

# **Mi'kmaw Kina'matnewey Request for Proposals – Strategic Planning Services**

**“We are a unified team of chiefs, staff, parents and educators who advocate on behalf of and represent the educational interests of our communities; and, we protect the educational and Mi'kmaw language rights of the Mi'kmaq people”**

## **Introduction**

Mi'kmaw Kina'matnewey (MK) is seeking proposals from consultants/firms to assist MK and its 12 member First Nation Communities with the development of a comprehensive strategic plan. Significant work on gathering information and priorities from the 12 communities has been completed, and the consultant/firm will assist with the compilation of all information into a dynamic, engaging strategic plan and objectives to move MK's work forward. MK anticipates that the final document will be in draft form by January 2020 to provide adequate time for Board and member participation and review by key stakeholders. The outcome of the process will be a written strategic plan document that presents the planning process, the research, the analysis, opportunities and strategies that will guide MK for the next three to five years. Please note that this RFP requests the services of a consultant/firm to facilitate the development of a new strategic plan that will lead MK for the next three to five years beginning with the 2020 – 2021 fiscal year.

MK encourages all enquiries with respect to the expectations and/or scope of work sought through this proposal by email to Laretta Welsh, Director of Finance and Planning at: [lwelsh@kinu.ca](mailto:lwelsh@kinu.ca). All enquiries will receive a response. Consultants/Firms will be selected for this project based on criteria stated in Section 5. All proposals received by 4:30 p.m. AST on **Wednesday July 10, 2019** will receive full consideration.

## **RFP Process**

It is expected that one consultant/firm will be selected as a result of the RFP, although MK is under no obligation to award a contract as a result of the selection process. Based on the proposals received the selection committee will select consultants/firms to be interviewed. As a result of those interviews the top-rated consultant/firm will be selected for contract negotiations.

## **Background**

Background information on the MK can be found at [www.kinu.ca](http://www.kinu.ca)

In September 2018 and March 2019 MK held strategic planning sessions with its member communities to seek feedback on its future strategic direction. This feedback will serve as the data to develop the new three to five - year strategic plan.

## **Scope of Service**

- Hold a one to two- day retreat with MK senior management to review resource material and strategic planning data obtained from community sessions; present and review proposed work plan with senior management and seek direction where necessary; conduct and assessment of the values, strengths, weaknesses, and competencies of MK; review existing programs and opportunities provided by MK to identify baselines, gaps, and opportunities; review MK’s vision and mission to ensure that its priorities, values, opportunities, and strategies are reflected.
- Review existing organizational structure of MK to ensure that it maximizes service delivery to its member communities and retains membership at a high level
- Hold a second one-day retreat with senior management to review the proposed draft strategic plan
- Participate in a meeting with representatives from communities to validate the proposed strategic plan prior to preparation of draft.

## **Report Review**

The consultant/firm will draft a final strategic plan for review and presentation to senior management and Board of Directors by February 28, 2020. The plan will be refined by the consultant/firm as required.

## **Proposal Submission**

1. Cover letter of transmittal.
2. Legal name of the consultant/firm, address, phone, fax, and email address, year the firm was established, and type of business.
3. An organization chart indicating roles of all individuals and firms involved in this project, as appropriate. Include brief resumes for all individuals identifying their qualifications and experience.
4. A clear articulation to the firm’s approach to be used in this project.
5. Qualifications, related experience, and references.
6. Proposed scope of work and plan to accomplish the work, including a timeline showing completion dates for all segments of work.
7. Fee schedule and proposed fee to accomplish the work.

Please submit your proposal to: [justine@kinu.ca](mailto:justine@kinu.ca)