



REQUEST FOR PROPOSAL for MANAGEMENT SERVICES

SUMMARY and BACKGROUND

Leadership Thunder Bay is a non-profit organization. It is a Community Leadership Program based on the model and philosophy of the Canadian Community Leadership Network (www.cclnet.org) It aims to develop leadership skills and community awareness in existing and emerging leaders in the City of Thunder Bay.

Management Services are required to provide efficient and effective administrative management support services to the organization, the Board of Directors and its Committees, and the Program Facilitator.

Further information is available on our website: www.leadershiptb.com

The proposal will be a maximum of 10 pages (including any attachments). Submissions should include, but not necessarily be limited to the following elements:

1. A detailed work plan of the approach to the Management Services.
2. A fixed total cost for the completion of the annual Management Services requirements.
3. A brief description of your firm, its history, experience in the provision of Management Services, names and qualification of the staff to be assigned to this project.
4. Information on your firm's experience in similar projects, including client references.
5. Any other supporting information you may wish to include with your submission.

TERM OF CONTRACT

The term of this contract shall be for a one (1) year, effective October 1, 2010, with an option to renew for two (2) consecutive years.

SCOPE OF WORK

Overall: To provide management services that result in the efficient and effective operation of Leadership Thunder Bay. Specifically, the following services will be provided by the Contractor:

I. Provision of Administration and Board Support:

1. Attend all regular and ad hoc board meetings as an ex-officio member and, in consultation with the President, prepare and distribute the agenda and minutes;
2. May be required to attend occasional committee meetings; distribute minutes as required;



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3. Provide administrative support for Ad Hoc Committees – Recruitment, Graduation, Governance, and any others established from time to time;
4. Provide an Annual Report for the Annual General Meeting;
5. Provide day to day office management which includes information/inquiry response;
6. Provide information, storage and maintenance of documents, and resource materials;
7. Provide other necessary professional support to the Board of Directors;
8. Keep and share accurate records of Leadership Thunder Bay participants, alumni, members, volunteers and sponsors;
9. Maintain Leadership Thunder Bay database;
10. Act as liaison between and among Leadership Thunder Bay, the committees, class participants, donors, partners, Community Learning Day producers, and community;
11. Act as spokesperson if/when required;
12. Produce content for Newsletter as required;
13. Maintain Leadership Thunder Bay website;
14. Co-ordinate administration of events as required, eg. Graduation, Fire Side Chat, and any other events established from time to time;
15. Assist in planning for Strategic Planning or other board retreats.

II. Provision of Financial Services:

- a) In consultation with the Bookkeeping Services Contractor and Treasurer administratively prepares the annual budget document for Board Approval.
- b) Prepare bank deposits and physically make deposits; produce payments for approved invoices and provide information to Bookkeeping Services Contractor;
- c) Monitor program expenses to keep them within budget, and ensure the preparation of monthly financial report for Board meetings in consultation with the Bookkeeping Services Contractor and the Treasurer;
- d) Prepare for the yearly audit and prepare and submit the charitable return in consultation with the Treasurer;
- e) Prepare grant applications in consultation with Treasurer and Board of Directors;
- f) Liaise with Endowment Fund contacts as required;
- g) In collaboration with the Board of Directors, solicit and secure sponsorships, ensure sponsors are recognized according to recognition plan;
- h) Invoice sponsors as required;
- i) Collect and monitor tuition payments.

III. Provision of Program Support:

- a) Attendance at all Leadership Learning Days;
- b) Copy and distribute readings and agendas for Leadership Learning days;
- c) Make all arrangements for the location, equipment and catering for Leadership Learning Days and retreats;
- d) Arrange for professional photos of class participants;
- e) Seek Community Action Project proposals in collaboration with the CAP Committee;
- f) Planning for Recruitment Event – sending out invitations, maintaining registration list, event logistics, catering, developing agenda, and any other tasks associated with the event;



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- g) Complete “1 year later Leadership Thunder Bay evaluation” and submit report to Evaluation committee.

IV. Provision of Other Program Support:

- a) **Membership drive** – Compile list for membership requests, send membership letter, determine follow up plan and ensure plan is achieved, develop and distribute memberships cards, maintain membership list and ensure membership are recognized appropriately;
- b) Promote Leadership Thunder Bay at various community events – Chamber, other special events if board members and volunteers are unavailable;
- c) Conduct presentations on Leadership Thunder Bay if board members are unavailable.
- d) **Annual Leadership Event**- in consultation with Special Events Committee- assist with organizing annual event including : organizing advertising, processing registrations and payments, organizing logistics for event
- e) **Marketing**: in conjunction with various committees, develop and implement key marketing strategies and tools

V. Resources and Support

The Management Services Contractor will support the program Facilitator with respect to Leadership Learning Days.

CONTACT INFORMATION

Communications concerning this Request for Proposal are to be directed to:

Herp Lamba
President, Leadership Thunder Bay
Tel (807) 345-6363
herp.lamba@investorsgroup.com

All clarification requests are to be sent, **in writing**, to the individual mentioned above by **July 19, 2010**. No clarification requests will be accepted by telephone.

PERIOD OF ACCEPTANCE:

The terms and conditions of the proposal offer shall remain firm and open for acceptance by Leadership Thunder Bay for a period of one hundred and twenty (120) days.

RIGHTS RESERVED BY LEADERSHIP THUNDER BAY:

Leadership Thunder Bay is not liable for any costs incurred by interested parties in the preparation of their responses to this request or subsequent interview. Furthermore, Leadership Thunder Bay shall not be responsible for any liabilities, cost, express, loss or damage incurred,



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sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by Leadership Thunder Bay of any response, or by reason of any delay in the acceptance of the response.

All information provided by a proponent in response to this RFP must contain sufficient detail to support the services being proposed. Incomplete proposals will not be considered.

Leadership Thunder Bay reserves the right to request proponents to provide additional information.

TREATMENT OF INFORMATION:

All proposal documents **are** the property of Leadership Thunder Bay. The proposals will be considered confidential during the evaluation process.

INSURANCE

Worker's Compensation Insurance - Service Provider shall provide documentation that it has met the legal requirements in accordance with the *Workplace Safety and Insurance Act, 1997*, S.O. 1997, C.16, as amended.

EVALUATION PROCESS:

Leadership Thunder Bay reserves the right to select the proposal that best suits the goals of the organization, or not to select any of the proposal submitted.

It is the intent of Leadership Thunder Bay to award a contract to the successful proponent based on the evaluation criteria identified, and will include an interview.

EVALUATION:

Proposals will be evaluated based on the following criteria:

1. Knowledge/Understanding of the Leadership Thunder Bay program and objectives;
2. Previous Management and Administration Services experience of the firm;
3. Cost to Leadership Thunder Bay;
4. Knowledge/Understanding of the opportunities and challenges of the City of Thunder Bay;
5. Client experiences and references.

CLOSING DATE:

If your firm is interested in this project, please forward seven (7) copies of your submission to:

Leadership Thunder Bay
Box 28003
Thunder Bay, ON P7E 5M8



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Proposal must be received no later than **Tuesday August 3rd, 2010.**

Proposal Envelopes must be so indicated with the term: "**Request for Proposal for Management Services**" visible on the outside of the submission envelope.

The lowest or any proposal will not necessarily be accepted. Late proposals will not be accepted. Facsimile, e-mail or telephone proposals will not be accepted.