

New Brunswick Aboriginal Peoples Council

Strategic Plan 2021-2026

Request for Proposals

March 2020

Contact:

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TIMELINE

March 2, 2020	Release Request for Proposals
March 23, 2020	Consultant questions due
March 30, 2020	Proposal deadline. Proposals to be submitted via email to Elizabeth Blaney at director@nbapc.org
April 1 – April 8	Interview consultants
April 14, 2020	Consultant selected and advised
May 4 --	Member consultation period
DATE	Report due

INTRODUCTION

The New Brunswick Aboriginal Peoples Council (the Council) is inviting qualified consultants with experience in Indigenous communities and an in-depth knowledge of strategic planning to develop a 5-year strategic plan for the Council.

BACKGROUND

The New Brunswick Aboriginal Peoples Council is not-for-profit organization whose mission it is to improve the lives of Aboriginal people who live off-reserve in New Brunswick. The Council is nearing its 50th year of operation as a voice for indigenous people who live off reserve throughout the Province. The vision, mission and objectives of the Council can be found in the attached Appendix “A”.

The Council provides education and employment assistance to all Indigenous people who live off reserve in NB. We also provide an Aboriginal fisheries strategy for our members, as well as education assistance bursaries and scholarships for families and qualified individuals. We provide public education on pressing issues facing Aboriginal people today and we dialogue with federal and provincial governments on policy matters. Funding is received primarily through the federal government. For more information, please visit www.nbapc.org.

PURPOSE

The Council is seeking proposals from qualified consultants and/or consulting firms to assist in the development of a five-year comprehensive strategic plan that will focus on the organization’s values, services, and vision for the future. The Council completed a five-year strategic plan in 2018 and are now in a position to consult with our board toward the development of a new

5-year strategic plan. The successful candidate, in consultation with the Board, members, and staff will prepare a comprehensive plan which would map out the strategic direction of the Council for the next 5 years.

Proposals must be received no later than March 30, 2020 at 4:30 p.m. to Elizabeth Blaney, Director of Administration at director@nbapc.org. Please quote “RFP Strategic Plan” in the subject line.

SCOPE

The consultant shall, at minimum, accomplish the following:

Planning Activity and Final Deliverable

1. Design and execute a strategic visioning and comprehensive planning process including consultation with the Council Board of Directors, staff, and community members
2. Develop an actionable five-year strategic plan
3. Develop recommendations regarding the plan’s implementation and support structure

Research

It is anticipated that these tasks will be accomplished through a combination of activities, such as:

- Focus groups, interviews, and/or any other method that will be useful in receiving input
- Facilitated group meetings with the Board to create consensus regarding a strategic plan (including goals, objectives, strategies, and tactics)
- Review and present available related data and strategic plans as well as any relevant research and best practices.

The consultant will have knowledge and experience in:

- Indigenous issues
- Research methodology
- Public consultation
- Qualitative data analysis
- Presentations
- Demonstrated knowledge of Indigenous issues, with a particular focus on off-reserve populations and issues.

ANTICIPATED PROCESS FOR STRATEGIC PLAN DEVELOPMENT

The Council seeks the consultant's recommendations regarding the best process to develop an actionable strategic plan to be conducted in two stages.

Stage 1. Vision and key Strategic Direction and goals

This stage includes consensus building among the key informants to:

- a) Confirm that the current strategic vision and mission:
 - Is still relevant
 - Is clearly stated
 - Is compelling
 - Is timely
 - Describes a clear and present need
 - Motivates people to act
 - Is bold

- b) Identify key strategic directions & goals after consultation with community members, Board of Directors, and staff.

This stage should produce the substantive documentation and solutions needed for informing the strategic planning process.

Stage 2. Write the strategic plan

Using information from the first stage, this stage will include the development of an actionable strategic plan that will serve as the overall blueprint for the Council's action plans for the next five years. This plan should include:

An Executive Summary of the main findings, including key recommendations numbered and priority ranked

A comprehensive, detailed plan that identifies:

- Vision & Mission
- Key Strategic Directions
- Goals
- Objectives
- Strategies
- Tactics
- Community members and their roles
- Measures
- Outcomes

Supplementary information should include:

- Initial communications strategies (What are the key messages? Who are the targets for those messages? How are the messages delivered? Who delivers the messages?)
- Key values and guiding principles to assist direction and decision making
- A detailed strategic planning process model complete with key milestones and timelines
- Performance measurement tools during the implementation phase
- Strategic areas of focus and service priorities for the next 5 years
- Services and programs (both current and new) that will support goals, including potential external partnerships
- A review of the current status of the Council's organization, including existing plans, policies, financial status, long-term goals and other relevant, related research deemed necessary
- Copies of any communication items such as newsletters, publications, media releases, public meeting agendas, website updates etc.

PROPOSAL:

Proposals must include the following:

General Information

The consultant understands that the scope of work requested may be conducted by a single consultant or a consultant group. The proposal should provide the name, title, address, telephone number, fax number and email address for each person engaged in scope activities. Further, if a consultant group is proposed, the proposal should indicate who will serve as the "point" person for the purposes of this RFP and the engagement.

