

REQUEST FOR PROPOSALS
Early Childhood Program Review
Belgravia Community League (BCL)
July 2022

PURPOSE

The BCL is seeking a consultant to work with the board committee to conduct a neighbourhood consultation and research project to address the following questions

- What type of programming for early-childhood/pre-school children and their families is most needed and beneficial in Belgravia?
- What early-childhood programming can the Community League support and sustain given its resources (volunteer, financial, facility) for best benefit for BCL families and members?

CONTACT:

D. Ridley, Member, BCL Early Childhood Program Review Committee ridleyd@telus.net

SUBJECT LINE: EARLY CHILDHOOD PROGRAM REVIEW- BCL

Please submit all inquiries via email

SCHEDULE (TBC)

	Date
RFP Posting	July 13, 2022
Submission deadline	August 1, 2022
Selected Consultant Notification	August 15, 2022
Project start (TBC)	September 2022
Project completion	December 31, 2022

PURPOSE OF THE RFP

In reviewing its role in early childhood programming, BCL is seeking a qualified consultant to address the study questions through a process that will:

1. Create a plan for community consultation (e.g., survey, interview, related research, information gathering), discussion and analysis to review the needs of families of early childhood/pre-school children for related programming.
2. Prepare a draft and final report to the Board making recommendations for current and future early childhood programming including budget requirements, facility space, volunteer and staffing requirements.

PROJECT DELIVERABLES:

- Confirmed consultation project work plan and methodology, with timelines
- Conduct of consultation project, in liaison as needed with BCL's Early Childhood Program Review Committee (ECPRC)
- DRAFT report on findings and recommendations
- FINAL report and presentation to BCL Board on findings and recommendations

ROLES AND RESPONSIBILITIES

The Consultant will:

- Have established practice and experience in community consultation and methodology
- Be capable of addressing the Project purpose and plan in a timely manner
- Report to BCL Committee and Board (as needed).
- Coordinate project -related administration and activities

The ECPRC will:

- Support in the Project's plan as provided by the consultant and as needed, report to the BCL Board with the consultant

BCL Board of Directors will:

- Receive reports on the project, respond to those reports as requested and in support of the project

SUBMISSION INSTRUCTIONS

Submissions to be clearly written and concise; point-form format is welcome. Submissions will be received until 4:00 PM (MT) July 29, 2022.

The Proponent is responsible for obtaining all information required for the preparation of the submission. The BCL is not responsible for any costs, expenses, losses, damages, or liability incurred by Proponents in responding to this RFP.

Submissions should be clearly identified and submitted as a single electronic PDF to the email address provided above. Submission will be confirmed by BCL as received.

SUBMISSION FORMAT AND CONTENT

Please organize your submission in the following format in terms of sequence and included information. This helps us in evaluation and ensures each submission receives full consideration:

Part 1: Qualifications

Provide a summary of consultant/firm qualifications and resources available to do this work, demonstrating understanding of our organization and this type of project.

Part 2: Consultant Services

- Provide a Project Work Plan in the submission and recommend a **delivery schedule** for consideration, with an end project completion of no later than December 31, 2022.
- Provide a minimum of two (2) examples and references of related past work by the consultant.
- Information and documentation that BCL will be expected to provide.
- Possible factors that may impact budget and schedule, as well as how the consultant may respond to related challenges.
- The process used by the firm to communicate through the project.
- List of individuals (if more than one) who will be involved in the project work.

PART 3 — Proposed Fees and Costs

Fee structure and invoicing schedule for consultant services.

SUBMISSION EVALUATION

All aspects of the submissions will be taken into consideration during the evaluation process, including

- Proposed fees and costs.
- The background and experience of the consultant in providing similar services as well as relevant experience of key personnel to be assigned to the account.
- The completeness and timeliness of proposal submission.

- The consultant's ability to commit time to the project.
- The overall best interests of the BCL.

ADDITIONAL INFORMATION

- [Belgravia Community League website](#)
- [Belgravia Cooperative Playschool webpage](#)
- [Belgravia Edmonton Federal Census Information 2016](#)