



# Policies and Procedures Analyst and Writer

## Request for Proposal

### Golden & District Historical Society

## About the Golden & District Historical Society

The Golden & District Historical Society is committed to preserving, promoting, and presenting the diverse history of Golden and its neighbouring communities. Our guiding principles are to inspire curiosity, involve our community, and share our story. The Golden & District Historical Society is the governing body of the Golden Museum and Archives. It comprises of 7 Board Members, responsible for supervising the Executive Director of the Golden Museum. The museum has one full-time permanent employee, one part-time permanent employee, and one temporary full-time employee.

## Purpose

The Golden & District Historical Society (GDHS) has initiated a Request for Proposal (RFP) process to identify a vendor qualified to facilitate a review of organizational and board policies and procedures and introduce new or amended policies as necessary to ensure alignment with the best practices for non-profit and museum operations. Many of the GDHS organizational and board policies have not been updated in over 10 years. Some policies, i.e. collections policies, are industry specific and may require additional research or liaising.

## Who May Respond

GDHS requires a vendor who has demonstrated experience in successfully providing expertise in the process of a comprehensive policy review within the organization. The vendor will liaise with GDHS staff and board, the non-profit and museum sectors, and if necessary, legal advisors to ensure that all GDHS policies are up-to-date, aligned with legal and expected norms and relevant to the current organizational and sector priorities. Knowledge of non-profit and museum industries is an asset.

## Project Budget and Compensations

This project is grant funded through the Government of Canada's Community Services Recovery Fund. All proposals must include a detailed budget. Travel expenses are considered an eligible expense outside of project related costs, including mileage, hotel, and a living out expense, totaling no more than \$2800.

## Scope of Work and Deliverables

GDHS's intent is for the vendor to review the current Policies and Procedures Manual and:

- a) Identify which policies are required by Federal and Provincial law, the BC Societies Act, and all policies pertaining to registered charities in Canada;
- b) Make specific recommendations to simplify policies and procedures and ensure they are consistent and flexible;
- c) Make specific recommendations regarding policies that present conflicting information;
- d) Compare current policies to the best practices found in other non-profits and museums and provide recommendations for improvement;
- e) Review and design updated policies as appropriate;
- f) Identify and write policies and procedures that are missing;

- g) Review and write Board Policies; and
- h) Compile policies and procedures into a structured, easy to use, manual.

The expected deliverables of this project are as follows:

- Submit a basic preliminary inception report that shall reflect a clear understanding of the tasks, the methods of execution and a work plan to ensure the outcome is inline with GDHS's expectations;
- Submit a draft Policies and Procedures Manual and a draft Board Policies manual that shall incorporate proposed changes and in line with best practices of non-profit and museum sector;
- Submit a finalized Policies and Procedures Manual and a Board Policies Manual after reviewing comments made on the draft.

Project process:

- a) The vendor will meet with the Executive Director to review project planning, coordination, and the current Policies and Procedures, in order to clarify Scope of Services, issues, concerns, desired outcomes, and defined expectations;
- b) The vendor will provide a proposed work plan, detailing expected timeline of deliverables, project approach, expected number of hours, budget, and any preliminary recommendations;
- c) The vendor will research and update policies and procedures, documenting changes throughout the process;
- d) The vendor will create a draft document with all reasonable efforts to streamline the document into an easy-to-use guide for GDHS staff and board members, while ensuring the necessary professional outcomes and appropriate language are present to provide a best practices product that also protects the organization;
- e) The vendor will review the draft manuals with the Executive Director and appropriate Board Members;
- f) The vendor will prepare a final Policies and Procedures Manual and Board Policies Manual incorporating revisions from such review
- g) The vendor will provide all deliverables in electronic format suitable for ongoing customization and revision.

## Ownership and Confidentiality

All intellectual property created under this project will become the property of GDHS. All data remains the sole property of GDHS. The vendor shall further agree to keep confidential any business information or proprietary information learned through its dealings with GDHS.

