



420, rue Cooper Street Ottawa | ON K2P 2N6

613-233-4443

www.centretownchc.org

REQUEST FOR PROPOSALS (RFP)

Centretown Community Health Centre Ottawa People's Commission on the Convoy Occupation Fund Raising

Proposal Submission Deadline: August 22, 2022

1. GENERAL INFORMATION

BACKGROUND

On January 28, 2022, converging convoys of trucks and partisans clogged the streets of Ottawa, disrupting lives in Centretown and adjacent neighbourhoods, including the ByWard Market, Lowertown, Vanier, Overbrook and other communities. The “occupation” as it became known lasted 24 days, until police moved in to remove individuals and their vehicles over a three-day period (February 18 – 20, 2022).

Ottawa residents were traumatized by this occupation of our city, leaving a community in need of healing and justice. People are looking for a welcoming community-based venue to share their experience, address their trauma and seek redress for their losses – but also to hold to account governments and authorities that failed to avert the occupation and protect public health and safety.

The Ottawa People's Commission is a grassroots initiative aimed at responding — in a democratic, inclusive and constructive way — to the deeply disturbing and harmful occupation the city endured for more than three weeks in January and February 2022. Initiated by Ottawa freedom-of-information advocate, community activist and philanthropist Ken Rubin, the commission has secured the support of the Centretown Community Health Centre as its anchor agency and the Ottawa Community Foundation has created a Fund to channel financial support from local foundations.

Community consultations and hearings are being planned for the fall. The commissioners will gather testimony and written submissions, aiming to release



preliminary findings ahead of the one-year anniversary of the convoy occupation in late January 2023 and a final report by April.

The OPC steering committee — drawn from a diverse array of volunteers with a shared concern about the occupation’s adverse impacts – will provide oversight to commission hearings and other operations, support the commissioners in their work and manage funding needs. An Inner-City Stakeholders Group representing a wide range of organizations and interests in the community will also be formed to bolster these collective efforts.

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES: By issuing this RFP, Centretown Community Health Centre, on behalf of the Ottawa People’s Commission, is seeking a consultant to support this initiative with raising the funds to support this work. Based on the estimated budget and funds raised to date, it is estimated that an additional \$250,000 is required.

1. PROJECT SCOPE

This RFP will support the Ottawa People’s Commission on the Convoy Occupation Steering Committee with:

1. Developing a fundraising plan and strategy, including the development of a case for support and confirmation of the fundraising goal
2. Contributing to and being informed by the OPC strategic communications plan
3. Supporting the identification of potential funders
4. Supporting the approach to potential donors/funders
5. Providing regular updates on donations to the Steering Committee
6. Follow-up and stewardship of donors with progress reports

7. PROJECT DELIVERABLES

Consultant confirmed/Contract signed by September 6 2022		
Activity	Timelines	Deliverable
Work with Steering Committee to develop a fundraising strategy	September 19 2022	Clear and viable implementation plan including targets /milestones

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Activity	Timelines	Deliverable
Develop a Case for Support	September 26 2022	Case for support document that outlines the project, fundraising goal, and outcomes
Support approaches to potential donors	October - November 2022	Develop speaking notes to support fundraising ask Outreach to potential donors
Produce a final report	January 2023	Report outlining fundraising objectives, targets and performance with summary of fundraising activities and milestones

8. SUPPORTS AVAILABLE TO ASSIST IN THE DELIVERABLES INCLUDE (BUT NOT LIMITED TO):

- Meetings with the Steering Committee to validate project scope
- Ongoing engagement of OPC Fundraising Committee, volunteers and staff
- Allied support through Centretown Community Health Centre Executive Director
- Administrative support of CCHC Executive Assistant for scheduling of meetings with Steering Committee

9. PROPOSAL REQUIREMENTS

The Proposal should not be more than five pages in length and should include a clear indication of understanding of the project requirements, the approach and methodology the Consultant(s) would use, timeframes, and fees. The proposal should also include an attachment summarizing the experience of the Consultant(s), particularly as it relates to this project.

10. TIMELINES

Please note that dates and events for the RFP schedule are subject to change at the sole discretion of Centretown Community Health Centre.

RFP process: Key dates	
All proposals and questions are to be directed to the attention of:	Frédéric Jutras fjutras@centretownchc.org
RFP issued	August 3, 2022
Bidder response submission due	August 22, 2022 (** three weeks after issue and on a normal work day)
Submission Review and Interviews completed:	August 29 2022 (** one week after - due date)
Expected Date of Contract Award:	September 9 2022
Anticipated start date:	September 12 2022

11. BIDDER QUALIFICATIONS

The following are minimum Bidder qualification requirements:

- Experience with fundraising and fund development
- Experience with stakeholder engagement
- Demonstrated commitment to equity and inclusion
- Knowledge and experience working within the sector
- Can work within prescribed budget
- Bilingualism (French/English) an asset

12. PRICING AND PAYMENT

It is expected that the project will not exceed \$ 25,000 CDN. Proposals are to include an itemized list of the resource requirements, the per diem rate(s), and the # of days/item as per the following table. Maximum costs for travel and incidentals must be clearly specified and will form part of the total maximum cost quoted for the project.



Fee Schedule	Rate (CDN)	Work Estimate	Total
Consultant (Indicate resource name and role)	Per Diem Rate	Bidder's estimate of work days (expected and max)	
	Rate	Estimate of travel & incidentals required (expected and max)	
Other			
TOTAL			Total Cost

- The successful bidder will invoice upon completion of each project deliverable.
- The invoice will reflect the actual days worked in completing the deliverable and not exceeding the maximum days as agreed as part of the signed Agreement
- Invoices will itemize the activity and time spent to complete the task
- Invoices will include applicable taxes
- Invoices will be paid upon satisfactory acceptance of the deliverables as determined by the lead agency (Centretown Community Health Centre).



13. CRITERIA FOR REVIEW

QUALIFIED BIDDERS WILL BE EVALUATED ON TWO CATEGORIES	
Evaluation of Criteria	%
Criteria: <ul style="list-style-type: none"> • Understanding the assignment • Proposed approach to the project • Demonstrated knowledge and experience with fundraising and fund development • Demonstrated ability to deliver a quality project within committed budget and timelines • Bilingualism an asset • References 	80%
Pricing	20%
Total	100%

Proposals should be sent **electronically on or before 4 PM (EST) on August 22, 2022** to: Frédéric Jutras – Executive at fjutras@centretownchc.org.