



D R A F T

Request for Proposals:

TITLE: Development of Environment Team Strategic Plan 2023-2025

SUBMISSION INSTRUCTIONS

You are invited to submit a proposal to assist the Environment Sector Team in updating and developing their strategic plan:

Please add this page to the front of your proposal.

REQUEST FOR PROPOSALS:

Submission Deadline: June 06, 2023

Date: June 09, 2023

Time: 5:00 p.m.

Legal Name:

Address:

Telephone Number:

Facsimile Number:

Email Address:

SEND PROPOSAL TO:

Attention: Kathleen Padulo

Chiefs of Ontario

468 Queen St. East, Suite 400

Toronto, ON M5A T7

Email: Kathleen.Padulo@coo.org

A proposal must be submitted as a PDF file to Chiefs of Ontario with two (2) hard copies of the proposals to be shipped to the Chiefs of Ontario. The proposal must be received by Chiefs of Ontario no later than the deadline date. A proposal submitted in any other manner or late may be disqualified.

The proposal shall be irrevocably open for acceptance and binding on the Facilitator for fourteen (14) days after the Submission Deadline date.

The interested candidate's proposal must include the following:

- A demonstration of their expertise in a team of staff to collaborate in the development of a strategic plan that will guide their work throughout 2023 to 2025
- A plan to engage the staff including questions and/or group exercises to stimulate discussions
- A proposed budget for the completion of the work with a budget schedule in alignment with the completion of each project deliverable for a max amount of \$2,000.00.

BACKGROUND AND CONTEXT OF PROJECT:

PROCESS

OBJECTIVES AND KEY DELIVERABLES:

METHODOLOGY

WORKING RELATIONSHIP

REQUIRED SCHEDULE WITH MILESTONES

PROFESSIONAL FEES

Work Components	Estimated Hours	Hourly Rates	Est. Cost (Hours times Rates)	Est. Time Completion
Contingency Rate				
Total Cost & Completion Dates				

Additional points for applicants to consider:

- The Facilitator must commit to a firm price for the entire contract. No increases during the course of the contract will be allowed. All subcontractors' fees must be included in the quoted fees;
- Expenses should be estimated and explained with the Professional Fee schedule;

PROPOSAL EVALUATION

All submission will be evaluated on the following criteria:

- Quality of the proposal;
- Capacity of the applicant to undertake the project;
- Appropriateness of the project budget and timelines;

COO RESERVES THE RIGHT TO:

- Reject any or all proposals received;
- Enter into negotiations with one or more applicants on any aspect of the proposal;
- Accept any proposal in whole or in part;
- Cancel, modify or reissue this document at any time;
- Verify any and all information provided in the proposal.

PROPOSAL REQUIREMENTS:

All submissions must include the following:

- Cover Letter;
- Detailed work plan with all deliverables accounted for;
- Completed fee schedule of estimated budget in alignment with deliverables;
- CVs and References

RECEIPT OF PROPOSALS

Packages to be clearly marked:

“RFP: _____ PROJECT NAME ”by _____

DATE: _____ **TIME:** _____

Submit electronically to: _____

Submissions received after the stated deadline will not be accepted.

Selection of consultant will be awarded the week of June 5th, 2023