

Request for Qualifications (RFQ)



Stakeholder Consultation and Facilitation

Date of RFQ opening: December 3, 2020

Date of RFQ closing: December 14, 2020

PROJECT TIMELINE

2020

December 18: Shortlist of qualified consultants or firms

2021

January 5-8: Interviews with shortlisted Consultants or Firms

January 13: Selection of final consultant or firm, Jan 13, 2021

January 18 – February 28: Stakeholder Consultation and Facilitation*

**this timeline may be extended if necessary, depending on stakeholder availability*

ABOUT THE PROJECT

The Calgary Chamber of Voluntary Organizations (CCVO) seeks applications from facilitators experienced in stakeholder facilitation for the purposes of research and strategy development. Facilitation is required to support discussions with leaders in the nonprofit, private, and public sectors around priorities for action, policies, and ways to work in partnership to build our community through recovery from the COVID-19 pandemic and beyond. Facilitated engagement is one part of a larger project in development of a Community Prosperity Strategy that includes research, stakeholder relations, advocacy and government relations.

More information related to the Community Prosperity Strategy and our work can be found through the following links:

[CCVO Community Prosperity Strategy](#)

[About CCVO](#)

QUALIFICATIONS

Qualified consultants or firms must demonstrate relative or comparable experience in the aspects below:

1. Creation of strategic facilitation frameworks and processes for hosting multi-stakeholder discussions to achieve engagement goals.
2. Facilitation of online conversations of small groups of no more than 15 people as well as one on one engagement directly with various stakeholders.
3. Capturing and Synthesizing information from multiple conversations and facilitated sessions into a single written report.
4. Experience in engaging stakeholders in support of broader government relations and advocacy strategies.
5. Experience working in nonprofit, private and public sectors.



RESPONSE

Interested consultants or firms should respond to CCVO no later than December 14, 2020. Email responses in PDF file format to info@calgarycvo.org with subject line: **RFQ Submission**

In the response, please include:

1. A statement of qualifications that outlines your relevant experience against the listed qualifications (no more than 1 page). You may provide additional links for more information to relevant projects if available.
2. An overview of your consultancy or firm and bio information for key principals. Individuals may submit a CV in place of an overview.
3. Your blended hourly billable rate for facilitation (and your rate for synthesis and report creation if different). You may provide additional information on your approach to quoting and valuation of your work if you do not use hourly rates.

ASSESSMENT

Qualified consultants or firms will be competitively assessed. Highly assessed firms will be invited to submit a quotation for facilitation services in support of CCVO's Community Prosperity Strategy work.

All qualified consultants or firms will remain on record with CCVO for future opportunities.