



REQUEST FOR PROPOSAL

23-001

Board of Trustees Strategic Planning

Date Issued: January 31, 2023
Closing Date: 12:00 p.m. (local time), February 13, 2023

Contact Name: Dr. Clint Moroziuk
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**Greater St. Albert
Catholic Schools**



Request for Proposals

RFP No. 23-001

Board of Trustees Strategic Plan

Issue Date: January 31, 2023

Closing date and time:

Proposals must be received on or before 12:00 p.m. Mountain Standard Time on Monday, February 13, 2023.

Please submit one electronic file.

Submission address:

All proposals must be submitted electronically* to scunningham@gsacrd.ab.ca :

RFP Board of Trustees Strategic Planning

Attention: Shanlyn Cunningham
Manager of Communications, Marketing & Community Engagement
Greater St. Albert Catholic Schools
6 St. Vital Avenue
St. Albert, AB T8N 1K2

Contact person: All enquiries related to this Request for Proposal are to be directed, in writing at least five (5) days prior to closing date, to the following person. Any new information provided to any of the respondents will also be uploaded to the Alberta Purchasing Connection website as additional information. Information obtained from any other source is not official and should not be relied upon:

Dr. Clint Moroziuk, Superintendent

Email: cmoroziuk@gsacrd.ab.ca

**From time to time our spam filters block legitimate email. The Division cannot accept responsibility for delivery/receipt of email so please follow up if you do not receive a response.*



Our Division Context

Greater St. Albert Catholic Schools (GSACRD) serves the City of St. Albert, and Towns of Morinville and Legal, all located north of Edmonton, as well as portions of the rural areas surrounding these communities. Greater St. Albert Catholic Schools was formed January 1, 1995, bringing together three formerly independent school divisions: St. Albert Catholic School Division No. 3, Thibault Roman Catholic Public School Division No. 35 and Legal School Division No. 1738. On August 15, 2019, Ministerial Order #034/2019 came into effect and the name of the Division was officially designated as The Greater St. Albert Roman Catholic Separate School Division.

The Division continues to operate under the name Greater St. Albert Catholic Schools, and enjoys the shortened name GSACRD (pronounced G-sacred). It comprises 18 schools (one in Legal, four in Morinville, and 13 in St. Albert) serving 5400 students. The Division is considered 'rurban', as it serves both rural and urban communities. GSACRD has an Socioeconomic Status Index of 1.0801, and a Rurality Index of 0.2734. The Division continues to offer services to Alexander First Nation students, by request, according to our long-standing Education Agreement. While we do not have the Socioeconomic Status Index disaggregated to reflect each individual community we serve, we know that having three different local contexts adds a level of complexity to our Division.

As is evident in our Mission Statement, Vision, and Core Commitments, GSACRD has a rich legacy of over 150 years of Catholic education. This history is one of faith and excellence in student learning. We are proud to offer a variety of programs such as French Immersion (both single and dual track), Sports and Recreation Academies, Advanced Placement, Registered Apprenticeship Program (RAP), Work Experience, Respectful Inclusive Supported Education (RISE), Flexible Hybrid Programming and Wellness Hub, and full day, progressive, and nature kindergarten, all through the context of our Catholic faith.

Our Board of Trustees

The Greater St. Albert Catholic Roman Catholic School Board is comprised of seven Trustees representing three wards (4 in the St. Albert Ward, 2 in the Morinville Ward, and 1 in the Legal ward). Click to [meet our Board of Trustees](#) and learn more about the [role of School Boards and Trustees](#) in the Province of Alberta.



Request for Proposal

In this RFP, “Consultant”, “Respondent”, and “Respondents” are used interchangeably.

Greater St. Albert Catholic Schools (GSACRD) is seeking a qualified consultant or agency to assist the Board of Trustees in the development of a multi-year Strategic Plan. As part of this engagement, an integral component will include ongoing follow-up and engagement with the Board Chair and Superintendent, in particular, as the plan is executed in the coming months and years.

Scope and Deliverables

GSACRD seeks consultative services that will assist and guide the Board of Trustees in identifying priorities in a facilitated process, leading to consensus on establishing an overall strategic vision for our Board of Trustees.

Key priority areas and requirements include:

- A comprehensive, final strategic plan and deliverables
- Identify actions and strategies with measurable outcomes
- A clearly outlined implementation approach
- Establish evaluation and measurements tools

A key element of this engagement is that GSACRD will look to the successful respondent to provide ongoing advice and support to the Board of Trustees and Senior Administration following adoption of the plan, as may be needed, through periodic engagement, evaluation, and recommendations.



