development, and the ability to lead the Network to its next level.

**BACKGROUND**

**About Community Futures**

Community Futures is a community-driven initiative designed to assist communities in Canada's rural areas to develop and implement strategies for dealing with a changing economic environment.

Launched by the federal government in 1985, Community Futures is the largest, most well established national community economic development movement in Canada. This broad network of 269 community economic and business development organizations operates in each province and territory across the country and are known generally as Community Futures Organizations (CFOs).

CFOs provide communities with a variety of business development services, and are involved in a wide array of community initiatives, including strategic planning processes, research and feasibility studies, and other community economic development (CED) initiatives.

### **About the Community Futures Network of Canada**

The Community Futures Network of Canada (CFNC) was formed in 2000 to raise awareness about the Community Futures Program, and to support the sharing of information and facilitate the exchange of ideas between Community Futures organizations across Canada.

The CFNC is comprised of 10 provincial and two territorial associations spanning the country from British Columbia in the west to Newfoundland and Labrador in the east, and from Nunavut in the north to Pelee Island at the southernmost tip of Ontario. It is governed by a Board of Directors comprised of representatives from the provincial and territorial associations.

The CFNC will hold a minimum of three face-to-face meetings a year, in a location to be determined, and holds regularly scheduled teleconference meetings during the year to discuss ongoing projects and initiatives, as required. For more information about the CFNC's mandate and key focus areas, a copy of the [CFNC's strategic plan for 2014 to 2017](#) is attached to this RFP.

## **TERMS OF REFERENCE**

The following outlines the duties and responsibilities for the CFNC Coordinator/Project Manager position:

### **Overall management and facilitation**

- Knowledgeable about the CFNC governing documents, bylaws, rules and regulations
- Ensure that the policies, procedures and goals of the Board and Network are successfully pursued
- Work with the Chairperson to ensure that the CFNC meets the goals and objectives as outlined in the annual plan
- Ensure that all projects and initiatives are completed within budget and in a timely fashion

**Arrange meetings and conference calls**

- Organize and coordinate face-to-face Board meetings;
- Organize and coordinate regular Board meetings by teleconference call;
- Prepare and circulate agendas, meeting packages, reports, and minutes of meetings;
- Attend all Board meetings, either in-person or by video/teleconference
- Act as liaison for designated committees and help facilitate the completion of their mandates

**Provide general administrative support**

- Work with the treasurer/accounting department to review, prepare and approve financial statements
- Have the ability to explain the financial statements to Board members
- Ensure that the Board fulfills all required government and corporate filing deadlines

**Facilitate and promote communication**

- Facilitate the flow of information between the Board, committees and member associations
- Establish and maintain two-way communication with all provincial/ regional/ territorial associations by phone and e-mail to get their input/feedback on CFNC initiatives
- Establish and maintain two-way communication with regional development agencies and government officials as may be required
- Oversee the maintenance and updating of the CFNC website, including success stories and notices of upcoming events
- Oversee the production of a quarterly newsletter, The Buzz
- Oversee the production of an annual report
- Ensure that all major documents and material from the CFNC are produced in both official languages
- Field general inquiries about the CFNC and its activities

**Language**

The successful proponent must be proficient in English and French, both written and oral.

### **Timelines**

It is anticipated that the successful proponent will be available to take on this position by January 4, 2017.

### **Fees**

This is a part-time contract position with a budget of \$35,000 a year, not including GST. Expenses will be covered separately, according to the terms of the CFNC's annual operating budget.

## **QUALIFICATIONS**

- Minimum requirement of a Bachelor's degree (BA) in business administration, communications, community development or a related field from a four year college or university, or equivalent combination of education and experience
- Strong written and verbal communication skills, in both English and French
- Previous experience managing a professional association and/or not-for-profit organization, including working with a volunteer Board of Directors
- Familiarity and experience with online communications tools and video/teleconferencing systems
- Some knowledge of financial management, including experience with budgeting, managing cash flow, and preparation of financial statements
- Ability to interact with senior level government officials and senior decision makers of national organizations
- Experience working with Community Futures Organizations would be an asset.

## **PROPOSAL SUBMISSION GUIDELINES**

The following provides a guideline for submitting a proposal. Proposals must include the following components:

### **Format**

- Proposals should be submitted with a one-page transmittal or cover letter explaining why you believe you are the most qualified for the position
- Proposals should be no more than 12 pages long, excluding the transmittal letter, and include a cover page and Table of Contents
- The proposal must be in both English and French, and must be submitted in electronic format, either as a PDF or MS Word document. Hard and faxed copies will not be considered.
- The proposal must be signed by a person authorized to sign on behalf of the proponent. Scanned and electronic signatures are acceptable.

