



Baffin Regional Chamber of Commerce

Building 987-C • PO Box 59 • Iqaluit, Nunavut • X0A 0H0
Phone (867) 979-4654 • Fax (867) 979-2929
www.baffinchamber.ca

Request for Proposal (RFP): Strategic Planning & Communication Services

The Baffin Regional Chamber of Commerce (BRCC), the BRCC is a non-partisan organization established to foster, promote, and improve business development in a responsible manner while providing value to membership through benefits, partnerships, communications, advocacy, and initiatives.

The BRCC current vision: The BRCC will be the voice of informed Qikiqtaaluk businesses participate successfully in the economy.

We are requesting a proposal for services based on the following specifications.

- Review of current strategic plan, mission statement and vision.
- Assess current state and key issues facing the BRCC.
- Communication plan.
- Review current bylaws and provide suggestions for recommended changes.
- Set strategic priorities for the next 5 years.
- Implementation plan.

Desired Objectives

- Revision and update of organizational mission, vision, priorities, goals, and objectives.
- Development of 5-year perspective, and capabilities to enable proactive response to growth opportunities based on the current state of BRCC.
- Creation of a community outreach framework to recruiting new members from the communities in the Qikiqtaaluk region.
- Provide tools to help with implementation and monitoring of the new strategic plan such as a balanced scorecard.

Proposed project timeline:

Clarifying Questions to be submitted by: September 24th, 2021
Response to Questions: September 30th, 2021
RFP Submission Deadline: October 8th, 2021
Contracted awarded: October 15th, 2021
Work plan due: October 20th, 2021
Final Presentation to Board of Directors: October 29th, 2021



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Within the response, the vendor must describe:

1. their approach to delivery of the Desired Strategic Planning Outcomes described above.
2. past experience working with similar inclusive organizations.
3. the methods/philosophy that will be used to facilitate the strategic planning process.
4. how the planning results will be captured/reported and
5. the overall fees for this project.

Proposed Budget:

This project will be tendered at the discretion of the BRCC. The Board Chair and Executive Director of the BRCC will review and decide based on a weighted point system considering BRCC membership, experience in the sector, plan to meet the proposed outcomes and best overall value for the product.

Nothing in this request for proposal does not mandate the BRCC or is it obliged to award a contract under this RFP. Furthermore, should BRCC, in its sole discretion decide not to award a contract under this RFP, BRCC may create a new RFP on the same subject as this RFP.

The BRCC would like to thank you in advance for your time and interest in this RFP. Should you have any questions and or comments, please do not hesitate to contact Chris West at execdir@baffinchamber.ca

Please submit your quote via email to execdir@baffinchamber.ca no later than midnight on October 8th, 2021.