



South Shore

Regional Centre for Education

REQUEST FOR PROPOSAL (RFP): SSSFPConsultant19

Provision of Funding Consultant for South Shore School Food Project

Responses to this Request for Proposal must be sent to:

Clayton Smith
SSRCE Procurement Analyst
69 Wentzell Drive
Bridgewater, Nova Scotia B4V 0A2
Tel: (902) 541-3006; csmith@ssrce.ca

ALL RESPONSES MUST BE RECEIVED BY CLOSING:

**Thursday September 26, 2019, 2:00 pm local time
at the address noted above**

Faxed or Electronically submitted proposals WILL NOT be accepted.

PART 1 – GENERAL SCOPE

The South Shore Regional Centre for Education (SSRCE) delivers public education to approximately 6,300 students in Lunenburg & Queens counties. The SSRCE is funded primarily by the Province of Nova Scotia. There are 25 schools within the region. In addition to the delivery of core requirements of the Public School Program, additional support programs and services are provided for students. Currently, SSRCE is sponsoring the South Shore School Food project which is an initiative whose purpose is to build a sustainable organizational model that creates a positive school food culture where all students have equitable access to healthy, local, delicious food. The main priorities of this work are: healthy menus in school cafeterias; food education; cafeteria sustainability; collective local procurement from NS farmers and producers; food equality in school communities and overall student health. The project is currently focused on piloting salad bars in several schools. At the same time, a not for profit organization called RootED is being founded and launched. RootED will eventually host and manage the school food project activities in school cafeterias. Further information on the project may be found on the SSSFP Twitter: https://twitter.com/food_ssr/b and SSSFP Facebook page: <https://www.facebook.com/southshoreschoolfoodproject/>

Our vision for school food in the South Shore is to have a student-centered, equitable and financially-stable system that prioritizes affordable access to healthy and local food, engages all students in decisions about the school food environment, provides opportunities to include nutrition in education, and includes school cafeterias and community partners to work towards improving education and health outcomes.

We are seeking a part time fund developer to aid in this vision. The fund developer will work a flexible work schedule for a one year term at an equivalent of 25% of a normal 35 hour work week; (8.75 hours per week for a maximum payout of \$11,500 over the year long period.) If revenue generated, exceeds budget, a small financial bonus may be paid to the fund developer at the end of the one year period, SSRCE will compensate the successful candidate, for pre-authorized travel, at a rate of \$0.45 per kilometer.

CONTRACT SUMMARY

The Fund Developer is responsible for developing and implementing a Fund Development plan and overseeing fund development activities with the SSRCE, SSSFP and the RootED Board of Directors (BOD). Working with the SSSFP Steering Committee and the chair of the BOD, the successful individual will be tasked with ensuring that the organization's fundraising revenues grow to meet the evolving needs of our school cafeterias and students.

PRIMARY RESPONSIBILITIES

-DESCRIBE YOUR APPROACH TO THE FOLLOWING:

Strengthen current major donor and granting relationships

Identify and develop relationships with potential major donors and grantors

Secure major gifts from individuals and organizations

Create in partnership with RootED Board and SSRCE a communications strategy to:

- o Increase awareness of healthy food being offered at SSRCE schools and RootED

- o Increase visibility RootED and the role it plays in supporting vulnerable students

Recruit, and support volunteer Fund Development committees

Provide leadership to Fund Development team
Build a philanthropic culture with all staff within the RootED board

DEMONSTRATED SKILLS AND KNOWLEDGE

-PROVIDE WRITTEN DETAILS ON THE FOLLOWING:

- Ability to maximize funding from donors or granters
- Plan income-generating activities with income targets
- Research and build relationship with potential donors or granters
- Superior skills with Grant writing and presentation development for donors and granters
- Familiarity with current volunteer management practices considered an asset
- Experience with databases is an asset
- Proficient with Microsoft Office software
- Superior time management, multi-tasking, and organizational skills
- Excellent interpersonal and communication skills
- Experience in the non-profit sector
- Be a motivated & creative individual who can work independently and as part of a team
- Ability to develop and maintain effective working relationships with others
- Leadership and team-building skills with the ability to be flexible and adaptable

DOCUMENTED EDUCATION AND TECHNICAL ABILITY

- . State educational background
- . List experience with projects in a fundraising environment or other related work experience
- . List experience with public relations, marketing, communications or other related work experience
- . Provide three references

ADDED VALUE

. Extra value, that SSRCE has not formally requested above, to demonstrate that SSRCE should select you.

All interested parties should provide a technical submission addressing the points noted above. All technical submissions received before the stated closing time will be evaluated by a minimum of three members of the SSRCE Food Project Steering Committee who will form the evaluation team. Each submission will be scored out of a maximum of 100 points and evaluated on the criteria noted below in Part 2, Section 18.

END OF PART 1

PART 2 – GENERAL INFORMATION

1. **Invitation:** The South Shore Regional Centre for Education will receive replies in the form of a written proposal. The proposal must include the form (Part 3) attached to these Instructions, signed, executed, clearly marked, and submitted at the location and by the closing time noted on the cover page of this document.
2. **Submission Format & Details:** Prior to the closing date and time on the cover sheet, proponents must submit their response to this RFP to:

Clayton Smith, Procurement Analyst
South Shore Regional Centre for Education
69 Wentzell Drive
Bridgewater NS B4V 0A2

The envelope is to be clearly identified with Proponent's name and SSSFPConsultant19 on the outside. Proposals are to remain firm for sixty (60) days from the closing date. Bids submitted after the stipulated time, as per the clock at the Board Reception Area, 69 Wentzell Dr. Bridgewater, NS B4V 0A2, will not be considered and shall be returned to the Proponent unopened. It is the responsibility of the Proponent to ensure that the proposal is received at our office on time. In the event that South Shore Regional School Board Regional Office (69 Wentzell Dr. Bridgewater) specifically, is itself closed due to inclement weather on the date and at the time of RFP closing, the Closing Date and Time will be extended one (1) business day. Bidders should note that closure of schools does not necessarily mean closure of the Regional Office. SSRCE will not accept faxed or e-mailed responses to the RFP.

