



Request for Proposal (RFP): Strategic Planning Consultant/Facilitator

The Chatham-Kent Hospice Foundation Strategic Planning Steering Committee invites applications from qualified consultants to support the development of a three year strategic plan.

About the Hospice Foundation

The Chatham-Kent Hospice Foundation is responsible for the fundraising activities needed to support the Chatham-Kent Hospice. Our mission is to enhance the financial sustainability of the Chatham-Kent Hospice by working with the community to raise funds, awareness and understanding to enable compassionate, quality near end-of-life experiences for the residents of Chatham-Kent. Our current annual fundraising goal is \$1.33m to support the operating needs of the Chatham-Kent Hospice.

About the Chatham-Kent Hospice

The Chatham-Kent Hospice is a 10-bed residential facility that offers care for residents facing end of life and support for their loved ones at no cost. Hospice philosophy centres on caring for the whole person and their family providing comfort, support and specialized pain and symptom management in a home-like setting. Since opening the doors in April 2016, over 950 local families have received care.

Since 2018, Chatham-Kent Hospice has offered individual and group grief and bereavement support programs to people in the community who had experienced a loss. Over 1,000 people have benefited from these programs.

Chatham-Kent Hospice receives partial government funding but requires additional funding which is generated by the Hospice Foundation.

About the Strategic Plan

The Chatham-Kent Hospice Foundation is seeking consulting services for the development of an updated Strategic Plan. Our Hospice Foundation's goal is to exceed our donors' expectations to ensure the loyalty of our current donors and continue to attract new donors.

Project Description

The development of a 3-year strategic plan that identifies strategic directions, goals and priorities to guide the work of the organization to include the following:

- Review of current Strategic Plan
- Consultation with a strategic plan committee
- Collaboration with the CKHF Board of Directors, Executive Director and staff
- Engagement with the Board of Directors, Membership, staff and relevant stakeholders via survey and other relevant tools
- Development of process for strategic planning session
- Strategic planning session facilitation
- Identification of strategies and actions to achieve the board's vision



Qualifications & Experience

The successful candidate/organization will demonstrate:

- Experience in strategic planning and facilitation with non-profit organizations
- Knowledge of palliative care and end-of-life services an asset
- Experience and knowledge related to board governance, professional regulation and support to professions
- Facilitation skills working with boards of directors, members, staff and key stakeholders
- Highly developed project management skills
- Knowledge of the Chatham-Kent community and the region is an asset

Timeline

(Timeline subject to change)

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|------------------------------------|---------------------|
| • Consultation & Analysis | February/March 2022 |
| • Progress report to Board | March 2022 |
| • Board/Stakeholder Input | March/April 2022 |
| • Progress report to Board | April 2022 |
| • Strategic Planning Board Session | April/May 2022 |
| • Final Strategic Plan Report | June 2022 |

Budget

The current budget for this effort is not to exceed \$10,000 before HST.

Proposals should include

1. Information about your firm, including qualifications of the team that will work on the project
2. Proposal of approach
3. Schedule and milestones
4. Proposal of fees including hourly fee schedule for all team members
5. 3 References Including a Summary of the Scope of Work Performed for similar organizations and/or assignments

Please submit proposals with subject line: **RFP 2021 to foundation@chathamkenthospice.com by 4:00 p.m. on January 19, 2022.**

The Chatham-Kent Hospice Foundation reserves the right not to accept the lowest or any bid proposal submitted through this process. Full or partial in-kind proposals are welcome. No payments will be made to the consultants for the preparation and submission of proposals in response to this request.

Questions regarding this Request for Proposal can be emailed to: foundation@chathamkenthospice.com