



REQUEST FOR PROPOSALS (RFP)

FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR STRATEGIC PLANNING SERVICES

INVITATION

Guelph-Wellington Women in Crisis is seeking proposals from qualified consultants/firms to assist in the development of a new and comprehensive strategic plan which will guide the organization over the next five (5) years (2018/2023).

The successful proponent must have extensive strategic planning experience, including the ability to conduct all required research, coordinate and facilitate the planning process, execute internal and external stakeholder interviews, and create a strategic planning document that is measurable and suitable for public review and presentations.

ORGANIZATIONAL PROFILE

Guelph-Wellington Women in Crisis is a feminist community-based organization providing services to women and their children on woman abuse and sexual violence.

We have been serving the Guelph and Wellington County since 1977, and providing a wide range of support services to abused women, women at risk of violence, and their children. On average each year 1500 women and 100 children are supported, and over 3000 crisis calls are taken.

G-WWIC has 45 employees and is a unionized workplace governed by a Board of Directors.

Our services are numerable and fall under 6 larger internal service providers:

- **Marianne's Place**

Marianne's Place is an accessible emergency shelter where we welcome all women and children who are experiencing physical, sexual, emotional, or financial abuse and/or stalking. It's more than just a safe place to stay – while at the shelter clients can access: risk assessment and safety planning, one-to-one counselling and support, group counselling, social and educational activities (for women and their children), assistance finding a new place to live and accessing financial support, and referrals for two (2) hours of free legal consultation.

Our main focus is to provide a supportive environment to women who can no longer live in their home due to abuse, violence, or the threat of violence.

- **24-Hour Crisis Line**

The Crisis Line is a 24-hour telephone and TTY support and referral line in Guelph and Wellington County. We offer support to those who have experience or are experiencing physical, sexual, emotional or financial abuse and/or stalking. We also speak to concerned friends and family members of abused women, service providers, and other professionals in contact with abused women. Through the Crisis Line we can connect to all of Guelph-Wellington Women in Crisis' services, including Marianne's Place. We can help with safety planning, referrals to other community groups, lawyers, the hospital, and provide information about abuse.

- **Rural Women's Support Program**

This support program provides services to women and their children living in Wellington Country who have been or currently are in an abusive relationship, or who have experiences childhood sexual abuse/incest, recent or past sexual assault, harassment, and/or stalking. We have offices in Erin, Fergus, Mount Forest, and Palmerston – and if a client is unable to come to one of our offices we can arrange transportation, talk over the phone, or meet somewhere else. The Rural Support Program also offers immediate telephone supports and information through the 24-Hour Crisis Line, risk assessment and safety planning, one-to-one long-term counselling and support, help with finding a new place to live and accessing financial support, accompaniment, advocacy, and referrals to police, court, hospitals, lawyers, social services, and community agencies, and help with custody and child support issues.

- **Sexual Assault Centre**

The Sexual Assault Centre offers individual and group counselling and support to women 16 years of age and older who have or are experiencing any form of sexual violence. We also offer support to families, partners and friends of survivors of sexual assault or woman abuse. Services include: risk assessment and safety planning, one-to-one counselling and support, group counselling, sexual harassment support and information, accompaniment, advocacy, and referrals to police, court, hospital, lawyers, social services, and community agencies, as well as help with criminal injuries compensation, victim statements, and court preparations.

- **Family Court Support Program**

This program provides services to women who have experienced abuse and are currently involved or about to enter the Family Court process. The program offers advocacy and information about family law procedures, processes and paperwork, assistance with recording the history of abuse for court documentation, safety planning and risk assessment, referrals and advocacy with specialized services, accompaniment to family court proceedings and lawyer's appointments, as well as information and practical support in accessing Legal Aid.

