



Request for Proposal #2019-05

Page 1 of 3

- #2019-05:** Corporate Infrastructure Development Lead
- Term:** April 1, 2019 – March 31, 2020 (subject to funding and contract terms)
- Contract Rate:** To be determined subject to submissions, project scope and funding
- Project Description:** Reporting to the Interim Fire Marshal, the successful contractor will lead the development of the IFMO corporate infrastructure including organizational mandate, governance structure and strategic framework. Specific services includes;
- Working with the AFAC Board of Directors, IFMO project team, ISC and relevant First Nations organizations lead the development of IFMO corporate infrastructure, governance framework options and foundational strategic planning components.
 - Research relevant corporate frameworks and develop recommendations for the AFAC Board of Directors consideration.
 - Develop a process for the AFAC Board of Directors to evaluate a strategic mandate including the IFMO mission, vision and values.
 - Perform analysis of relevant governance structures that would support the organizational and First Nations community oversight of the IFMO initiative.
 - Budget planning and monitoring of corporate infrastructure development to ensure all financial targets are successfully met in coordination with AFAC financial oversight.
 - Perform all ad-hoc and planned reporting including summary reports and progress reports.
 - Perform program and services evaluations and make recommendations to the IFMO project team for return on investment



Request for Proposal #2019-05

Page 2 of 3

or impact to community based standards.

RFP Responses:

In your RFP response please include the following information;

- Contract rate (total & applicable taxes)
- Available start date
- Ability to travel to planned and ad-hoc events.
- Information to support how you have the competency, expertise or experience to deliver the following services;
 - Strategic plan framework development with a First Nations community-based focus involving engagement of partners and/or external stakeholders.
 - Identification of governance structures and implementation plans.
 - Research services – including best practice reviews, qualitative research (focus groups, interviews) and quantitative research (surveys, questionnaires) and evaluation of plans, programs or processes.
 - Facilitation of Board of Directors retreat to support organizational design and change management, collaborative visioning, goal setting and action planning.
 - Identification of monitoring and reporting frameworks that support strategic planning.
- Expertise in First Nations fire service including
 - Previous experience working in First Nations emergency services environments
 - Experience developing and leading projects and new initiatives
 - Experience managing a team of professionals and subject matter



Request for Proposal #2019-05

Page 3 of 3

experts

- Knowledge and experience working with fire codes, building codes and fire protection acts
- Knowledge and experience of NFPA standards
- Knowledge and experience of Fire Service training and standards
- Knowledge of First Nations customs, culture and language
- Experience developing First Nations fire service programs
- Knowledge of fire service software applications
- Proof of contractor status or agency secondment (the following link provides clarification; <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110.html>)

Closing Date:

Please email your RFP response in a PDF document to info@afac-acpi.ca, by 5:00 PM EST February 15 2019.