# **Request for Proposal: STRATEGIC PLAN CONSULTANT**

# **FACILITATION & Report**

The College of Physiotherapists of Ontario (“College") is inviting submissions to support the College’s upcoming strategic planning process.

Submissions must be received by **July 19, 2021 @ 5:00 pm EDT.**

# **The College**

The College of Physiotherapists of Ontario is the self-regulatory authority responsible for registering and governing physiotherapists in Ontario. The mandate of the College is to protect the public interest by ensuring that members of the College are qualified, competent, and ethical practitioners.

The College is governed by a Council that serves as its Board of Directors that consists of eight (8) physiotherapy professional members elected by the members in eight electoral districts, two (2) academic members representing the post-secondary institutions in Ontario providing physiotherapy training, and seven (7) public members appointed by the Government of Ontario.

Consultants are strongly encouraged to review and understand the *Regulated Health Professions Act (”RHPA”),* the College’s Vision and Mission, as well as additional background on the Organization at [www.collegept.org](http://www.collegept.org).

# **Background and Description of the Project**

The College’s [previous Strategic Plan](https://collegept.org/about/strategic-plan) was in place from 2017-2021. The Council has seen a lot of turnover since that time, and a new group are considering the strategic priorities for the upcoming years.

The College is now aiming to undertake an exercise to develop a comprehensive strategic plan that will guide the College over the next 3 years. It will be important that the plan allows the organization to pivot and re-calibrate should it be necessary. The ability to be responsive and nimble will be essential.

At this time, we are seeking a qualified consultant/firm (“Consultant”) to advise on the best process to develop an actionable strategic plan, support and manage the facilitation process, and draft the plan based on the information provided by Council and in consultation with the Registrar/Deputy Registrar. A key component of this would be to include the development of the key performance indicators. The College understands that there are a variety of models and approaches that can be used to develop a strategic plan. The selected consultant will need to be able to adapt or customize an approach that will best meet the needs of the College.

## Expected Deliverables

1. Develop and oversee the overall strategic planning framework and process.
2. Define a process to gather information from a variety of stakeholders, including but not limited to Council, staff and the broader public, lead discussions, and arrive at decisions that have been established through a collaborative and inclusive process.
3. Develop and draft an actionable strategic plan that includes:
	1. An executive summary;
	2. Long (purpose), medium (objective, priorities) and short (action plans) term components;
	3. Actionable and measurable outcomes; and
	4. Key Performance Indicators to enable progress to be regularly reviewed.

## Proposed Timeline

* Proposal Released: June 25, 2021
* Proposal Submission Deadline: July 19, 2021
* Interview shortlisted consultants: Week of August 16, 2021
* Contract awarded: no later than August 23, 2021
* Final presentation to Council: December 15/16, 2021

## Submission Requirements

## All proposals will be treated in confidence.

1. Proposals should be succinct yet comprehensive and include:
* Background information on the Consultant / the group that will be supporting the project.
* An outline of the Consultant’s proposed approach to strategic planning.
* The defined components of the process and a timeline for completion of each part of the process.
* Identification and qualifications of the project lead and individuals involved.
* The costs associated with each part of the project.
1. A minimum of 3 references, including name, position, organization, phone and email contact information.
2. A sample of the consultant’s work.

## Budget Guidelines

Proposal must include a detailed breakdown of the project components including:

* Approximate number of days proposed and cost per Consultant for: a) the background review and work; b) the facilitation with Council and staff; and c) the development of a final report.
* Projection of associated expenses.

## Consultant Selection Criteria (criteria is subject to change)

1. Demonstrated expertise and experience in strategic planning;
2. Quality of previous work;
3. Thoroughness/quality of the submission;
4. Reasonableness of cost;
5. Ability to meet timelines as determined;
6. Demonstrated understanding of the professional regulatory environment; and
7. Demonstrated expertise in the development of KPI for strategic plan components.

## General Terms of Proposal Process

* The project will be tendered at the discretion of the College.
* Nothing in this request for proposal mandates that the College is obliged to award a contract under this RFP.
* The College shall not be responsible for any costs involved in or associated with preparing the submission or any meeting, discussion or negotiation following submission that could lead to acceptance of the proposal.

**Deadlines**

Anticipated timeline for project completion: **December 16, 2021**

Proposals must be submitted on or before **July 19, 2021** to:

Zoe Robinson, CPA, CMA, Director, Corporate Services,

zrobinson@collegept.org

College of Physiotherapists of Ontario

800-375 University Avenue, Toronto, Ontario M5G2J5

All enquiries related to this RFP should be directed, by **e-mail ONLY**, to Zoe Robinson, zrobinson@collegept.org

We look forward to receiving your response.