



Requests for Proposals

Environmental Scan of outcomes-informed, best practice tools, resources, and needs for Saskatchewan community literacy programming and training (adult, family, financial, and child's)

February 14, 2022

Introduction

READ Saskatoon has initiated a Request for Proposals (RFP) to identify a vendor qualified to plan, design, and execute a comprehensive environmental scan to better understand Saskatchewan's community literacy programming and training opportunities as they reflect adult, family, financial and children's literacy endeavours. READ Saskatoon will share the results with key literacy stakeholders.

Background

In Saskatchewan, one-third of adults struggle with literacy. Fifty-seven percent of adults score in the two lowest numeracy skill levels. One-third of the province's children arrive for their first day of kindergarten not ready to learn.

For over 40 years, READ Saskatoon's responsive literacy programming provides hope to adults and families that are struggling. READ Saskatoon helps people recognize skills they already have and works with them to build on those skills. It provides them with tools that empower them to: have more confidence, more fully participate in the

community, build better lives for themselves and their families, improve health outcomes, and attain better jobs and enhanced educational opportunities.

As the demand for READ Saskatoon's well-established literacy programs has grown, so too has the organization's provincial reach and profile. Effective non-formal literacy organizations like READ Saskatoon are well-networked and connected to the community. READ Saskatoon works at the grassroots level with more than 100 community organizations to deliver literacy programming throughout Saskatchewan. These free literacy programs are accessible and provided in safe community spaces including the READ Saskatoon community hub, libraries, schools, and other public spaces province-wide.

READ Saskatoon aims to engage the diversity of stakeholders across Saskatchewan to better understand access, programming, and delivery models. This will build evidence on the viability and the potential of outcomes-based community literacy supports, resources, and services.

READ Saskatoon Vision Statement: A community that values, promotes, and supports literacy.

READ Saskatoon Mission Statement: READ Saskatoon advances literacy and learning through the work of staff, trained volunteers, and community partners.

For further information regarding READ Saskatoon, visit the website at www.READsaskatoon.com

Scope of Work

READ Saskatoon is seeking an experienced consultant to design and implement an environmental scan and produce a detailed report that will provide baseline information of current community literacy programs throughout the province. The environmental scan will:

- Provide a summary of community needs, characteristics, priorities, and assets with focus on programmatic literacy access for marginalized individuals and families throughout Saskatchewan

- Provide a description of agency, institutional, and funder landscape in Saskatchewan
- Provide a description of existing local networks and decision-making structures
- Ensure the work and 'literacy' is framed within a home, education, and community lens as well as pre-employment and employment lens
- Provide promising practice models for community-based, participatory decision making on service planning and funding
- Provide data sources and recommendations for creating a streamlined process for outcomes-informed decision-making
- Provide an internal capability analysis of READ Saskatoon to meet current needs and future opportunities including suggestions for how to increase capacity
- Identify future key stakeholders that should be engaged in READ Saskatoon's work

RFP Schedule

For the purposes of this RFP, READ Saskatoon has established the following timing deadlines for the completion of the RFP process.

Schedule	Date & Time
RFP Release	Monday, February 14, 2022
Last day to submit questions and related clarification (Question Close)	Tuesday February 22, 2022, at 4pm CST
Closing Date and Time	Friday March 4, 2022, noon, CST
Contract Award	Tentatively week of March 14, 2022

Consultant Requirements

- The consultant will report to the READ Saskatoon Strategic Management Team.
- The consultant will have demonstrated knowledge and proven experience in the completion of Environmental Scan and Gap Analysis Research.
- The consultant will have completed past assignments for not-for-profit and charitable organizations such as READ Saskatoon.

RFP Contact Name and Submission Address

Sheryl Harrow-Yurach, Executive Director
#2 - 706 Duchess St., Saskatoon, Sk. S7K 0R3
Tel: 306.652-5448
email: info@READsaskatoon.com

Timeline

READ Saskatoon requires the scope of work and final report deliverable completed within 90 days of successful vendor selection.

Proposal Submission

The proposal should include the following information:

- Name of the consultant/firm and primary contact person.
- Relevant experience/qualifications of the consultant and/or consulting firm.

- Resumes of each member of the consulting team involved in the project.
 - Provide two samples of work where environmental scan and gap analysis techniques have been used to conduct research.
 - Provide two samples of work where the consultant has prepared a business plan for a non-profit agency or for a non-profit agency program.
- Project methodology
 - Project cost with a break-down of consulting time and associated expenses.
 - Project timeframe and deliverable dates
 - Payment schedule

* Please refer to the Proposal Selection Criteria to ensure that you have provided a thorough response to the RFP.

Submission Process

It is the responsibility of each proponent to ensure that a soft copy proposal is received before by Friday, March 4, 2022, noon, CST. Proposals submitted after the closing date and time will not be considered.

Questions and Inquires

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

Requirements

Proposals must demonstrate experience respecting the subject matter and competence to successfully complete the work. The following criteria will be used to evaluate the proposals:

- Knowledge and experience of the consultant regarding:
 - Environmental scan, community asset, and needs analysis
 - Place-based and community development approaches
 - Organizational and funding landscape in Saskatchewan
 - Multi-stakeholder programs and capacity building initiatives
- Familiarity with READ Saskatoon's strategic priorities as well as legal and policy requirements related to literacy service delivery
- Content, clarity, and visual appeal of the proposal
- Any value-added element that the consultant considers would be a positive enhancement to the project

Response Format and Submission Requirements

Proposals shall include the following:

- Letter of Introduction including executive summary that demonstrates an understanding of the project
- Proposed work plan, schedule, and deliverables including project activities, milestones, team members assigned to each activity, and level of effort anticipated for each task (i.e. hours, days)
- Description of any expected challenges
- Detailed budget breakdown (max. \$ including hourly/daily rate(s) of consultant, an estimate of hours/days of work, all

labour and other overhead, materials, equipment, travel, communication, and delivery costs, staff time, disbursements)

- Background and related experience of consultant(s)
- References

Evaluation Criteria

Proposals will be assessed based on the following criteria:

- Proposal demonstrates an understanding of READ Saskatoon
- Consultant has experience in projects that have utilized environmental scans, gap analysis, and business planning.
- Consultant has strong academic background in applied education and/or social research
- Consultant has demonstrated knowledge in community literacy initiatives and pre-employment/employment skill development needs
- Methodology includes a plan to address the scope of the work
- Methodology presents a clear, well-developed, step-wise approach to the completion of the work.
- Proposal recognizes the need to work collaboratively with READ Saskatoon and schedules meetings and presentations to work with the Strategic Management Team at different stages throughout the project.
- Consultant has demonstrated knowledge in outcomes assessment
- Understanding of the scope of work and deliverables
- Appropriateness of cost and estimated timelines.
- The consultant has a demonstrated capacity to communicate and work effectively with the Strategic Management Team and a Board of Directors.

*READ Saskatoon reserves the right not to accept any of the proposals submitted through this process.

Budget

A project budget of not more than \$15,000 has been allocated for all stages of this work.