

## Request for Proposals

### Ottawa Community Benefits Network – Network Coordination

July 9, 2021

## 1. Proposal Description

### 1.1 Background

The Ottawa Community Benefits Network (OCBN) is a network of over 30 Ottawa based organizations that have come together under a common vision, principles and goals. <https://ottawacommunitybenefits.ca/>

Our goal is to create the conditions in West Centretown and Ottawa to implement a community benefits agreement (CBA) approach. CBAs are a proven approach and tool to generate significant socio-economic benefit multipliers for each development dollar spent on building and infrastructure projects.

As a volunteer led Network, the OCBN relies on a steering committee and other task specific sub-committees to govern and lead the organization. To sustain a cohesive and engaged Network, the OCBN requires a contractor to deliver basic administration and logistics regarding steering committee, full Network and special subcommittee meeting management and general communications.

### 1.2 Purpose

The OCBN requires a contractor to support the coordination and administration of the Network.

### 1.3 Scope of Work

The selected consultant will need to work independently and with a network of volunteers, groups and organizations for the duration of this project.

Key tasks and deliverables:

- Schedule, facilitate, deliver, minute, post and share results of steering committee meetings, twice per month;
- Schedule, facilitate, deliver, minute, post and share results of full Network meetings, twice per year;
- Schedule, facilitate, deliver, minute, post and share results of OCBN Board of Directors meetings; anticipated to be two such meetings in 2021;
- Compile and keep current, the OCBN member/ally representative contact information;
- Compile and maintain OCBN phone tree;
- Maintain OCBN Google Drive files;
- Scan the OCBN email and social media for volunteer requests, media requests, member/ally requests and events; consult with the steering committee coordinator and follow-up as needed; and
- Collaborate with OCBN members to produce a basic newsletter every 60 days.

## 1.4 Timelines

Due Date	
July 9, 2021	Request for Proposals released
July 28, 2021	Deadline for Proposals
August 4-6, 2021	Candidate interviews (only screened in candidates will be interviewed)
August 20, 2021	Selection of Consultant
December 31, 2021	All deliverables completed

## 1.5 Budget

The total budget allocated to this project is \$5625, not including HST.

The OCBN has posted two RFPs and is open to a proposal that would combine roles.

## 2. Proposal Length and Requirements

Proposal should not exceed 3 pages and include:

1. Your understanding of the contract requirements,
2. Summary of how you would carry out the tasks,
3. Qualifications,
4. Schedule of availability; indicate how many hours/week you anticipate would be focused on this project,
5. Hourly rate,
6. Disclosure of any conflicts of interests and
7. At three references.

Please also include your CV.

## 3. Selection Criteria

Criteria to be considered in making this selection will include:

1. Language capacity (English and French, written and spoken preferred; other languages an asset)
2. Understanding of the assignment,
3. Demonstrated skills and experience with meeting and group facilitation, both in-person and virtual, and involving the full spectrum of meeting planning, facilitation, and documentation,
4. Demonstrated skills and experience working with non-profit and/or volunteer-based organizations, including with individuals from diverse backgrounds and sectors,
5. Demonstrated communications skills (written, oral, social media),
6. Advanced computer, internet, social media skills,
7. Demonstrated budget management and organizational skills.

## 4. How to Respond

Please submit the proposal, with the subject matter in the subject line, to [info@ottawacommunitybenefits.ca](mailto:info@ottawacommunitybenefits.ca). You may also submit questions about the RFP to [info@ottawacommunitybenefits.ca](mailto:info@ottawacommunitybenefits.ca) and



Your supporting attachments are to be PDF (preferred) and Microsoft Office file types.

**The deadline for response is 5pm on Friday, July 28, 2021.**