

Request for Proposals – Strategic Plan

The BCCFP seeks an experienced consultant to work with our Board and Staff to develop a dynamic new strategic plan. With the installation of both a new Executive Director and a new President, we find ourselves going through a process of recalibration as an organization. Our goals are to refine our mission, vision and values, and to reimagine our strategic objectives, setting us up for a successful new era of the organization.

To learn more about who we are and what we do please visit our [website](#).

Scope of work

The successful consultant will be required to develop a new three-year strategic plan that identifies strategic goals and measurable outcomes. A successful strategic planning process will include:

- Review of the current strategic plan, mission, vision and values.
- Alignment with Equity, Diversity and Inclusion values.
- Assessment of the current state of and key issues facing the BCCFP.
- Environmental scan of partners and organizations serving family physicians in BC.
- Engagement with various sectors of our community including but not limited to: staff, board, membership and partner organizations.
- Facilitation of a Board and Staff retreat.
- Leveraging of recent member research and value proposition work (already completed) to develop a clear three-year plan with measurable outcomes.
- Refinement of our mission, vision and value statements.

Budget

Total budget for this project is \$15,000 to \$20,000 all inclusive.

Project Timeline

- Member research contracted and currently being conducted, value proposition work completed in Spring of 2023.
- Proposals due by noon on January 5th, final selection by January 31st
- Board engagement to be facilitated on March 9th and/or May 11th
- Final Strategic Plan report completed by June 15th

Selection Process

All proposals will be reviewed and evaluated by the Executive Director who will make recommendations for consideration by the BCCFP Executive Committee. Some consultants may be asked to meet with the Executive Director and/or Executive Committee between January 5th and January 30th for further discussion prior to selection.

Criteria for evaluation will include:

- Demonstrated knowledge, skills and experience in facilitating strategic planning processes for not for profit organizations.
- Synergy on timelines and budget.
- Ability to bring energy to the process.
- Priority will be given to BC based consultants.

Proposal Submission

Please [email](#) a pdf document including the following information by noon PST on January 5th:

- Details of qualifications and experience.
- A work plan that contains methodology, timelines and deliverables with corresponding budget.
- Outline of expectations from BCCFP Board and Staff during the process.
- Any exclusions or exceptions.
- Privacy of information policies.