



REQUEST FOR PROPOSAL

Member Engagement and Facilitate Strategic Planning

PROJECT

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded and driven nonprofit organization that provides cost-effective, accessible safety training and advice to employers and employees throughout the province. The mission of the SCSA is Constructing Safety Leadership.

The SCSA has approximately 9,000 members who are considered to be any company that is registered with Saskatchewan Workers' Compensation Board (WCB) and fall under the CLASS B – BUILDING CONSTRUCTION rate class. Each year, the SCSA equips more than 10,000 workers each year with the education and training they need to achieve their organization's safety goals.

As part of the governance process, our Board of Directors (BOD) has committed to reviewing and updating our association's strategic plan. We are requesting the following services to inform the SCSA's Board of Directors and management in this process.

SCOPE OF SERVICE

Phase 1 - Preliminary Activities

The following activities should be undertaken in preparation for the in-person facilitated session with Directors:

- Review of existing strategic plan documents or other association information as deemed appropriate

Phase 2 - Board, Staff, and Stakeholder Engagement

- Gather information from Association staff, Board members and key stakeholders through interviews, focus groups or other appropriate information gathering technique

Phase 3 - Facilitated Planning Session – September 2019

Facilitate discussions with Board members and Association staff to validate:

- Strategic areas in order of priority

Phase 4 - Final Reports

- Provide the Association with a comprehensive document that would capture an updated strategic plan for the organization.

Final

PROJECT TIME LINES

It is anticipated that work on the project would commence May 1, 2019

Planning session dates will be set for approximately September 10, 2019 (final date to be determined, travel in Saskatchewan may be required).

The final report should be available by October 2019.

SUBMISSION REQUIREMENTS

Please provide the following information in your proposal:

- an outline of your experience highlighting projects of a similar nature
- individuals that would be working on this project, along with a synopsis of their qualifications
- 2- 3 references that could identify your skill set for this project. Include name, organization, contact information, and type of project.
- a short description of how you would approach the project
- fee for service and time allocation to the project
- an overall quote with a breakdown of fees associated to each phase

Proposals are to be submitted by email to Ed Pyle at edp@scsaonline.ca by 4:00 PM on April 15, 2019.

SELECTION CRITERIA

Proposals will be evaluated on the basis of:

- experience with similar scope of work
- experience with construction-based associations or clients
- capacity to meet timing requirements of the project
- value for fee (lowest cost will not necessarily be chosen)

An interview may be required to provide supplementary information.

CONTACT INFORMATION

For more information, please contact:

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