

WCSS REQUEST FOR PROPOSALS OVERVIEW

This is a Request for Proposals (RFP) seeking submissions for a firm, group or individual consultant to assist WCSS with its strategic planning process. The length of this consultancy is four months from March 2024 to June 2024. The following RFP contains background information, expectations for this consultancy engagement, process timeline and submission guidelines. The contract will be offered to the contractor that best meets the requirements of this RFP.

ORGANIZATIONAL BACKGROUND

Established in 1989, Whistler Community Services Society (WCSS) is a registered non-profit with charity status in Whistler, BC that aims to support and advocate for a healthy, inclusive and resilient community. Recognizing the ups and downs of living in a resort town, WCSS provides a wide range of services that respond to the emotional, physical, and financial needs of the community. In addition to running various long-term social service and social enterprise programs in place, including the Re-Use-It and Re-Build-It Centres, the Whistler Food Bank and school food program, financial aid programs, and programs that support mental, emotional, and physical health WCSS also responds to urgent and time-sensitive crises that arise in Whistler, like their community oriented response to the COVID19 pandemic, through its Extreme Weather Shelter, by providing harm reduction strategies and mental health support after traumatic events. With continuously rising needs within the community, the support provided by WCSS remains a critical lifeline to many within Whistler. WCSS has a bold, yet clear vision to expand the Organization's impact and influence through dynamic partnerships, good relations and responding to emergent needs by innovating, evolving and recreating ourselves to best serve the community we share.

SCOPE OF WORK

WCSS is seeking proposals from qualified consultants/firms to assist in the development of a new and comprehensive strategic plan developed through a four-month strategic planning process, which will guide the organization over the next four to seven years (2024 - 2030). The purpose of the strategic plan is to develop an organizational strategy/approach that casts a clear and focused long-term vision that not only reflects the current social/economic and political context but also anticipates the challenges and opportunities WCSS may face over the next few years. The plan should clearly articulate how WCSS can best position itself to continue its strong role in social service delivery encompassing an equitable, diversity focused, inclusive, trauma informed approach on the unceded territory of the Squamish Nation and the Lil'wat Nation.

The plan should also outline near to medium-term objectives and priorities and should include measurement indicators for evaluation and tracking purposes. The Strategic Plan proposal should include methods for establishing key strategic objectives/directions such as a desk review, an environmental scan; key informant interviews/focus groups; workshop facilitation, Board engagement and results verification. The plan should also include actions to enhance the success of the long-term strategies. The Strategic Plan should include a summary of critical issues facing WCSS in its effort to meet the goals set forth in the plan, as well as available resources that can be utilized.

WCSS believes that strategic planning is a process, not a product and equally important to the final strategic



plan is the process through which it is developed. WCSS solicits a Consultant/firm that approaches strategic planning through inclusive and meaningful stakeholder engagement, in-person facilitation and consensus-building. The final key deliverables will be decided in coordination with the chosen Consultant/Firm.

WHO WE ARE LOOKING FOR

WCSS is seeking a Consultant/Firm experienced in strategic planning and working with medium-sized not-for-profits. The Consultant/Firm must approach strategic planning from an inclusive, anti-racist, 2SLGBTQIA+ allied approach and be comfortable facilitating tough conversations in a diverse setting.

STRATEGIC PLANNING TIMELINE

The Consultant/Firm is requested to align its proposal with the below tentative dates for WCSS' strategic planning process and should be available to begin work on 1 March 2024.

March 2024 - Consultant contracted and preparation underway

April 2024 - Two day in-person facilitation, stakeholder engagement

May 2024 - Development of strategic plan and corresponding documentation

June 2024 - Verification and submission of final deliverables

PROPOSAL REQUIREMENTS

- Maximum 5 page proposal outlining how the Consultant aims to meet the requirements of this **RFP**, including their proposed strategic planning model/approach.
- One example of a strategic plan and one example of a performance measurement framework previously developed.
- Itemized budget outlining all expected costs for the Consultancy.
- Two professional references - WCSS will not contact references without informing candidates.

Only shortlisted candidates will be contacted, after which candidates will be invited for an interview. **The deadline for proposal submission is 5 PM PST on 21 January 2024.** Proposal submission packages should be sent to chair@mywcss.org with 'WCSS Strategic Planning Proposal' in the subject line of the email. Thank you for your interest and support of WCSS.

