

SCHC 2022 Strategic Planning RFP Q&A

N.B. ... Answers to questions have been themed, as there is some duplication in the questions.

- We noticed that your current strategic plan goes until March 2023. Should we assume that SCHC would like to have this work conclude by the end of March 2023, or what is your target end date?
 - ✓ The following indicates the timelines we are working towards, but may be subject to change by SCHC:
 - June-July 2022 development of the RFP
 - July-August 2022 selection of the consultant
 - September-December 2022 consultant engagement
 - January-February 2023 board review and feedback (this will be ongoing throughout the process as well)
 - March 2023 Board approval
- What role do you see the Steering Committee playing in the project? How involved should we anticipate they would be in the planning process, engagement with stakeholders, and development of the plan? How much time might they have available?
 - ✓ The Steering Committee is an oversight and advisory group. While they can inform engagement activities they are not anticipated to directly participating (except in engagement forums directly related to the Board and leadership). In this capacity their time commitment is anticipated at two to four hours a month.
- What is your interest or preference for a co-creation process with the consultant providing tools and processes for your team to develop key components of the plan, leveraging your expertise and ensuring buy-in, or a more traditional consulting model, in which solutions are developed for you, for feedback?
 - ✓ We are seeking a more traditional consulting model, with the steering committee advising on key components of the plan.
- Is there a fixed budget for this work that should be considering when pricing?
 - ✓ We have not identified a budget as we want to ensure the deliverables we have identified are achieved in totality and not constrained by a pre-set budget. That being said, we are a not for profit with limited resources and will need to ensure that we are fiscally responsible, hence the evaluation and weighting process identified in section 6, pages 10/11 of the RFP.
- What, as an organization, do you hope to achieve through this 5 year plan? How do you intend for the plan to be utilized?
 - ✓ Please refer to section 2, page 5, of the RPF which outlines the deliverables. The Strategic Plan will be used to guide the work and priorities of the organization over the next five years.

- Is there an estimate of how many internal and external stakeholders that SCHC would like to engage? What are the levels of engagement the SCHC is looking for?
 - ✓ We are looking for a statistically significant sample size. In 2021-22 fiscal year we served approximately 17,000 unique individuals; our catchment area is Scarborough.
- Who would you consider to be your primary stakeholders impacted by the strategic plan (partners, other committee members, the Board, etc.)? Would there be an opportunity to access and speak with these parties as part of our planning process? How would you describe the target audience for the Scarborough Centre for Healthy Communities?
 - ✓ Primary stakeholders would include residents of Scarborough, our current clients, our partners, our staff, Board, volunteers, our funders, and key donors. We expect engagement of these stakeholders as part of the engagement and planning process.
- Would your team be open to participating in facilitated virtual or hybrid workshops as part of our proposed workplan? Does this project require consultants to be in-person on client site?
 - ✓ Yes, we are open to virtual and/or hybrid workshops, however also expect some in person sessions and meetings as part of the engagement.
- We noticed that 80% of the organization's revenue comes from Ontario Health. Is there any reason to believe that this will change, and if so, do you currently consider this to be a concern or challenge for the organization?
 - ✓ We do not have any reason to believe this will significantly change.
- Does the Scarborough Centre for Healthy Communities (SCHC) want the pricing schedule to be submitted in a separate document?
 - ✓ Pricing can be submitted in your response; it does not need to be in a separate document.
- Conflict of Interest Schedule, In the RFP document the Conflict of Interest form on page 14 is listed as Schedule B however on page 10 of the RFP item c) indicates this is Schedule C – please confirm which is correct.
 - ✓ The Conflict of Interest is Schedule B, page 14, of the RFP.
- Can we recreate the Conflict of Interest Schedule and include in our response submission document or can SCHC provide an editable word version of the schedule that we can complete for submission?
 - ✓ We can provide an editable version of the Conflict of Interest form.