



## REQUEST FOR PROPOSAL (RFP)

Third-party Study

# **PROFILING FORT MCMURRAY AND WOOD BUFFALO'S NON-PROFIT SECTOR**

FuseSocial  
The Redpoll Centre  
At Shell Place  
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**RFP ID: 20200914**

**Prepared By: Shannon Rex – Coordinator, Strategic Learning & Innovation**

**Date: September 14<sup>th</sup>, 2020**

**REQUEST FOR PROPOSAL (RFP)**  
**PROFILING FORT MCMURRAY AND WOOD BUFFALO'S**  
**NON-PROFIT SECTOR**

**RFP ID:** 20200914

**QUESTION SUBMISSION DEADLINE:** October 7, 2020

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Questions may be submitted in written form no later than October 7, 2020 to:

**RFP Contact Name:** Shannon Rex  
**Contact Address:** The Redpoll Centre at Shell Place  
1 C.A. Knight Way  
Fort McMurray, Alberta  
T9H 5C5  
**Telephone Number:** 780-791-9333  
**Email Address:** shannon.rex@fusesocial.ca

**INTRODUCTION**

FuseSocial invites and welcomes proposals for their “Profiling Fort McMurray and Wood Buffalo’s Non-Profit Sector” project. Please take time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the “SUBMISSION DEADLINE.”

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE  
SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY  
BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS.*

## **PROJECT OBJECTIVE**

Fort McMurray and Wood Buffalo's non-profit sector is broad and diverse. In order for FuseSocial to succeed in helping strengthen non-profits through education, development, innovation and collaboration, we need to further our understanding of the landscape of the non-profit sector in our region. This project will seek to identify non-profit organizations that are active in the Fort McMurray and greater Wood Buffalo communities, vs those that are registered under the non-profit act, and it will ask questions regarding their classifications, reach and scope. This project will also ask questions regarding the challenges and needs of local non-profits specifically pertaining to the areas of training & development, strategic planning, capacity building, marketing and communications, volunteerism, and programming.

## **PROJECT SCOPE AND SPECIFICATIONS**

### **1. Study Design**

Lead the development of a refined project focus, project objectives, definitions and data collection methods that support FuseSocial's overall vision and goals for the study.

### **2. Study Outcomes**

Study should yield data and statistics that speak to the number of active non-profits in the communities, total number of registered non-profits, classification of non-profits by target population, and classification by type of programming/services offered. Further, FuseSocial is interested in additional data as it pertains to funding streams, length of operation in the community, engagement in collective impact initiatives or local events, identification of organizations with physical office spaces and those without, identification of grassroots organizations, identification of organizations with national/international affiliates, identification of organizations local head offices and identifications of organizations with satellite locations.

### **3. Data Collection and Reporting**

Collect, review, analyze and prepare data. Responsible for the creation of a report that includes both a summary and detailed profile of the non-profit sector in Fort McMurray and Wood Buffalo and that identifies common needs and trends.

## **PROPOSED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

## **MILESTONE**

## **TENTATIVE DEADLINE**

**Project Start October 19, 2020 to be completed in 5 phases.**

<b>1) Study Development with FuseSocial team, vetting against best practices and posting online</b>	<b>October 19 - November 13, 2020</b>
<b>2) Data Collection - Monitor collection and Study Promotion (previous and on-going by FuseSocial)</b>	<b>November 17, 2020</b>
<b>3) Data Review and Tabulation</b>	<b>December 21, 2020</b>
<b>4) Report Writing and submission to FuseSocial</b>	<b>January 22, 2021</b>
<b>5) Project Read Through and Wrap-up</b>	<b>February 1-5, 2021</b>

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

FuseSocial shall award the contract to the proposal that best accommodates the various project requirements. FuseSocial reserves the right to award any contract prior to the proposal deadline stated within the “Scheduled Timeline” or prior to the receipt of all proposals, and refuse any proposal without obligation to either FuseSocial or any Bidder offering or submitting a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by FuseSocial no later than 5:00 PM on October 7, 2020 for consideration in the project proposal selection process.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format (see below)
- Bidders alleged performance effectiveness of their proposal regarding the completion of the Project Objectives
- Bidders performance history and alleged ability to timely deliver proposed services
- Bidders ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services
- Overall cost effectiveness of the proposal (**less than \$20,000**)

FuseSocial shall reserve the right to cancel, suspend and / or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder / contractor.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidders Background**

- Bidder's Name (s)
- Bidder's Address
- Bidder's Contact information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Description of Bidders company in terms of size, range and types of services offered, personnel providing services to FuseSocial, business license number (if applicable)
- Evidence of established track record for providing services and / or deliverables that are the subject of this proposal

### **Proposed Outcome**

- Summary of timeline and work to be completed

### **Equipment or Service**

- List any and all equipment or services required for this project and the number of each
- Detailed estimate cost for each piece of equipment or service
- List any equipment or services required of a subcontractor, along with a brief explanation
- List any accommodation, services or space required from FuseSocial, along with a brief explanation

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project
- Summary and explanation of any other contributing expenses to the total cost
- Summary of the total cost of the proposal

### **References**

- Provide three references

Bidder agrees that FuseSocial may contact all submitted references to obtain any and all information regarding the Bidder's performance.