



## Request for Proposal (RFP)

### **Production of a Business Plan to unify the Stony Plain & District and Spruce Grove & District Chambers of Commerce**

#### **1. Summary**

This RFP is to identify a qualified and experienced business planning consultant. The selected consultant is to develop a collaborative business plan that will formulate an efficient, operational and financial Chamber unification. The consultant will also be required to attend a number of meetings with the TRACC Committee and Executive Directors in order to fully appreciate all aspects of our operations.

#### **2. Background**

The unification of Spruce Grove and Stony Plain Chambers of Commerce has been a topic of conversation of the collective boards for close to 4 years. It has been the mandate of the respective boards to form a committee named as Tri Regional Action Collaboration Committee (TRACC).

The committee was to explore what the potential unification may look like and how it may happen. To be clear any move to unify the chambers will require a formal membership vote from both membership bodies.

#### **3. Vision**

The goals of unification are two-fold. The first goal is to provide better services to our collective memberships by way more efficient use of resources. Between all three chambers there are several duplicated services and tasks that are being performed by our respective staff.

The second goal and key motivating factor is to create a larger membership base that carries more weight at the advocacy table. Combining the memberships of the Spruce Grove and Stony Plain Chambers will make the new Chamber one of the largest in the Province and one of the largest in the country. This type of size will open advocacy opportunities not previously available to our region and strengthen our voice at existing tables.

#### **4. Scope of Work**

In scope first Phase of unification; Stony Plain and Spruce Grove District Chambers of Commerce. Out of scope unification of Wabamun & District Chamber of Commerce.

The business plan should include:

- a. Table of content
- b. Executive Summary
- c. Context for unification

- Background
- d. Aims and Objectives
- e. Benefits to
  - Members
  - Staff
  - Community
  - Stakeholders
  
- f. Financial efficiencies, sustainability and Legal requirements
  - Financial & legal due diligence
  - Financial projections
  - Legal requirements
  - Conclusion. Include notes and assumptions (SWOT analysis) and any other information that supports the financial plan
  
- g. Assessment of Risk
  - Identify any risks for each stage of the implementation plan and year 1 from go live date.
  
- h. Governance and Management
  - Organization name
  - Board Structure
  
- i. Structure
  - Timetable to vesting day
  - Management of the unification process
  - Project management framework
  
- j. Strategies
  - Communication
  - Human Resources including safety
  - Financial plan including unified Budget
  - Equality and Diversity
  - Information & communications technology strategy
  - Buildings

## 5. Deliverables and Outcome

This plan will be a collaborative venture between the consultant and TRACC. TRACC will be the representative of the two Chambers of Commerce. The main, and day to day contact will be Sarah Parry, Executive Director Stony Plain & District Chamber of Commerce. Consultations with the TRACC Committee will also be required.

## 6. Application and Process

The RFP bids will close at 16:30 MST on Friday 22<sup>nd</sup> February 2019. All proposals should be submitted electronically accompanied by a breakdown of the bid costs. All applicants will be acknowledged.

During the selection consideration phase, the committee may contact bidders to gain further understanding of their proposal. Inability to respond in a timely manner may impact the decision.

Any and all questions should be forward by email to Sarah Parry at [sarah@stonyplainchamber.ca](mailto:sarah@stonyplainchamber.ca) by Wednesday 20<sup>th</sup> February at 16.30 MST.

Once a successful bid has been selected, a contract will be issued in accordance with the proposal. Work on the project should start as soon as possible. Unsuccessful bidders will be notified.

## 7. Project Execution and Payment

We ask that the completion of the business plan be Friday March 29<sup>th</sup>, 2019.

The quote, as part of the proposal should include any anticipated costs including travel and accommodation. However, travel and accommodation should be listed separately and will only be refunded should travel be necessary and carried out.

## 8. Contractual Terms and Conditions

We have a standard service contract format however, we are also happy to consider contract formats supplied by individual contractors.

All final documents/reports/plans and attachments shall be deemed to have been given to TRACC with no restrictions on its use.

9. The proposal should be prepared in MS Word (.docx) or pdf. The proposal should include a description of the consulting firm/business references as an overview of expertise and experience.
10. Proposal Evaluation - the assessment will be looking to see that the proposal has addressed all our points and requirements. Price will be an important consideration however we will also be looking to see that the bid demonstrates an understanding of the issues and objective from our organizational, community and cultural perceptive.
11. Proposal Communication

All communications regarding this RFP and subsequent submission of your proposal should be directed to

**Sarah Parry**  
**Executive Director**  
**Stony Plain & District Chamber of Commerce**  
4815 - 44 Avenue  
Stony Plain, Alberta T7Z 1V5 (780) 963-4545  
[sarah@stonyplainchamber.ca](mailto:sarah@stonyplainchamber.ca)      [www.stonyplainchamber.ca](http://www.stonyplainchamber.ca)