

Request for Proposal

Coordination Services for the Ottawa Community Benefits Network : Contract Opportunity

The Ottawa Community Benefits Network (OCBN) is seeking proposals from a dynamic, capable and experienced person who wants to be a change maker. Come join a dynamic and growing organization and take a lead role, as OCBN Coordinator, in developing and delivering our campaigns and advocacy in support of Community Benefits Agreements (CBAs) and managing our internal Network operations.

Contract Term: 12 months

Start Date: May 2, 2022

Type: Contract, estimated 25-30 hours per week on average.

Budget allocated to the contract: \$59,000-\$64,000

Location: Ottawa location is preferred

Language: English (French considered an asset)

Proposal Deadline: April 25, 2022, 11:59 pm

Proof of Vaccination Required

2. OCBN Coordinator: Scope of Work

The OCBN mission is to utilize community benefits agreements (CBAs) to generate significant socio-economic benefits from each development dollar spent on the construction and operational stages of these building and infrastructure projects. The OCBN vision is to help create more inclusive, equitable communities where all walks of life can live and work together. The OCBN currently comprises 35 Ottawa based organizations.

<https://ottawacommunitybenefits.ca/>

This contract has two main areas of responsibility: CBA Campaigns Coordination/General Advocacy and Internal Network Coordination. OCBN tools and templates that have been developed for both the external and internal coordinator tasks will be used as applicable.

The OCBN will assign one or more member representatives to provide guidance and oversight for this consultancy.

The contract scope of work is further elaborated as follows.

2.1 CBA Campaign Coordination and Management

This area of responsibility is to manage the OCBN CBA campaigns. Under the OCBN three-year workplan, the Network has embarked on several CBA campaigns targeted to planned Ottawa building and infrastructure projects, including:

- LeBreton Flats,
- Joint Facilities Project (new downtown Library and Library and Archives Canada HQ)
- New Civic Hospital campus,
- LRT, phases 3 and 4
- HeronGate redevelopment
- Manor Park Estates redevelopment
- CBA Framework for the West Centretown community

In addition, this role will include advocating and negotiating CBAs with key institutions such as the City of Ottawa, as well as general advocacy to all three levels of government. Typically, each CBA campaign has three main phases:

Phase 1: Outreach, Awareness and Relationship Development-Collaborating with Ward Councillors, community associations, other community-based groups, project proponents and other stakeholders to raise the awareness and understanding of CBAs to the point where we can reach a commitment to develop a CBA. The tasks include:

- Meeting management
- Presentations
- Communication and reporting.

Phase 2: CBA Development- Working with the project stakeholders to develop a CBA. This work includes:

- Meeting management
- Establishing and managing a community-based CBA Working Group
- Negotiations
- Writing and communications.

Phase 3: CBA Implementation and Oversight- Once a CBA has been formally established, the process evolves to implementation and oversight. This work involves:

- Participation and/or management of a CBA “management” committee
- Reporting and communication.

Cutting across all three of these phases are communication and relationship building as critical elements leading to success. The OCBN has developed tools and templates to support a standardized approach to our CBA campaigns.

2.2 Internal Network Coordination

The area of responsibility supports the coordination and administration of the Network. Under the OCBN BY Laws, the OCBN is led by an elected steering committee and other member supported task specific working groups to govern and support our CBA campaigns and advocacy. To sustain a cohesive and engaged Network,

the OCBN requires administration and logistics regarding Steering Committee Management, full Network and working group management, social media monitoring and OCBN website management.

Key tasks and deliverables:

- Maintain Network member relations,
- Schedule, facilitate, deliver, minute, post and share results of steering committee meetings, twice per month, or as otherwise schedule,
- Schedule, facilitate, deliver, minute, post and share results of full Network meetings, twice per year, or as otherwise scheduled,
- Compile and keep current, the OCBN member/ally representative contact information,
- Compile and maintain OCBN phone tree,
- Maintain OCBN Google Drive files,
- Keep the OCBN website up to date,
- 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
- Produce a monthly newsletter
- Manage the OCBN website and
- Develop and maintain a “CBA campaigns” dashboard.

3. Proposal and Other Requirements, How to Submit Proposals

3.1 Proposal Requirements

The proposals must include the following:

Part 1: Main Body of the Proposal

- Should not exceed 3 pages,
- Explain your understanding of the Coordinator task requirements,
- Explain what would constitute “success” in delivering the task requirements,
- Explain how you would organize your time to succeed and
- Explain why you think you’re qualified for this contract, providing examples from your experience and education
- State the hourly labour rate you intend to use for this assignment.

In reviewing the proposal, the OCBN will be assessing:

- Language capacity: English is a mandatory requirement; French written and spoken is considered an important asset,
- Relevant education and work experience,
- Knowledge of community benefits agreements,
- Advocacy campaign experience,
- Community outreach and relationship management skills and experience,

- Skills and experience working with diverse organizations and working with individuals from diverse backgrounds and sectors,
- Skills and experience with meeting and group facilitation, both in-person and virtual, and involving the full spectrum of meeting planning, facilitation, and documentation,
- Communications and presenting skills (written, oral, social media, presentations),
- Demonstrated project and budget management and organizational skills,
- Website management capabilities,
- Advanced computer, internet, social media skills (including web-based systems such as Google Suite, Microsoft Office, Zoom, NationBuilder, Hootsuite, social media, and others)

As noted, OCBN's preference is for candidates who live in Ottawa or the Ottawa region. As we transition back to in-person engagement opportunities, the Coordinator role will include attending and facilitating in-person meetings etc in Ottawa.

OCBN is an equal opportunities employer and encourage people from all backgrounds to apply.

Part 2: Resume+ 3 references

3.2 Other Requirements

Proof of Vaccination Required: The contractor will need to be fully COVID vaccinated and show proof of vaccination prior to the issuing of a contract to the winning bidder.

Proof of Insurance Required: Prior to the issuing of a contract to the winning bidder, the OCBN will require a certificate of insurance for commercial general liability.

3.3 How to Submit the Proposal

Please submit your proposal, with the subject matter in the subject line as follows, "**OCBN Coordinator Proposal**" to: info@ottawacommunitybenefits.ca and mla.adelaar@gmail.com

The deadline for submission is April 25, 2022, 11:59 pm.

3.4 Questions

If you have any questions, please submit to mla.adelaar@gmail.com