### **Company description and contact information**

- Company name, mailing address, telephone, website
- Key contact person and contact information, including their direct telephone number and e-mail address
- Provide a brief description of the company or individual submitting the proposal, including the number of years in business/date established, number of full-time employees, etc.
- Name and title of the individual who will serve as the primary Coordinator/Project Manager, including a brief bio/description of their background and qualifications

### **Qualifications and experience**

- General qualifications and similar experience, including a brief summary of prior experience in managing/coordinating the activities of a professional association and/or not-for-profit organization
- Qualifications. Summarize the qualifications of any other key personnel who will provide services to the CFNC. If more than one person will be involved in delivering this service, please include details of each team member's expertise as it relates to the required services, including how the work will be shared by the team.
- Demonstrated ability to provide the required services. Provide evidence of current or recent past work where experience, services, objectives and deliverables correspond to those specified in this request for proposals.

### **Approach**

- Reiteration of the proponent's understanding of the project objectives and scope, and a summary of the approach to working with the CFNC Board in achieving the deliverables described in the Terms of Reference above
- Identification of any clarifications and assumptions upon which the proposal is based, with regard to scope, deliverables, and activities
- Summary of your approach to managing the project, including detailed listing of activities, schedule, meetings and deliverables for each of the areas of responsibility outlined above

### **Fees**

- Describe the anticipated number of days/hours per week that will be devoted to accomplishing the work plan as outlined above.
- Describe your hourly, daily and monthly rates/fees, exclusive of GST

## References

Provide three client references for similar work completed within the last five years.  
Please include:

- Project/organization name and brief description (one or two sentences)
- Dates
- Contact name, telephone # and e-mail address

## SUBMISSION PROCESS AND TIMELINES

### ENQUIRIES

All enquiries related to this RFP are to be directed to:

Diana Jedig, Executive Director  
Ontario Association of Community Futures Development Corporations  
Tel. 1-888-633-2326, ext. 123 or (519) 633-2326, ext. 123  
Cell: (519) 494-6982  
E-mail: [djedig@oacfdc.com](mailto:djedig@oacfdc.com)

### CLOSING DATE

Please submit one electronic copy of the proposal, in both English and French, in either PDF or MS Word document, to:

Diana Jedig, [djedig@oacfdc.com](mailto:djedig@oacfdc.com)

**Before 4:30 p.m. EDT, Friday, November 11, 2016**

Hard copies and facsimiles will not be accepted.

### RECEIPT CONFIRMATION

Receipt of proposals will be confirmed by e-mail.

### TIMELINES/SELECTION PROCESS –

- Review of proposals by the selection committee and shortlist developed by November 18
- Notification of shortlisted candidates: November 22
- Interview with shortlisted candidates by teleconference: November 28 and 29
- Decision and notification of the successful proponent: December 2
- All proponents will be notified of the final selection by December 6



## **EVALUATION CRITERIA**

All candidates will be evaluated by the following criteria:

1. Qualifications and work experience
2. Understanding of Community Futures and small business development
3. Knowledge, experience and understanding of rural and community development issues
4. Experience coordinating regional, provincial and national organizations
5. Demonstrated ability to complete the work on an efficient schedule
6. Recommendations from prior clients, including list of references, for whom the consultant has performed similar projects.

## **ACCEPTANCE**

Community Futures Network of Canada (CFNC) may accept or reject any or all tenders without giving reason for doing so. Applicants may be interviewed before a final decision is reached. CFNC reserves the right to reject or accept any candidate's application, whether or not completed properly and whether or not it contains all the required information. In the event that no contract is awarded, all consultants who submitted proposals shall be notified and CFNC will have no obligation to any consultant.

## **CONTRACT TERMS**

The CFNC will negotiate contract terms upon selection.

## **DISCLAIMER OF INFORMATION**

Community Futures Network of Canada disclaims any responsibility or liability to anyone, including the consultants, in connection with the accuracy or completeness of any information, errors, omissions, misstatements or negligence in any such information contained in this document or any agenda or written communications released in connection with this Request for Proposal call. Verbal answers are not binding unless confirmed in writing. No verbal agreement or conversation made or had at any time with any member of CFNC shall add to, detract from, affect or modify the terms of the proposal document or the contract.

## **CONFIDENTIALITY**

The successful proponent will keep confidential all proprietary business-related and personal information of clients interviewed. A signed confidentiality agreement will be required and supplied by CFNC for this purpose.