



Oahas

Ontario Aboriginal HIV/AIDS Strategy

London

Toronto

Ottawa

Sudbury

Thunder Bay

Sault Ste. Marie

Request for Proposals: Strategic Planning Consulting Services

Context

OAHAS was created by a steering committee composed of government representatives, researchers, community representatives and people living with and affected by HIV/AIDS. The goal of the strategy is to provide culturally respectful and sensitive programs and strategies to respond to the HIV/AIDS epidemic and its impact on Indigenous Peoples and communities in Ontario, through promotion, prevention, long-term care, treatment and support initiatives consistent with harm reduction principles.

OAHAS is a provincially mandated AIDS service organization, and we provide outreach and support services to off-reserve Indigenous people (First Nations, Metis, Inuit and non-Status) who are living with or affected by HIV/AIDS. OAHAS has six regional offices throughout the province, with 18 frontline staff (3 at each site) and 6 staff at a Central Office in Toronto.

Purpose

The OAHAS Board of Directors is requesting proposals for strategic planning facilitation and consultation to assist us in reviewing our vision, mission, and mandate, and to collaboratively develop a five-year strategic plan with us. This plan must include measurable goals to guide the direction, priorities, and outcomes of the organization. The budget to complete this project is \$25,000 (travel costs to our regional sites is included in this amount). The complete plan needs to be delivered by March 31, 2019.

Scope of Services

With the oversight of the OAHAS Central Office and OAHAS Board of Directors, the successful proposal will provide a clear plan for providing expert advice and delivering the following:

- Breakdown of project stages including relevant timeframes for the development of the strategic plan
- An analysis of relevant materials including our organizational review, IPHA sharing circle, and any needs assessments and/or environmental scans related to our 6 geographic regions and target demographics
- A collaborative consultation process to gather input from Staff, the Board of Directors, Indigenous people living with HIV/AIDS (IPHAs), community members, and other key stakeholders (a list will be provided).
- A comprehensive five-year strategic plan suitable for public review, including the redevelopment of our organizational vision, mission and mandate
- Project coordination through regular meetings with OAHAS Central Office and OAHAS Board of Directors

Consultant Requirements

It is expected that the successful proponent will have:

- Demonstrable recent experience and understanding of the non-profit sector in general, and specific experience working with Indigenous non-profit organizations, provincial organizations, and/or health service organizations would be strong assets
- Extensive strategic planning experience, including the coordination and facilitation of the planning process to produce a suitable and comprehensive strategic plan, and provide two examples of demonstrated past work experience
- Experience conducting discourse analysis and providing recommendations for organizational changes that will assist us in aligning our language with our values and philosophies
- The willingness for potential travel to each of the OAHAS 6 regional locations in order to conduct a site review, and in-person focus groups and meetings with staff, community members and IPHAs (travel included in \$25000 fee).

Proposal Submission

Interested proponents are asked to email a proposal of one PDF file no longer than ten (10) pages containing:

- Name of company, name of all consultants, and contact information
- A CV/resume/profile illustrating expertise and experience, including two to three (2-3) examples of projects in similar size and scope to this project
- Three (3) relevant references, including client name, contact person, phone number, project description, and results
- Full details describing the general approach or development of the strategy, work plan, critical path with timeframes, and explanation of how the RFP requirements will be achieved including suggested and needed human and support resources
- A description of the deliverable that will be provided to OAHAS at the end of the project
- A fee quote for services that includes a detailed budget with a breakdown of expected hours and other expected costs (including any anticipated costs related to travel to regional sites etc.)
- Disclosure of any real or perceived conflict of interest that either presently exists or could reasonably be foreseen as arising in the future should the proposal be accepted

NOTE: A conflict of interest will be evaluated on its merits and will not necessarily result in the exclusion of a response. You may supplement your proposal with any additional information you feel will strengthen your submission. Please keep total proposal to one PDF file of no more than 10 pages maximum.

Questions and Clarification

Please direct all questions and points of clarification to: Executive Director: Mark Atanasoff at mark@oahas.org. **The preferred method of communication regarding any inquires related to this RFP is email.**

Selection Criteria

Final determination and selection of the successful candidate will be based on the following criteria:

- Demonstrated understanding of the project
- Clear description of elements of work including expected outcomes
- Identification of who will do the work and timelines for completion of each stage
- Relevance of completed projects, experience, and references
- Education, training and subject expertise (Indigenous organizations & health service organizations preferred)
- Thoroughness of proposal and ability to meet specifications
- Proposals are to be concise, one PDF file of no more than ten (10) pages

Project Costing

It is anticipated that the fees for this strategic plan project will not exceed a budget of \$25,000 (inclusive of travel and HST).

Conditions

OAHAS will not be liable for any costs incurred by a consultant in the preparation of their response to this proposal or attending to the presentation if required. OAHAS reserves the right to ask for additional information and adjustments to any proposed response. OAHAS will keep all information provided by the candidate as confidential. Information provided to the respondents is to be used for the sole purpose of responding to this RFP.

How to Apply

Please submit your proposal by email by **Friday, December 7, 2018 at 5 pm EST** to:

Mark Atanasoff
Oahas Executive Director
mark@oahas.org

We would like to thank all applicants for their interest; only those selected for interviews will be contacted.

OAHAS actively encourages Indigenous people and Indigenous people living with HIV/AIDS to apply for this position. Also, in accordance with Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided during all stages of the hiring process. If an applicant is contacted for an interview, we ask that the applicant inform us of any accommodation requirements.