Proposal Bid Submission

Proposals will include:

- Identification of the roles as well as the commitment, qualifications and expertise of the project manager and all team members and their estimated time to be spent on the project;
- A list of similar work undertaken as well as the names and contact information for two recent projects;
- Consultant's understanding of the context, issues and ultimate objectives of the project;
- Proposed methodology;
- Proposed schedule of work. All work shall be completed by INSERT DATE, or according to a mutually agreed upon schedule, contingent upon feasibility.
- A cost breakdown for fees and disbursements.
 - Respondents will include the proposed fee structure and quote any additional charges that may be applicable and which have not already been addressed in the Proposal for each school year. The Division's fiscal year starts on September 1 and ends on August 31.
 - The fee will include GST as a separate line item.
 - A list of chargeable disbursements, including unit costs and an estimate of the total cost is also to be included.
 - Hourly and per diem rates for all staff must be provided. These rates will form the basis for agreed variations in services.
 - Respondents will clearly note any/all costs that are not included or allowed for and will also allow for the mandatory meetings and notifications required for the project;
 - Invoices, to be issued monthly, will be required for payment. Each invoice must be accompanied by a progress report. Each invoice must include a breakdown of staff, hours, rates, expenses and GST.
- Proposals must be limited to no more than six (6) pages (except for resumes, title page, and table of contents) and be submitted electronically.



Evaluation Criteria

The following criteria outlined below will be utilized in the evaluation of the Proposals.

- Project Methodology– 20 points
- Team Experience and Capacity– 20 points
- Cost – 40 points
- Proposed Project Schedule/Timeline – 10 points
- Past Performance/References– 10 points

Following the evaluation team's initial evaluation of the Proposals, GSACRD may at its sole discretion require some or all respondents to submit clarifying information, in writing, in response to questions provided by GSACRD.

Unsolicited clarifying information or additional information provided after the RFP Closing Time will not be considered.

The selection of the successful consultant/agency is expected to be completed by March 1, 2023.

General Instructions

The following instructions, terms and conditions apply to all Proposals related to this RFP. The Board of Trustees of Greater St. Albert Catholic Schools reserves rights to the following:

- To accept any Proposal;
- To reject any and/or all irregularities in the Proposal submitted;
- To reject any and/or all Proposals;
- To accept a Proposal that is not the lowest cost;
- To cancel or reissue the RFP.
- To negotiate further terms and conditions once the contract has been awarded.



Terms and Conditions

Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of Alberta. It is the responsibility of the respondent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP. While GSACRD has used considerable effort to ensure an accurate representation of information in this RFP, the information supplied is a guideline for respondents.

The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. GSACRD will assume no responsibility for any oral information or suggestion(s). Respondents are responsible for the costs of preparing proposals.

All documents, reports, proposal submissions, working papers or other materials submitted to GSACRD shall become the sole and exclusive property of the Division and as such, are subject to privacy legislation. To request documentation confidentiality, respondents must submit a covering letter, with their proposal, detailing the specifics of their request.

GSACRD, as a result of awarding this contract and for the use of the Division's property or facilities requires that:

The respondent shall indemnify and pay the Division promptly, on demand for any loss or damage to the Division's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.

All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

The Consultant selected to carry out the proposed work will be required to enter into a contract with Greater St. Albert Catholic Schools respecting the conduct of the project.

Confidentiality of Respondent Responses

The respondent acknowledges that the Freedom of Information and Protection of Privacy Act ("FOIP") applies to all information and records relating to, or obtained, generated, collected, or provided under or pursuant to the terms of this RFP or any contract generated as a result thereof.



The respondent shall abide by the requirements of FOIP insofar as applicable to its operations and the information the respondent has access to, collects, or uses as a consequence of carrying out its obligations to the Division.

FOIP imposes an obligation to protect the privacy of the individuals to whom information relates.

The respondent shall protect the confidentiality and privacy of an individual's personal information accessible to the respondent or collected pursuant to this proposal and any subsequent contract, in accordance with FOIP.

The respondent consents, and has obtained written consent of any individuals identified in the proposal, to the use of their information in the proposal by the District, Division employees, and any individuals or organizations chosen by the Division to assist in the evaluation of respondent proposals.

All documents submitted to the Division are subject to the protection and disclosure provisions of FOIP. While this Act allows the right of access to records in the District's custody or control, it also prohibits the Division from disclosing the personal or business information where disclosure would be harmful to the business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of the Act. Respondents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

The records stipulated in this RFP as being required to be maintained or submitted by the respondent may be subject to the protection and access provision of FOIP. Should the Division receive a request for any of these records, it would be the respondent's responsibility to provide the records, at the respondent's expense, to the Division within three (3) calendar days from official notification by a representative of the Division.

The successful respondent agrees to retain all records respecting this procurement for at least one year after the contract expires or is terminated.



Insurance

The respondent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Division with an insurer licensed in Alberta:

Comprehensive General Liability Insurance \$2,000,000

Professional Liability \$2,000,000

The respondent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$2,000,000 inclusive per occurrence, for bodily injury, death and property damage.