



ASSOCIATION OF NEIGHBOURHOOD HOUSES BC

203-3102 Main St., Vancouver, BC V5T 3G7 | P 604.875.9111 | F 604.875.1256 | anhbc.org

RE: Consultant to facilitate ANHBC's next Strategic Plan

Introduction & Background

The Association of Neighbourhood Houses of BC (ANHBC) operates eight neighbourhood houses and an outdoor centre, through which we provide more than 300 community-based programs and services that support over 100,000 British Columbians from diverse communities.

First established in 1891, the organization has evolved over the course of its 125 year history from a single facility that supported settlers to a diverse organization with facilities in neighbourhoods across the Lower Mainland that act as hubs for community development and address and adapt to local needs.

Project Description & Goals

ANHBC's current strategic plan has guided the organization from 2016 unto 2020 and has now come to the end of its cycle. This plan has provided an overarching framework that links with the work of the individual neighbourhood houses, camp, and departments within ANHBC.

The ANHBC Strategic Planning Committee is seeking the support of a qualified individual or firm to help them to design a new strategic planning framework and to support them in engaging their diverse internal and external stakeholders to inform it. The desired outcomes of this work are to achieve an evolution of the current strategic plan with improved processes, measures of success, and clarity of understanding between stakeholders that will guide us for a further 5 years. This process of developing this plan will unite the organization's stakeholders and excite them about the achievement of common goals.

Project Scope

The successful vendor will be expected to develop a strategic framework that is flexible enough to be adapted across the individual Neighbourhood Houses and the outdoor centre that ANHBC operates. This framework, and the goals, objectives, and measures it sets out will be informed through stakeholder engagement with the following groups:

- ANHBC Board
- ANHBC Community Boards
- Senior Leadership Team and staff
- Funders and Strategic Partners
- Volunteers
- Community Partners
- Indigenous Elders
- Key representatives from community's served by NH's and Camp

This process should also include current and future state inputs that support a well-informed plan.



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The Strategic Planning Committee will provide past strategic plans and engagement data and any information and assistance to support the vendor in completing this contract.

Project Timelines

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| RFP Opens | November 26, 2020 |
| RFP Questions Deadline | December 3, 2020 |
| RFP Submission Deadline | December 14, 2020 |
| Selected Vendor Presentations | December 21, 2020 |
| Preferred Vendor Selected | January 2, 2021 |
| Start of the Project | January 15, 2021 |
| Presentation and Final Report Submission | October 25, 2021 |

Evaluation Factors

The selection will be evaluated through the provided proposal based on the following factors:

- Vendor's methodology and approach to conducting strategic planning
- Previous experience in strategic planning for decentralized non-profits of a similar size
- A demonstrated understanding of the principles of truth and reconciliation
- Overall Strategic Planning cost
- Experience and understanding of how to engage diverse communities including people with different ability and BIPOC communities

If your firm or team is interested, please complete and submit the attached Mandatory Submission Requirements to the following email addresses:

1. CEO, Liz Lougheed Green elgreen@anhbc.org
2. Board President, Darius Maze darius.a.maze@gmail.com

Upon receipt of your response, ANHBC may contact you for further clarification or to invite you to present to the Strategic Planning Committee.

If you have questions about this RFP, please email elgreen@anhbc.org or darius.a.maze@gmail.com by the end of December 3, 2020.

We appreciate in advance your interest for assisting our organization and look forward to hearing from you.



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Engagement Definition

1. Client:

ANHBC CEO and Board President

2. Mandatory Submission Requirements

- a) Strategic Planning Expertise
 - a. Company profile, including years in business;
 - b. Firm's methodology on Strategic Planning;
 - c. Number of strategic plans conducted for organizations of a similar size within the last five years; and
 - d. C.V.s of all team members that would contribute on the strategic planning assigned to the ANHBC account
- b) Summary of your understanding of ANHBC requirements
- c) Indicate proposed approach, qualifications, and expected effort required to satisfy this proposal
- d) Proposed pricing, itemized by activity, including fees, travel expenses and disbursements
- e) Three references

3. Services to Be Provided:

- a) Collaborate with ANHBC CEO and Board President to clarify expected deliverables and project scope that may be expanded upon vendor's recommendation;
- b) Finalize the schedule for the project – review, execution and presentation;
- c) Conduct a thorough Strategic Planning and Engagement process that includes all stakeholders agreed to;
- d) Present the results and data found in the Strategic Planning engagement process;
- e) Compile a final report and strategic plan framework for ANHBC that would be adaptable to the Neighbourhood Houses and the outdoor centre that it operates.

4. Specific Qualification or Experience

Experience working with decentralized non-profit organizations and understanding of engaging with diverse communities including those with disabilities and/or those who identify as Black, Indigenous, or as a Person of Colour.