



REQUEST FOR PROPOSALS: *Shared Services Research & Development*

What's this all about:

The Social Profit community, FuseSocial's primary stakeholder, has been asking FuseSocial to develop and deliver/facilitate "shared services". FuseSocial sees the value in supporting the sector and is committed to exploring *sustainable* and viable options for "shared services".

Following the 2016 Horse River Wildfire FuseSocial engaged in exceptional research and development related to shared services from a recovery lens; however, we are not confident that this research and development is currently representative of Wood Buffalo in 2019. FuseSocial requires a clear understanding of what "shared services" the sector is seeking and/or requires today from a *sustainable long-term* perspective, how sector leaders envision such a program rolling out, and alignment on the sectors definition of "shared services".

FuseSocial is seeking an experienced consultant to facilitate a participatory process of research and development with the end goal of defining a comprehensive & *sustainable* shared services model that FuseSocial can implement for/with/on behalf of the Wood Buffalo social-profit sector.

About FuseSocial:

FuseSocial is a social profit agency located in the Regional Municipality of Wood Buffalo, including Fort McMurray. The organization was formed in 2013 as an amalgamation of Leadership Wood Buffalo, Volunteer Wood Buffalo, and Non-Profit Sector Link Wood Buffalo. The rationale for this important amalgamation was "by forming one agency, the Vision was to familiarize collective impact, collaboration and social innovation while continuing to deliver our great programs." This was an amalgamation of three philosophically and practically, like-minded organizations.

Today, FuseSocial employs eight staff and has a Board of seven. Together, we help strengthen Wood Buffalo's social profit sector through education, development, innovation and collaboration opportunities that are accessible and relevant.

OUR VISION:

A THRIVING WOOD BUFFALO WITH REMARKABLE SOCIAL PROFITS.

OUR MISSION:

SOCIAL PROFITS STRENGTHEN COMMUNITIES. WE HELP STRENGTHEN SOCIAL PROFITS



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What we need - what you need to deliver:

1. Information: a detailed research report and comprehensive needs assessment formulated from:
 - A review of existing data/documentation/similar program models.
 - Consultation with local social-profit leadership. Consultation data must, at minimum, determine:
 - What shared service *needs* exist in the Wood Buffalo social profit sector?
 - How does the sector envision a shared services program being facilitated?
 - Who is our audience (market) for the program?
 - What, if anything, are organizations willing to pay to access shared services? Is this limited by organization size?
2. Creation of a compressive and sustainable shared services program model that FuseSocial can implement for/with/on behalf of the Wood Buffalo social-profit sector. The program model should, at minimum:
 - Define the shared service needs.
 - Define the target population.
 - Define the scope of the needs that *can* be met by FuseSocial in the short-term? The long-term? Why? What about the needs that are not able to be met in the short-term? Long-term?
 - Define the program inputs, activities, outputs, outcomes, and impacts (*detailed* logic model).
3. Project Implementation Plan:
 - Description of the major tasks involved in implementation, the overall resources needed to support the program implementation and ongoing maintenance efforts, and a proposed timeline for implementation.

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Minimum requirements:

To be considered for this RFP, your proposal should be able to fulfill the following requirements, without exception:

1. Be able to deliver within the timeline set forth by the committee (See 'Our Schedule' below).
2. Be able to provide qualification summaries for yourself and all subcontractors/associates proposed, as well as a rationale for all subcontractors/associates.
3. Be able to provide at least two (2) references. If there are special concerns or restrictions on our use of the reference, these concerns must be addressed in the Proposal.
4. Be able to facilitate in-person consultation in Wood Buffalo.



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Administrative requirements:

1. Delivery of Written Products:
 - In addition to the final product produced, written products are defined as, but not limited to, collated meeting and consultation notes, background research attained or completed, and strategy and systems maps completed.
 - All written products are to be saved to a cloud folder that is administered by FuseSocial.
 - All written products are to be saved in an editable format, where possible, and the contractor shall assign ownership of intellectual property created under the contract to FuseSocial.
2. Invoicing:
 - Invoices need to be sent to billing@fusesocial.ca by the 10th of the month to be ready for the end of the month.
 - Billed costs associated with travel and sustenance, if billed separate from the total proposed cost, must include copies of receipts to be reimbursed.

Our schedule:

<i>Details</i>	<i>Date/Time</i>
RFP posted/distributed	February 25, 2019
RFP Closing Date	March 18, 2019
Notification of Shortlisted Proponents	March 29, 2019
Interviews with Shortlisted Proponents	April 2019
Selection of Preferred Proponent(s)	April 2019
Agreement commencement date	May 2019
Final Report Due to FuseSocial	September 3, 2019

The above schedule is tentative and FuseSocial reserves the right to make changes as needed.

Response requested:

If you are interested in being considered for this work, please submit:

- A statement of your qualifications;
- Your proposed approach to this work;
- Your proposed quote for service, with breakdown;
- Two relevant references; and,
- Proof of business registration and insurance.

If you have any questions, feel free to call or email Chantal Beaver, Executive Director, at 587-646-3346 (cell) or chantal.beaver@fusesocial.ca.