



KAMLOOPS CHAMBER
OF COMMERCE
YOUR BUSINESS CONNECTION

**REQUEST FOR PROPOSALS
STRATEGIC PLAN FACILITATOR
RELEASED: AUGUST 8, 2017**

PURPOSE OF THIS REQUEST

The Kamloops Chamber of Commerce is a membership-based, not-for-profit organization, governed by a board of directors. Every three years, the Chamber develops a new strategic plan and the Chamber's next plan will span from 2018 through 2020. The purpose of this RFP is to secure a facilitator for the Chamber's strategic planning session in October.

ELIGIBLE BIDDERS

- Certification in strategic planning through acquired education or a combination of education and experience that demonstrates expertise in the area proposed.
- A minimum of 3 years practical strategic planning experience required.
- Must be willing to develop a strategic plan document following the Chamber's current format. A copy of the current plan is available online.
- Preference will be given to Chamber of Commerce members in good standing.

PLAN DETAILS

The strategic plan facilitator should meet the following requirements:

- Survey current directors and staff prior to session.
- Survey key community stakeholders prior to session.
- Compile data from above surveys and from recent focus groups and member survey.
- Read and be able to relate philosophies regarding "Horizon Initiative: Chambers 2025" document.
- Facilitate a one-day session in October.
- Deliver session notes to Executive Director for easy transfer to strategic plan template.

PROPOSAL GUIDELINES

All submissions must contain the following information on a maximum of two pages:

- Name and credentials/experience of facilitator(s).
- Outline of process including surveying, structure of the session and ability to work within the Chamber's template and verbiage.
- Mechanics including A/V requirements and preferred type of seating (classroom, boardroom, open square, square, etc.).
- Outline of fee structure.
- Testimonial(s) or referrals from two (2) past clients and/or video of past sessions.

Deb McClelland | Executive Director

Kamloops Chamber of Commerce

250.372.7722 | deb@kamloopschamber.ca | kamloopschamber.ca



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KEY DATES

Please be advised of the following important dates:

- August 30 at 4:00pm – Proposal deadline
- September 8 by 4:00pm – Program awarded to successful bidder; all bidders will be notified by email
- Meeting date TBD – Initial meeting with Kamloops Chamber of Commerce
- September 30 – Deadline to survey stakeholders
- October TBD – Strategic planning session
- Within one week following session – Strategic plan notes delivered to Kamloops Chamber of Commerce

SUBMISSION DEADLINE

Proposals must be received in the Kamloops Chamber of Commerce office **no later than 4:00 pm on Wednesday, August 30.**

Please submit proposals to:

Deb McClelland

Email: deb@kamloopschamber.ca

Mail or in person: 615 Victoria Street, Kamloops, BC V2C 2B3

Submissions will be evaluated by the Board Development Committee and the successful bidder will be notified via phone by September 8, 2017. All bidders will be notified of the committee's decision via email.

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