## Proposal Requirements

To best evaluate the ability of the vendor to meet our goals, please include the following in your proposal:

- A brief biography of your company, including your mission and guiding principles, if any, and a link to your company's website or social media
- Examples of similar projects

- Your approach to policy development
- A summary of policy development experience
- A summary of experience in the non-profit and/or museum industry
- Three client references
- Suggested project timeline with major tasks and milestones
- Project budget by line item, including estimated hours and supply costs
- Sample project plan
- Identify who will be involved on your project team, their role, their relevant experience, and contact information. If multiple people are on your team, please identify the point person and the secondary preferred contact.

## Process for Proposal Submission and Evaluation

a) **Closing Submission Date:**

Proposals are due by 5:00 PM on Friday, October 13, 2023.

b) **Inquires:**

Inquiries concerning this RFP should be directed at Brittany Newman (contact information below) no later than Friday, September 29, 2023

Brittany Newman, Executive Director  
[museum.golden@gmail.com](mailto:museum.golden@gmail.com)

c) **Conditions of Proposal:**

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by GDHS.

d) **Submission instructions:**

Proposals should be submitted in PDF format via email to [museum.golden@gmail.com](mailto:museum.golden@gmail.com) before the closing submission date. If the file is too large for email, a link to the file should be provided.

Late arrivals will not be accepted. Mail submissions will not be accepted.

It is the responsibility of the bidder to ensure that the response is received by GDHS by the closing submission date. A response may be judged nonresponsive and excluded for further consideration if it is not received by the deadline or does not follow the specified format.

e) **Right to Reject:**

GDHS reserves the right, in its sole discretion, to reject any and all responses received in response to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

f) **Notification of Selection and Timeline:**

It is expected that a bidder will be selected within two to three weeks of the closing submission date, although this timeline is subject to change. GDHS reserves the right to cancel this RFP at anytime. Upon conclusion of negotiations with the successful bidder, all bidders submitting responses to this RFP will be informed in writing of the name of the successful firm or individual.

RFP Released: September 1<sup>st</sup>, 2023

Questions on RFP due: September 29, 2023

Proposals due: October 13, 2023

Interview vendors: October 23-26 2023

Vendor selection made: October 29, 2023

Project begins: November 2023

Project must be complete by: April 30, 2024

g) **Evaluation and Scoring:**

Proposals will be reviewed and evaluated based on the following Criteria:

- Qualifications – 30%
  - Consultant has the qualifications necessary to successfully complete the scope of work
  - The consultant has prior experience working on similar projects
  - The consultant has prior experience working with similar organizations
- Scope of Proposal – 30%
  - The proposal demonstrates an understanding of the project objectives and desired results
  - The proposal illustrates an approach to the scope of work that will likely lead to the successful development of policies
  - The proposal illustrates the vendor’s ability to successfully execute the proposed approach
  - The proposal includes an appropriate process to interact with board members and staff
- Work Plan – 25%
  - The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work
  - The proposal includes an estimated timeline for each stage
  - The work can be completed within the project timeline
- Budget – 15%
  - The proposal includes a detailed budget for each stage of the scope of work
  - Proposed costs are reasonable

## Conflict of Interest

The Bidder must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Contract or the services provided under the Contract. Except as otherwise disclosed in the proposal, the Bidder affirms that to the best of its knowledge there exists no actual or potential conflict between the Bidder, the Bidder’s project manager(s) or its family’s business or financial interests (“Interests”) and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the Bidder will inform GDHS regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to the GDHS’s satisfaction or the Bidder may be disqualified from consideration under this RFP. As used in this Section, “conflict of interest” shall include, but not be limited to, the following:

1. Giving or offering a gratuity, kickback, money, gift, or anything of value to a GDHS official, officer, or employee with the intent of receiving a contract from GDHS or favorable treatment under a contract;
2. Having or acquiring at any point during the RFP process or during the term of the Contract, any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner or degree with Bidder's performance of its duties and responsibilities to GDHS under the Contract or otherwise create the appearance of impropriety with respect to the award or performance of the Contract; or
3. Currently in possession of or accepting during the RFP process or the term of the Contract anything of value based on an understanding that the actions of the Bidder or its affiliates or Interests on behalf of GDHS will be influenced.