



2022-01B Request for Proposal

Project: To develop a Fundraising Plan and Implementation Strategy for Discovery Routes
Issued By: Discovery Routes Trails Organization
Original Date Issued: August 22, 2022
Re-issue Date: September 23, 2022

Background

Discovery Routes is a not-for-profit charitable organization whose mission it is to invest in partnerships for the development and promotion of sustainable multi-use trails and active transportation systems throughout the Near North region of Ontario. Discovery Routes has been operating in the Near North for over 30 years supporting community-based trails partners that steward our vast and diverse trails network. With limited staff and resources, Discovery Routes delivers programs and services that: connect communities and people; inspire trail use for health and well-being; promote safe, responsible and equitable access to trails; and, support the local economy. With an operating budget of less than \$100,000 almost entirely reliant on grants and subsidies and no core funding, Discovery Routes struggles to find the financial resources to effectively carry out its mission.

Purpose

Discovery Routes seeks to engage an experienced fundraising consultant to work with the Board of Directors and staff to provide strategy, direction and implementation of a comprehensive fundraising plan that will diversify its sources of funding to build sustainability for Discovery Routes' future and financial supports to the volunteer trail sector.

Scope

Discovery Routes Board and staff will work with the consultant to build Discovery Routes capacity and success in fundraising and develop a customized fundraising plan that will include the following objectives:

- Conduct a practical assessment and analysis of Discovery Routes fundraising capacity.
- Identify best practices in local community fundraising that should be incorporated into the multi-year fundraising strategy.
- Develop an actionable and strategic multi-year fundraising plan, which will assist in the diversification of the Discovery Routes' funding base for the long term sustainability of the organization's programs and improve financial supports to community-based trails partners.

The fundraising plan must be in line with Discovery Routes vision, mission and values and capacity to execute and sustain.

Proposal Requirements

To be considered, all proposals must include the following:

1. A cover letter
2. Experience and qualification of the consultant
3. A narrative that addresses how the scope of work will be accomplished, including a timeline with benchmarks and the number of hours required to accomplish the plan
4. A reporting and communication plan
5. Clear outline of responsibilities for both Discovery Routes and the selected consultant
6. Project budget and expected payment terms
7. At least two references from clients for whom the consultant has performed similar services



Conflict of Interest

We reserve the right to disqualify any submission due to a conflict of interest. Each proponent must disclose any actual or potential conflict that may be occurring at time of bid, or may occur during time of project. If a vendor fails to disclose an actual or potential conflict or where such a conflict cannot be resolved, we have the right to terminate the contract.

Evaluation Criteria

All accepted proposals will be reviewed by a selection committee and will be evaluated and scored based on the following criteria:

Overall match between RFP requirements and proposal: Understanding of scope, objectives and completeness and coherence of response (40 points)

Demonstrated ability to carry out fundraising plan of similar character and size (30 points)

Qualifications and previous work of consultants (25 points)

Cost effectiveness (25 points)

Project Budget and Schedule

The maximum level of effort will be \$10,000 plus HST for completion of the fundraising plan.

RFP Re-issued:	September 23, 2022
Proposals Due:	October 7, 2022
Consultant Selected:	October 14, 2022
Project Begins:	October 17, 2022
Project Completion:	February 13, 2023
Report Due:	February 27, 2023

Proposal Submission

All proposals must be submitted electronically in PDF or Word to: Jennifer McCourt, Executive Director, jennifer@discoveryroutes.ca no later than **October 7, 2022 at 4:30PM EST**. For ease of distribution please ensure proposals do not exceed 5MB. The subject line must state "RFP 2022-01B Fundraising Plan". Late or faxed submissions will not be accepted.

All submissions will become the property of Discovery Routes. Discovery Routes and its stakeholders will not be liable for any costs of preparation of proposals.

Questions related specifically to this Request for Proposal can be sent by email to jennifer@discoveryroutes.ca.

Reserved Rights

Discovery Routes reserves the right to cancel this project at any time, for any reason without compensation to anyone. Discovery Routes and project partners are under no obligation to award a contract. Discovery Routes reserves the right to reject any or all proposals. Discovery Routes is not obligated to accept the lowest bidding proposal.

Project Supporters