- **Transitional and Housing Support Program**

This program is a service for women, with or without children, who have experienced violence and abuse and are trying to rebuild their lives. This is a goal-oriented program for women who are ready to develop and follow a specific action plan leading toward a violence-free, independent life. Through one-to-one support, we assist women in developing an individual "transition" plan. A transition plan will identify short-term goals that women have for themselves and concrete steps needed to take to be successful in achieving these goals. In addition, we help women find the community resources that will help them build lives free from abuse. Resources may include: housing, financial assistance, legal aid, education, job training, immigration services, parenting support, court support, counselling, and health and wellness. Safety planning is an important component of this program.

- **Recently received funds for a three-year anti-human trafficking program**

PROJECT SCOPE

The purpose of the G-WWIC Strategic Plan RFP is to solicit an organizational strategy/approach that includes a long term vision that not only reflects the current social/economic and political context but also anticipates the challenges G-WWIC will face in the future. The plan should clearly articulate how G-WWIC can best position itself to continue its strong role as the only social service provider with specialization in violence against women within the Guelph-Wellington County. 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 including but not limited to: an environmental scan; key informant interviews/focus groups; a review of relevant documents; Board facilitation and review of all pertinent information gathered. 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 G-WWIC in its effort to meet the goals set forth in the plan, as well as available resources that can be utilized.

DELIVERABLES

Specifically, the consultant will be responsible for providing expert advice and facilitation throughout the project, and for the following deliverables, at minimum:

- The proposal should include a “phased in” approach (immediate 6 months to 1 year/short term 1-2 years/medium term 2-4 years/and long term 4-5 years) to achieve the mandate of the RFP.
- Project Coordination, including regular meetings and status reports to keep the project on schedule and keep key stakeholders updated on the process.
- Community and employee input, including gathering of key stakeholder assessment and recommendations as well as using appropriate methods of communication and engagement.
- Needs assessment / environmental scan – reviewing existing plans and documents pertinent to the comprehensive strategic plan, identifying trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities and threats.
- Process and meeting facilitation; assisting discussion and decision making and ensuring that conversations are progressive and innovative, and oriented towards creating a shared future.
- Planning, coordinating, and taking minutes of all meetings, including community/stakeholder consultation sessions and meetings with the Board of Directors.
- Plan documentation, including development of an interim and final report for the project, including executive summary.

GUIDELINES FOR PROPOSAL DEVELOPMENT

We respectfully request that all submissions include the following headings with the appropriate content:

- Executive Summary
- Scope, Approach, and Methodology
- Project Management Approach and Work Plan
- Declaration of Experience and Qualifications
- Detailed and Itemized Pricing
- References
- Firm/Consultant Overview

PRICING AND ADDITIONAL WORK

The vendor will provide a guaranteed maximum price for all project work, and shall abide by the price stated. No further payments beyond the contracted amount will be made for any additional time or services required to provide the deliverables outlined in this RFP. If additional requirements are requested by G-WWIC beyond the scope of work described in this RFP, the cost of these services would be negotiated between G-WWIC and the contracted vendor. Any additional work will only be undertaken based on a request in writing from G-WWIC.

An invoicing and payment schedule will be negotiated and agreed to in writing with the successful vendor upon acceptance of the proposal.

ACCEPTANCE OF PROPOSALS

G-WWIC reserves the right to not accept any or all proposals as the interest of G-WWIC may require without stating reasons.

Notwithstanding and without restricting the generality of the statement immediately above, G-WWIC will not be required to award a proposal:

- When only one (1) proposal by a vendor substantially exceeds the estimated cost of the project;
- Based on price (i.e. to the lowest-priced vendor);
- Where the lowest quotation by a vendor substantially exceeds the estimated cost of the project;
- When all proposals received fail to comply with the specifications of proposal terms and conditions; and/or
- Where a change in the scope of work or specifications is required

CLOSING DATE AND TIME

Proposals must be received by the Executive Director of Guelph-Wellington Women in Crisis before 5:00PM (17h) local time on **November 17, 2017**. G-WWIC will not accept proposal submissions after the closing date and time.

Proposals can be submitted electronically in PDF format to the following email address:

Sly Castaldi, Executive Director
sly@gwwomenincrisis.org

Questions or clarifications regarding this Request for Proposal should also be directed to the preceding email.