



Request for Proposals (RFP) for Strategic Planning Facilitator

Issued by:

Porchlight Counselling and Addiction Services

Submission Deadline:

March 25, 2025

Budget:

Up to \$10,000

Contact:

Cameron Dearlove, Executive Director
camerond@porchlightcnd.org

Introduction

As we enter our 85th year of serving the community, Porchlight Counselling and Addiction Services is seeking proposals from qualified facilitators to lead our organization through the development of our next strategic plan. We are looking for an experienced professional who aligns with our values and has a strong background in leading values-based strategic planning processes.

Scope of Work

The selected facilitator will work with Porchlight Counselling and Addiction Services to develop a comprehensive three-year strategic plan. This process will include:

- Assessing and refining the organization’s mission, vision, and values.
- Reviewing current programs and services.
- Identifying opportunities for expansion, growth, and collaboration within the community.
- Engaging key stakeholders, including staff, board members, clients, and community partners.
- Facilitating structured planning sessions to ensure alignment with organizational priorities.
- Delivering a final strategic plan document with clear goals, objectives, and implementation strategies.



Project Timeline

- **Project Commencement:** Spring 2025
- **Project Completion:** End of Summer 2025

Proposal Requirements

Interested facilitators should submit a clear and simple proposal (of no more than 2 pages) that includes:

1. **Statement of Interest:** Explanation of how the facilitator's experience and approach align with the organization's values and needs.
2. **Proposed Methodology:** Outline of the process and approach that will be used to develop the strategic plan.
3. **Experience and Qualifications:** Description of relevant experience, including examples of past strategic planning projects.
4. **Budget Proposal:** Breakdown of costs within the identified budget.
5. **Timeline:** Proposed timeline for completion of the project.
6. **References:** Contact information for at least two organizations that have engaged the facilitator for similar work.

Submission Details

Proposals should be submitted via email to: **Cameron Dearlove, Executive Director**
Email: camerond@porchlightcnd.org

Deadline for submission: **March 25, 2025**

Porchlight Counselling and Addiction Services reserves the right to accept or reject any proposals and to negotiate with the selected facilitator to refine the scope of work as necessary.