



Request for Proposal: Strategic Planning Consultant

Fraser-Fort George Museum Society - The Exploration Place

Overview

The Fraser-Fort George Museum Society is a not-for-profit society operating on the unceded ancestral territory of the Lheidli T'enneh Nation. Doing business as The Exploration Place Museum and Science Centre, the Society receives funding from the Regional District of Fraser-Fort George, the provincial and federal governments, and many other organizations, which in addition to earned revenue streams, help to support annual operations. As Northern BC's premier cultural institution, we serve over 100,000 visitors a year through our galleries, programs, events, and curatorial services, with additional thousands utilizing our online offerings annually.

Our Mission: "To provide learning opportunities that foster an understanding of significant past and current issues shaping our community by linking experiences within the Regional District of Fraser-Fort George to the world in a unique, participatory Museum of regional history, science, and technology."

The Society has undergone a complete renovation of its facilities throughout the COVID-19 pandemic and is seeking a consulting team to help create a strategic plan that will guide its operations over the next three years. As we move into a significantly altered operating reality in terms of a post-COVID world and new facility while recognizing the impacts of Truth and Reconciliation, social justice, and climate change, we aim for this three-year plan to end with the establishment of our "new normal".

Project Description & Deliverables

The development of a 3-year strategic plan that identifies direction, goals, and priorities to guide the staff, management team, and directors of The Exploration Place will include the following:

1. Review of the current operations and direction of the Society
2. A review of the strategic landscape in which the Society operates
3. An engagement report that includes:
 - a. The input of the leadership team of the Society
 - b. Meetings with key stakeholders of the Society including, but not limited to: The Lheidli T'enneh Nation, the Regional District of Fraser-Fort George, BC Museums Association
 - c. A survey of the membership of the Society and the general public
 - d. A summary of these results provided to the Board of Directors and the leadership team prior to the facilitated strategic planning session
4. An in-person, facilitated strategic planning session with the Society's Board of Directors and the leadership team.
5. A final written report summarizing all the information collected that includes:



- a. A summary of all relevant data and findings that were gathered through the entire process
 - b. Executive summaries and data visualizations that can be used for internal and external communications
6. A presentation of the final report with time for questions at a Board of Directors meeting.

Qualifications & Experience

The successful consultant or consulting team will demonstrate the following:

- A proven track record in strategic planning and facilitation with not-for-profit organizations
 - Preference will be given to consultants with prior experience in the arts and culture sector as well as an understanding of the unique operating environment of Northern British Columbia
- Experience and knowledge related to Reconciliation and the consultation process with Indigenous Peoples
- Experience and knowledge relating to not-for-profit governance
- Experience in stakeholder engagement
- Highly developed project management skills

Timeline

- Request for Proposal released
- Proposals submitted – February 12th, 2023
- Consulting team selected – February 26th, 2023
- Consulting team begins engagement with stakeholders and the leadership team – Early March 2023
- Engagement report – Beginning of May 2023
- In-person strategic planning session facilitated with The Exploration Place Board of Directors and leadership team – May 2023
- Final strategic plan report completed – End of May 2023
- Presentation of strategic plan report at a Board of Directors meeting – June 2023

Proposal Requirements

1. Consulting Team Profiles
 - Name, title, and contact information of consultants working on the project
 - Description of their relevant background
 - Description of the services that each team member will be responsible for
2. Qualifications & Experience
 - Outline how the consulting team meets the required qualifications and experience as detailed above
3. Service Process Overview
 - Process for delivering services that are customized for, responsive to, and aligned with the needs of The Exploration Place



- Description of approach to planning, facilitation, and development of a strategic plan
4. References & Portfolio of Prior Work
 - Provide two references for the consulting team's work
 - Provide two sample strategic plans for which the consulting team provided services
 5. Proposed Costs
 - Maximum Cost of Project is \$30,000
 - Detail total cost with an itemized breakdown of fees and deliverables, including all taxes and expenses

To be considered, the proposal must be received by Robyn Curtis, VP – Development & Partnerships, at robyn.curtis@theexplorationplace.com by **4:00pm on February 12th, 2023**. Any questions submitted by a consulting team will be shared with all consulting teams who have shown interest in the project.