



**Mass Service Agreement RFP
January 27, 2021**

READ Saskatoon wishes to engage the services of a consultant to assist with fundraising, fund development, a major gift campaign, and event coordination. We predict the work to be no more than 15 hours per month. This mass service agreement would be effective for three years with the opportunity for 2 one-year renewals.

The proposal should include the following information:

1. Name of the consultant/firm and primary contact person.
2. Relevant experience/qualifications of the consultant and/or consulting firm.
3. Resumes of each member of the consulting team involved in the project.
4. Project cost break-down of consulting time and associated expenses with a one-year major gift strategy and campaign
5. Hourly rate

Proposals should be submitted electronically by noon, Wednesday, February 3, 2021
(Proposals submitted after the closing date and time will not be considered)

If you have questions, please call Sheryl at 306-652-5448.

Proposals should be submitted to READ Saskatoon at Sheryl@READsaskatoon.com

Inquiries or questions related to this RFP should be directed to Sheryl Harrow-Yurach, Executive Director of READ Saskatoon at sheryl@READsaskatoon.com

The respondent's costs related to the preparation of a response to this RFP shall be entirely the responsibility of the respondent. Expenses of any nature incurred by the respondent prior to the signing of the contract shall be the sole responsibility of the respondent and may not be charged to, or claimed from, READ Saskatoon.

Evaluation Criteria		Score
Mandatory Criteria		
	<ul style="list-style-type: none"> - Proposal submitted on-time - Proposal is complete with all requested components. 	-
Scored Criteria		
1.	Understanding of Fundraising <ul style="list-style-type: none"> - Proposal demonstrates an understanding of READ Saskatoon. - Proposal reflects an understanding of the technical requirements of a major gift campaign 	20
3.	Consultant's Proven Experience <ul style="list-style-type: none"> - The consultant has related experience, and/or relevant education, that provides a knowledge of children's education and skill development needs. 	50
4.	Consulting Team's Proven Capability <ul style="list-style-type: none"> - Proven track record with Non-Profit Agency projects. - Demonstrated and proven ability to develop realistic and viable timelines - The consultant has a demonstrated capacity to communicate and work effectively with a Steering Committee and a Board of Directors. 	20
4.	Project Cost <ul style="list-style-type: none"> - Project fits within the budget. - Cost outlines professional fees and expenses 	5
5.	Completeness of the Proposal <ul style="list-style-type: none"> - Well organized and Comprehensive. 	5
TOTAL SCORE		100

Activity	Date
RFP Released	Wednesday, January 27, 2021
Proposal Submission	Wednesday, February 3, 2021
Contract Award	Monday, February 8, 2021