3. **Queries:** General Questions should be directed to Clayton Smith by e-mail: csmith@ssrce.ca. Addenda may be issued prior to the closing date. Verbal answers to addenda are only binding when confirmed in writing. Addenda must be confirmed, in writing, in your submission on Part 3.
4. **Signed Proposals:** Original Proposals must be signed by an authorized member of the proponent's firm. See Part 3 of this document. The signature page must be returned with your remainder of your submission. The financial amount quoted in Part 3 should not be included in your technical submission, therefore allowing each technical submission to be scored on its own merits.
5. **Late Proposals:** Each Proponent is responsible for submission of its proposal. Proposals or revisions received after the date and time specified above will not be accepted or considered. SSRCE is not liable for any delivery or postal delays.
6. **Returned Proposals:** All proposals received after the date and time specified above will be returned to the Proponent unopened.
7. **Opening of Proposals:** Proposals will be opened and dated as indicated on the cover sheet of this RFP. The opening of Proposals *will not* be public.

8. **Release of Claims:** Each Proponent, by submitting its proposal, releases SSRCE from any and all claims arising out of, and related to, the RFP process and selection process.
9. **Bid Submission:** Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the SSRCE, if any.
10. **Confidentiality:** The selected proponent agrees not to release or in any way cause to release any confidential information of the SSRCE unless they have been specifically approved to do so in writing.
11. **Right to Accept or Reject Any Bid:** The SSRCE reserves the right to reject any bid in its sole and absolute discretion or any reason whatsoever. The SSRCE specifically reserves the right to reject all bids if none is considered to be satisfactory in the SSRCE's sole and absolute discretion and, in that event, at its option, to call for additional bids. Without limiting the generality of any other provision herein, the SSRCE reserves the right to reject any bid:
 - that contains any irregularity, informality, condition or qualification;
 - is not properly signed by or on behalf of the Proponent;
 - that contains an alteration in a quote price that is not initialled by or on behalf of the Proponent;
 - that is incomplete or ambiguous; or
 - does not strictly comply with other requirements contained in these tender documents

Notwithstanding the terms noted above, the SSRCE shall be entitled, in its sole and absolute discretion, to waive any irregularity, informality, or non-conformance with these Instructions in any bid received by SSRCE. Any selection decision made by SSRCE will be final. This project is subject to budget constraints. There is no guarantee that an award will take place.

12. **Conflict of Interest:** SSRCE reserves the right to disqualify any Proponent that, in SSRCE's sole opinion, has an actual or potential conflict of interest or an unfair advantage, whether existing now or is likely to arise in the future, or may permit the Proponent to continue and impose such terms and conditions, as SSRCE in its sole discretion may require. Proponents are required to disclose any potential or perceived conflict of interest issues prior to the RFP Closing Date.
13. **Indemnification:** The Successful Proponent shall indemnify, defend and save harmless SSRCE and its servants, employees and agents from and against all actions, suits, claims, demands, losses, costs, charges, damages and expenses incurred, sustained or claimed, including reasonable legal fees, arising out of or resulting from any act or omission or breach of the Contract or negligence of the Successful Proponent or its subcontractors, servants, employees or agents or any other persons for whom the Successful Proponent is in law responsible in connection with the subject matter of the Contract.
14. **Contract between SSRCE & Successful Proponent:** This Request for Proposal document, the proponent's response to this solicitation, SSRCE's award letter and subsequent Purchase Order with the successful proponent complete the contract between the SSRCE and the successful proponent. Any subsequent additions or modifications may only be made in writing and must be executed by both parties.

15. Termination for Convenience: SSRCE may terminate a contract, in whole or in part, whenever the SSRCE determines that such a termination is in its best interest, without showing cause, upon giving written notice to the proponent. SSRCE shall pay all reasonable costs incurred by the proponent up to the date of termination

16. Bid Evaluation: The evaluation and ultimate selection will be based upon the clarity and quality of the proposal submitted, including all elements outlined in Part 1 of this document. It is expected that the selected proponent will demonstrate extensive and substantial qualifications, capabilities and experience in providing the required services. The evaluation will be in four portions as noted below. The highest combined score will become the successful proponent. Decisions made by the Evaluation Team are final. By submitting a response to this RFP, proponents acknowledge and accept that they cannot challenge , in any way, SSRCE's decision to accept or reject any Proposal, not request compensation, or claim damages as a result thereof.

Submission Evaluation Criteria:

General Approach to Stated Responsibilities – 40 points

Demonstrated Skills and Knowledge – 25 points

Documented Education & Technical Ability 30 points

Added Value – 5 points

END OF PART 2

PART 3 – SIGNATURE FORM

I/We, the undersigned, having examined this Request for Proposal and having read, understood and accepted the RFP and/or conditions attached hereto, each and all of which form part of this proposal, hereby offer the consultancy services in accordance with this RFP and the technical points included with this submission.

Company Name: _____

Full Mailing Address: _____

E-mail Address: _____

Telephone: _____ Facsimile: _____

Name & Title of Respondent: _____

Signature of Respondent: _____

Date: _____

The Proponent hereby acknowledges receipt of the following addenda:

<u>Addendum No.</u>	<u>Dated</u>	<u>Number of Pages</u>
_____	_____	_____
_____	_____	_____

END OF PART 3