Consultant Qualifications

To accomplish the scope requested, the consultant will need to possess the following qualifications:

- Experience at successfully developing consensus-based strategic plans
- Knowledgeable of collective impact or collaborative strategic initiatives
- Strong facilitation skills
- Knowledgeable of the non-profit sector and issues
- Knowledge of the Indigenous issues, particularly those relating to Indigenous people who live off reserve
- Working knowledge of Indigenous issues, particularly those relating to Indigenous people who live off reserve in New Brunswick
- Experience at creating a neutral environment for, and soliciting input from, individuals

- Experience at gathering and utilizing data to inform the strategic planning process
- Knowledgeable in communications
- Knowledgeable in capacity development

Work Plan

The proposal should contain a detailed description of the activities to be conducted by the consultant in order to complete the requested scope of work, including:

- The specific activities to be conducted at each stage
- A timeline for the activities at each stage
- Milestones and deliverables tied to those activities
- A detailed budget for each stage, along with a proposed payment schedule tied to project milestones and/or deliverables.

Criteria for Evaluating Success of the Project

The Board of Directors will deem this a successful project when they are given a clear report which outlines the strategic directions, areas of improvement and a recommended action plan. Previous strategic and other plan materials will be provided to the consultant as background information upon request.

References

The proposal should include three references of individuals who can speak to their experience with the consultant in conducting projects of similar scope. Information regarding each reference should include the individual's name, address, telephone number, and email address.

Previous Work Product

The proposal should include at least two examples of written works similar to the scope of work requested within this RFP (e.g., strategic plan).

APPLICATION REVIEW CRITERIA

The proposals will be reviewed and evaluated based on the following criteria:

1. Qualifications (35 points)
 - The consultant has the qualifications needed to successfully complete the scope of work
 - The consultant has prior experience working on similar projects
 - The Consultant has extensive working knowledge of Indigenous people in New Brunswick
2. Scope of Proposal (30 points)
 - The proposal demonstrates an understanding of the project objectives and desired results

- The proposal illustrates an approach to the scope of work that will likely lead to the successful development of an actionable strategic plan
- The proposal illustrates the consultant's ability to successfully execute the proposed approach
- The proposal includes an appropriate process to interact with the Board members and community members
- 3. Work Plan (25 points)
 - The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work
 - The proposal includes a detailed timeline for each stage
 - The work can be completed within the project timeline
- 4. Budget (10 points)
 - The proposal includes a detailed budget for each stage of the scope of work
 - Proposed costs are reasonable
 - Proposed schedule of payments corresponds appropriately with tasks, milestones or deliverables

REFERENCE CHECKS

Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or unsatisfactory.

References (Satisfactory/Unsatisfactory)

- The reference would hire the consultant again
- The original Scope of Services was completed within the specified timeline
- Interim deadlines were met in a timely manner
- The consultant was responsive to the contractee's needs
- The consultant anticipated problems, and solved them quickly and effectively
- The original Scope of Services was completed within the project budget

Consultants may be asked to participate in an interview to further gauge their fit and ability to work on this project. If needed, interviews will be scheduled to take place between Consultant selection will be based on the consultant's written proposal and the results of the reference checks.

APPENDIX “A”

Who We Are

The New Brunswick Aboriginal Peoples Council, previously the New Brunswick Association of Non-Status Indians, was formally organized in 1972 to represent Aboriginal People who live off-reserve in New Brunswick, who decide to become members within our Council and support our mission. The Council is affiliated with the Congress of Aboriginal Peoples, a national organization located in Ottawa. The Council endeavours to improve the social and economic standards of the off-reserve Aboriginal people in the province through political activity and through programs such as housing and employment and skills development. The Council also co-manages an aboriginal fishery and ensures that the aboriginal right to fish is respected through negotiation of mutually acceptable and time-limited fisheries arrangements.

Mission Statement

For the New Brunswick Aboriginal Peoples Council, self-government begins – but does not end – with control over our land. Government means jurisdiction over our renewable and non-renewable resources, education, health and social services, public order and the shape and composition of our political institutions. While some of our plans may sound far-reaching to some people, they should not be regarded as a threat. We do not want to recreate a world that has vanished. We do not want to turn back the clock. Far from it. We welcome the challenge to see our culture grow and change in directions that we have chosen for ourselves. We do not want to become the objects of sentimentality. Nor do we want our culture to be preserved in amber for the amusement or even the edification of others. What we do want, what we demand, is nothing more than control over our own lives and destiny. That control is called “SELF-GOVERNMENT”.

Goals

1. To provide an organization for Off-Reserve Aboriginal People in New Brunswick for the purpose of advancing their cultural, traditional, economic and general living conditions.
2. To work together toward reaffirmation, protection and implementation of our Aboriginal, Treaty and Land Claim Rights as Aboriginal People of New Brunswick.
3. To work with all levels of government, public and private agencies and private industry to improve social, educational and employment opportunities for people of Aboriginal Ancestry of New Brunswick.
4. To foster and strengthen cultural identity and pride among people of Aboriginal Ancestry in New Brunswick.
5. To inform the general public of the special needs and rights of the people of Aboriginal Ancestry of New Brunswick and of their efforts to achieve full participation in the economic, social and political life of the Province.
6. To co-operate with all other Aboriginal Organizations whose aims are similar to those of this society.