



Portage la Prairie
Community
Revitalization
Corporation



Portage la Prairie
Regional Library

Request for Proposal

September 21, 2021

Community Assessment of Portage la Prairie

Community Foundation of Portage la Prairie and District

21 CFPD 001

Return Completed Proposal to:

Community Foundation of Portage & District

206 E Saskatchewan Ave, Portage la Prairie, MB R1N 0K9

Portage la Prairie, MB R1N 1V1

Attention: Mandy Dubois

Issue Date: November 3, 2021

Closing Date: November 30, 2021

Closing Time: 4:00 pm

1.0 Program Background

The Community Foundation of Portage and District is a public foundation serving the charitable needs of donors and grant-seekers alike in the City and RM of Portage la Prairie. The contributions of donors, from all walks of life, are pooled into permanent, income-earning Endowment Funds which continue to grow in order to provide funding for local community priorities for many years to come.

To better understand and further the needs of the community, the Community Foundation of Portage and District, in partnership with the Portage la Prairie Regional Library and the Portage la Prairie Community Revitalization Corporation are seeking to use local knowledge to measure the vitality of the community and support action towards improving collective quality of life. Local data gathered through the project will be used to support evidence-based, locally-relevant solutions to improve the quality of life at the community level. This project aims to inspire civic engagement, to provide focus for public debate, and to help a range of actors take action and direct resources where they will have the greatest impact.

Project Background

Portage la Prairie is a changing community, and like all communities in Canada, has unique challenges. Local government, social services, and other organizations require up to date information about our community in order to address these unique challenges. The Community Foundation of Portage la Prairie and District, along with community partners, are aiming to use a local perspective to provide an accurate snapshot of the makeup, strengths, and challenges in our community. The community assessment will not only help inform the practices of other organizations in the community, but will allow the Community Foundation of Portage and District to better identify areas of need for granting purposes.

2.0 Project Objective

The objective of this project is to create a community assessment that is easy to read, streamlined, consistent, and accurate. Each section will include the various strengths, needs/gaps, relevant statistics, and accessibility of each area. The report will also show how target groups (seniors, youth, indigenous people, newcomers, etc.) are impacted by inequalities in the system. Each section will also include a brief suggestion for ways community members could help.

The report will tentatively highlight the following areas, with some examples, though discussion with the successful applicant will inform the final product with all of the following subject to change.

1. Arts and Culture
 - a. Strengths
 - b. Needs/gaps
 - c. What is missing
2. Education and Childcare
 - a. Graduation rate
 - b. Levels of education
 - c. Child care space availability
 - d. How target groups are affected differently
3. Environment
 - a. Recycling and waste statistics
 - b. Water quality
 - c. Strengths
 - d. Needs/gaps

4. Health, Wellbeing, and Recreation
 - a. Addiction rate
 - b. People without a family doctor
 - c. Distance to essential goods and services
 - d. Physical activity statistics
 - e. Number of parks, playgrounds, and/or green spaces

5. Housing
 - a. Homelessness rate
 - b. Average prices (buy or rent)
 - c. Home ownership statistics
 - d. How target groups are impacted differently

6. Our Community
 - a. Demographics
 - b. Safety (statistics and impacts of crime)
 - c. Number of hours people volunteer
 - d. Languages spoken
 - e. Employment statistics

3.0 Scope of Work – Roles and Responsibilities

a) Project Consultant

The project consultant will be responsible for all aspects of developing relevant research, interview/consulting structure, data analysis, and completing a final community assessment report.

This work will include, but not be limited to, the following:

- Data analysis and interpretation
- Developing relevant questions for interviews and consultations
- Conducting group or one-on-one interviews/consultations with relevant sources of information as needed
- Designing an aesthetically pleasing booklet
- Provide a final community assessment report in the form of an accessible, understandable, multi-page booklet

b) Community Foundation of Portage la Prairie and District / Portage la Prairie Community Revitalization Corporation / Portage la Prairie Regional Library

- To monitor the work of the consultant
- To provide support to the consultant in the form of, but not limited to, the following:
 - Recommendations on areas of interest
 - Facilitating connections to service groups and interview/focus group participants
 - Providing a venue for interviews/focus groups to take place
- To provide administrative support

4.0 Proposal Requirements

As part of this RFP, applicants will be required to submit a detailed work plan, including key milestones, suggesting how the project process will be developed and implemented within the timelines of the project. It should identify what, if any, work is required to be done by the Community Foundation of Portage la Prairie and District, the Portage la Prairie Regional Library, Portage Community Revitalization Corporation or its partners and any innovative approaches being considered. This work plan must include a budget along with an expected payment schedule.

4.1 Budget

Total budget for this project is not to exceed \$25,000 broken out into the following areas:

- Consultant fees
- Travel
- Honoraria

4.2 Proposal Due Date

Proposal, including total budget, to be received by mail, hand delivered, or emailed and addressed to the following by **4:00 pm on November 30th, 2021**.

206 Saskatchewan Ave. E.
Portage la Prairie, MB R1N 0K9

Email to: info@cfpdi.ca

5.0 Evaluation Criteria

The following criteria will be used in the selection of the successful consultant:

- 1. Total Cost (Weight 10%)**
Total cost of the project
- 2. Comprehension of Project (Weight: 30%)**
Demonstrated understanding of the project requirements.
- 3. Relevant Experience/Qualifications (Weight: 25%)**
Previous experience, including references, managing a similar project (in terms of scope and complexity)
- 4. Presentation of Proposal (Weight: 35%)**
Clarity of written proposal
Thoroughness of proposal

Creative and innovative approaches to the project
Commitment and availability to work within the timelines of the project.

6.0 Terms and Conditions

6.1 Questions Pertaining to RFP

Applicants will be able to submit questions pertaining to this RFP **by e-mail only to info@cfpdi.ca**.

6.2 Cancellation

The Community Foundation of Portage la Prairie and District reserves the right to amend terms of this RFP, to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort applicants have spent on their responses.

6.3 Applicant's Acceptance of RFP Terms and Conditions

Each applicant, by submitting a proposal, signifies that the applicant has read, completely understands, and accepts the terms and conditions of the RFP in full.

6.4 Rejection of Proposal

The Community Foundation of Portage la Prairie and District reserves the right in its sole discretion to reject any or all proposals which do not adhere to the rules, schedule, or any other part of this RFP.

6.5 Irrevocable

All proposals will be irrevocable for a period of thirty (30) days from the closing date of the RFP, or until the RFP is counter-signed and returned to the successful applicant, whichever comes first.

6.6 Conflict of Interest

Each applicant must include in its proposal submission confirmation of the following:

- (i) That the applicant does not and will not have any conflict of interest (actual, perceived, or potential) in submitting its proposal or, if selected, with the contractual obligations of the applicant as contractor under this agreement.
- (ii) Where applicable, an applicant must declare in its proposal submission any situation that may be a conflict of interest in submitting its proposal or, if selected, with the contractual obligations of the applicant as contractor under the agreement.

The proposal submission of any applicant may be disqualified where the applicant fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above. Further, the Community Foundation of Portage la Prairie and District shall have the right to rescind any contract with the selected applicant in the event that the Community Foundation of Portage la Prairie and District, in its sole discretion, determines that the selected applicant has made a misrepresentation regarding any

of the above, in addition to or in lieu of any other remedies that the Community Foundation of Portage la Prairie and District has in law or in equity.