

# Native Child and Family Services of Toronto

February 17, 2022



**ADDENDUM  
REQUEST FOR PROPOSAL  
STRATEGIC PLANNING  
CLOSING: March 2, 2022 2 p.m. (EST)**

Please refer to the above Request for Proposal (RFP) document in your possession and be advised of the following supplementary questions that have been asked in reference to the RFP.

All other aspects of the RFP remain the same.

## **I. Revisions**

1. Refer to Section 1.5 – Project Timeline – Board retreat: May 15, 2022 add: Note.

Note: Two-day Board retreat will be scheduled on consecutive days. This date is tentative and included in the RFP document solely for planning purposes. The retreat will be scheduled for the weekend. NCFST reserves the right to change this date upon mutual agreement with the Board members, Senior Leadership Team and selected consultant.

2. Refer to Section 1.4 Services to be Performed Remove: Design and facilitate strategic planning sessions with Board of Directors

## **II. Questions and Answers**

**Q1. Is there a budget range for this project? A high-level range would be extremely helpful (<\$50k, \$50-100k, \$100k+) for planning purposes.**

A1. The budget range for the Strategic Planning Project is between \$10K and \$30k.

**Q2. Will the final outputs be public-facing? If so, are translation services required?**

A2. To be compliant with the Broader Public Sector Accountability Act and associated Directives, the new strategic plan needs to be posted on the organization's website after it is finalized by the Consultant and approved by the Board of Directors.

Translation is NOT in scope for the purposes of this engagement. Hence, please don't include it in the deliverables and fees for your proposal.

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30 College Street, Toronto, Ontario M5G 1K2  
Telephone: (416) 969-8510 • Fax: (416) 928-0706 • Web: [www.nativechild.org](http://www.nativechild.org)



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**Q3. The scope of the work includes defining vision and principles. Can you clarify if you are looking to create new ones as your assumption is your present vision and principles no longer fit. Or is the intent to review the present vision and principles which ultimately could result in refinement or creating new ones?**

A3. It is highly likely that NCFST's vision and mission will not require any major adjustments at this point of time. For that reason, mission and vision will be out of scope for the purposes of this RFP.

**Q4. Under the project timelines the Board retreat is May 15th. The services to be performed identifies a two-day Board retreat. Can you confirm the date if the second session please?**

A4. Two-day Board retreat will be scheduled on consecutive days. Note that this date is tentative and included in the RFP document solely for planning purposes. The retreat will be scheduled for the weekend. NCFST reserves the right to change this date upon mutual agreement with the Board members, Senior Leadership Team and selected consultant.

**Q5. Under services to be performed, can you clarify the point designing and facilitating strategic planning sessions with the Board of Directors. Are you meaning additional work after the retreat with the Board of Directors? If yes, what is your intended outcome/hope for these sessions?**

A5. Please ignore the following task: "design and facilitate strategic planning sessions with the Board of Directors" since this is already included in the previous points such as below:

- Design and execution of a strategic visioning and planning process with a project plan and schedule
- Facilitate the two-day strategic planning retreat.

Note that there will be Zoom interactions with the Board and Leadership outside of the two-day retreat. NCFST also included staff and stakeholder outreach in the strategic planning process.

**Q6. We respectfully request a one-week extension to the closing date?**

A6. Although we understand your concern, closing date is unfortunately non-negotiable since further extension would shorten the time leading up to the Board retreat which would likely have an adverse effect on the quality of the corresponding work to be completed by the selected Consultant.

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