



Request for Proposal (RFP)
Strategic Plan Development

Application Deadline

March 16, 2025

Issued March 6, 2025

1. Introduction

Catholic Crosscultural Services (CCS) is seeking proposals from qualified consultants or firms to facilitate the development of a comprehensive Strategic Plan that will guide our organization over the next [3-5] years. The selected consultant will work closely with CCS leadership, staff, stakeholders, and the community to develop a strategic vision, priorities, and an implementation roadmap.

2. Organizational Background

Catholic Crosscultural Services (CCS) is a non-profit organization dedicated to serving newcomers, refugees, and marginalized communities by providing settlement, integration, and support services. Our mission is to foster inclusivity, provide essential support, and advocate for equitable opportunities for all individuals and families in need.

3. Scope of Work

The selected consultant will be responsible for:

- Conducting an environmental scan, including stakeholder consultations, market trends, and internal assessments.
- Facilitating strategic planning sessions with key stakeholders.
- Identifying key priorities, goals, and objectives aligned with CCS's mission.
- Developing an implementation framework, including measurable outcomes and performance indicators.
- Preparing a final Strategic Plan document with actionable recommendations.

4. Deliverables

The consultant is expected to provide:

1. A detailed project work plan and timeline.
2. Stakeholder engagement summary report.
3. Draft and final versions of the Strategic Plan.
4. Implementation and evaluation framework.

5. Proposal Submission Requirements

Interested consultants or firms must submit a proposal including:

- **Cover Letter** summarizing qualifications and interest in the project.
- **Company Profile** outlining experience and expertise in strategic planning.

- **Methodology & Work Plan** describing the proposed approach and timeline.
- **Team Composition** listing key personnel and their roles.
- **Budget Proposal** with a breakdown of costs.
- **References** from at least three organizations for which similar services were provided.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and expertise (30%)
- Proposed methodology and approach (25%)
- Cost-effectiveness (20%)
- Qualifications of key personnel (15%)
- References and past performance (10%)

7. Submission Details

Proposals must be submitted electronically in PDF format to rfp@ccscan.ca by Sunday, March 16, 2025. Late submissions will not be considered.

8. Timeline

- **RFP Issued:** March 6, 2025
- **Deadline for Questions:** March 11, 2025
- **Proposal Submission Deadline:** March 16, 2025
- **Consultant Selection & Notification:** March 18, 2025
- **Project Commencement:** March 24, 2025
- **Final Plan Submission:** May 16, 2025

9. Contact Information

For any questions or clarifications, please contact:
Claudio Ruiz
rfp@ccscan.ca

We appreciate your interest in this opportunity and look forward to your proposal.