



Request for Qualifications

FACILITATION SERVICES

in support of the 2019-2022 Capital Regional District Board Planning Process

The Capital Regional District (CRD) invites qualified practitioners with proven experience in the design and facilitation of planning sessions with elected officials and senior local government executives to submit a statement of qualifications. The purpose of this Request for Qualifications (RFQ) is to identify qualified practitioner(s) who could be invited to submit detailed proposals for the project.

Submissions should be made to the undersigned no later than 4:00 PM, Monday, May 14, 2018. A consulting contract will not necessarily result from this RFQ.

1. Project Objectives

- a) Design and facilitate three (3) planning sessions with elected officials in support of the 2019-2022 Board planning process.
- b) In the context of the CRD's operating mandate, work with the Board to:
 - i. validate the CRD's long-term vision;
 - ii. identify priority objectives that drive to implement adopted service strategies; and,
 - iii. identify priority objectives that provide new direction to respond to emerging needs.

2. Background

The Capital Regional District (CRD) provides over 200 regional, sub-regional and local services, infrastructure and financing agreements to 13 municipalities and 3 electoral areas. The CRD is governed by a Board of 24 Directors, comprised of elected officials from the region's municipalities and electoral areas. As the project client, the Board is responsible for validating the CRD's long-term organizational vision and identifying priorities for its term of office.

The CRD Board's four-year term of office begins in November 2018. The CRD Board undertakes a planning process at the outset of its term to identify its priorities (i.e., projects, activities, objectives) in relation to corporate resources (i.e., financial, staff) and operational mandates (i.e., regulatory and service-delivery responsibilities, authority).

The cyclical planning process considers mandated service delivery responsibilities, core service priorities and long-term corporate direction, as well as external influences such as the needs of municipalities, electoral areas and citizens and factors including the economy, climate change, shifting demographics, social conditions and priorities from senior levels of government.

3. Scope of Work

An experienced facilitator is required to design and lead one (1) orientation session and two (2) planning sessions with the CRD Board. Please note that CRD staff will be responsible for undertaking all background analysis, planning and logistics, identification of a corporate response to the identified priorities and preparation of the final plan. It is expected that the facilitator and staff will work closely together to design the sessions.

The scope of work for the facilitation services is as follows:

a) **Orientation Session – November 28, 2018 (1/2 day)**

Objective: *For the new Board to understand the CRD's operating mandate. This session focuses on informing rather than gathering input. Any input will be "parked" for the next session. This session will follow orientation sessions on Board Roles & Responsibilities and CRD Operations & Administration.*

Consultant Responsibilities:

- i. Review all background material provided by CRD staff (e.g., mandated CRD responsibilities, long-term corporate vision, operational project priorities, key decision factors).
- ii. Prepare an agenda to structure the orientation session and prepare any required communications material to support the session (e.g., session rules, handouts, presentations, poster boards).
- iii. Facilitate the session.
- iv. Be prepared to "park" any input / ideas for discussion at the first planning session.

b) **Board Planning Session #1: Explore – December 5, 2018**

Objective: *To gather input from the Board on the long-term organizational vision and on what it hopes to accomplish over the 2019-2022 term. There is flexibility to allow the Board to determine how to define "objectives" – they could be broad or project-specific. It will be the facilitator's responsibility to help the Board identify the desired level of detail.*

Consultant Responsibilities:

- i. Design and deliver a session with the CRD Board to gather input on the following, in the context of the CRD's operating mandate as reviewed at the orientation session:
 - 1) validate the long-term corporate vision
 - 2) seek and clarify an initial long-list of objectives for the 2019-2022 term
- ii. Prepare an agenda, content and communications material to support the session.
- iii. Have the Board confirm the long-term organizational vision and deliver a list of possible priority objectives for the 2019-2022 term.

c) **Board Planning Session #2: Prioritize – January 30, 2019**

Objective: *For the Board to prioritize, by majority vote, objectives for the 2019-2022 term following consideration of implications identified by staff.*

Consultant Responsibilities:

- i. Review staff analysis of implications for each possible priority objective identified by the Board in Planning Session #1.
- ii. Prepare an agenda, content and communications material to support the session.
- iii. Work with the Board to refine and prioritize objectives, by majority vote.
- iv. Provide the agreed-upon list of priorities.

d) Deliverables

- i. All material in editable formats of MS Office (Word, Excel, Powerpoint) or Adobe Creative Cloud and PDF.
- ii. Attendance at all scheduled sessions and availability for de-briefs on all sessions with staff.

4. Information Required

Consultants are asked to emphasize company and individual experience, expertise in carrying out the project and their hourly fee. Statements of qualifications must be presented in an organized manner and must be easily located within the response.

The following information is required for the evaluation of qualifications:

a) Practitioner / Firm Experience

- i. General information (including location, size, overall areas of expertise, key personnel, etc.).
- ii. Information about the practitioner's or firm's experience with similar projects (maximum of five selected projects) and the level of involvement.

b) Skills and Qualifications

Provide *curricula vitae* for the key personnel who would be assigned to this project and a brief discussion of each individual's skills and qualifications relative to this project. If applicable, indicate the role that would be played by the key individuals (e.g., prime consultant/project manager or specialist) and the percentage and duration of the individual's time spent on the project.

c) Hourly Fee

Provide the hourly rate for each practitioner assigned to the project.

Submissions will be evaluated on the basis of the information provided in accordance with the attached evaluation criteria, shown in Attachment 1. Care should be taken to ensure that sufficient information is provided so that an informed evaluation can be carried out in each of the areas where points are to be assigned.

5. Closing Date

The purpose of this RFQ is to identify qualified practitioners or firms, which could be invited to submit detailed proposals for this project.

RFQ submissions should be made to the undersigned no later than 4:00 PM local time on May 14th, 2018. **A consulting contract will not necessarily result from this RFQ.**

Direct submissions and any questions to:

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Attachment 1: Evaluation Form

	CONSULTANTS								
	Points								
1. <u>PRACTITIONER / FIRM EXPERIENCE</u>									
1.1 Demonstrated project experience in designing and delivering facilitated sessions where trade-offs are required.	5								
1.2 Demonstrated project experience in working with elected officials and senior executive leadership teams on projects of similar scope.	5								
TOTAL FIRM	10								
2. <u>SKILLS & QUALIFICATIONS</u>									
2.1 Ability / experience communicating complex information to elected officials and senior executive using plain language.	5								
2.2 Ability / experience seeking, clarifying and prioritizing ideas within a group of diverse interests, including proven active listening skills.	5								
2.3 Ability / experience scoping and focusing goals and objectives to build support / agreement.	5								
2.4 Ability / experience coaching and leading teams.	5								
2.5 Professional qualifications	2.5								
2.6 Knowledge of BC local government / regional districts	2.5								
TOTAL PERSONNEL	25								
3. <u>Hourly Fee</u>									
3.1 Hourly fee	10								
TOTAL FEE	10								
TOTAL POINTS	45								