

Scw'exmx Child and Family Services Society



REQUEST FOR PROPOSALS **Strategic Planning Facilitation Services** **(RFP #SPF2026)**

Issuance Date: January 7, 2026

Deadline: January 23, 2026 (12:00 pm)

Issued by: Scw'exmx Child and Family Services Society
1750 Lindley Creek Road
Merritt, BC
V1K 1E9

Attention: Sarah Dickie
Executive Administrator

Email: sarah.dickie@scwexmx.com

Subject Line: 'RFP Strategic Plan Facilitation'

Phone: (250) 378 – 2771

1. BACKGROUND

Scw'exmx Child and Family Services Society (SCFSS) is a family-centered Delegated Aboriginal Agency, guided by nte?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

As a Society, SCFSS has invited community leadership to meet annually to review progress on our strategic plan. With the current plan (2021–2026) nearing completion, we are now seeking a qualified facilitator to guide the development of our next 5-year strategic plan (2026–2031), ensuring it reflects the voices and priorities of our community leadership.

As an Indigenous organization, it's imperative that engagement and design is lead with a culturally grounded, inclusive, and participatory strategic planning process. The facilitator will help us identify priorities, set goals, and develop a clear roadmap for the next five years.

SCFSS invites proposals for facilitator services to lead SCFSS's strategic planning engagement workshops and final strategic plan documentation.

Further background and details are contained within section 3, Services Overview.

2. DEFINITIONS

In this RFP, the following definitions apply:

“Closing Date and Time” means the deadline for submissions as outlined in Section 6;

“Consultant” means the Preferred Respondent that Scw'exmx Child and Family Services Society enters into a contract with for the Services;

“Contract” means a formal written agreement between the Preferred Respondent and Scw'exmx child and Family Services Society;

“GST” means the goods and services tax in effect in the Province of British Columbia at the time a contract is executed;

“Preferred Respondent(s)” means the Respondent(s) selected by the review committee to enter into negotiations for a contract;

“Respondent” means an entity that submits a Proposal;

“Proposal” means a Proposal submitted in response to this RFP;

“RFP” means this Request for Proposals; and

“Services” means the consulting or professional services as outlined here in this RFP document.

3. SERVICES OVERVIEW

The Preferred Respondent (“the Consultant”) will be responsible for the following:

1. Design and deliver a strategic planning process that is culturally safe and community-driven.
2. Facilitate in-person sessions with board members, staff, and community leadership.
3. Conduct an environmental scan (internal strengths/weaknesses, external opportunities/threats).
4. Guide the identification of strategic priorities, goals, and measurable outcomes with the input from community leadership, stakeholders and SCFSS staff.
5. Ensure alignment with Indigenous child welfare legislation, Captlkwł Ethics Agreement, Nlaka’pamux Framework of Practice and Community guidance.
6. Produce a draft and final strategic plan document for 2026–2031.

4. PROPOSAL GUIDELINES

Proposals should follow the format below:

1. Work plan and timeline for the facilitation process.
2. Facilitation of workshops/meetings (2 day planning session with community and stakeholders planned for February)
3. Draft strategic plan for review by agency leadership and communities.
4. Quote for services

Please submit your proposal in .pdf format via email to ***sarah.dickie@scwexmx.com*** by 12:00 pm on January 23, 2026. Use the email subject line, “**RFP Strategic Plan Facilitation**”.

5. DELIVERABLES

All deliverables must reflect input from community engagement sessions and align with Indigenous child welfare legislation and cultural teachings.

The successful proponent will deliver:

- A finalized 5-Year Strategic Plan aligned with agency priorities and Indigenous cultural guidelines.
- A documented community engagement process and findings.
- An implementation roadmap with timelines and resource requirements.

- A performance measurement framework.
- A presentation to the agency leadership and community stakeholders.

6. SELECTION CRITERIA

Scw'exmx Child and Family Services Society will evaluate proposals based on the following criteria:

1. Responsiveness to the outlined format
2. Relevant experience and performance
 - Experience facilitating strategic planning processes, preferably with Indigenous organizations.
 - Knowledge of Indigenous child welfare issues, legislation, and cultural practices.
 - Skills in consensus-building, conflict resolution, and participatory facilitation.
 - Ability to produce clear, actionable strategic documents.
 - Respect for Indigenous methodologies, traditional knowledge, and protocols.
3. Testimonials
4. Projected budget
5. Projected completion date

7. RFP AND PROJECT TIMELINES

Request for proposal issuance 07-January-2026

Closing date and time 12:00 pm on 23-January -2026

Selection of vendor by SCFSS Boards of Directors 29-Jan-2026

Project begins Feb-2026 (Strategic Planning Session Feb 24-25, 2026 held in West Kelowna)

Preferred Project Completion 29-May-2026

**Vendors may propose an early completion date in their submitted proposal.*

8. SUBMISSION

Please submit your proposal in .pdf format via email to sarah.dickie@scwexmx.com by 12:00 pm on January 23, 2026. Use the email subject line, "RFP Strategic Plan Faciliatioion".

9. TERMS AND CONDITIONS

The following terms and conditions will apply to this RFP. Submission of a proposal in response to this RFP indicates acceptance of all the following terms and conditions and any addenda issued by SCFSS. Provisions in proposals that contradict any of the terms of this RFP may not be acknowledged.

9.1 Respondents' Expenses

SCFSS is not responsible for any expenses incurred by respondents in preparing the proposal response to this RFP. Participation in this proposal is at the respondent's sole risk and cost.

9.2 Limitation of Damages

By submitting a proposal, the respondent agrees they will not claim damages relating to this RFP or in respect of the competitive process for any reason. By submitting a proposal, the respondent waives any claim for loss of profits if a contract is not made with the respondent.

9.3 Completeness of Proposal

By submission of a proposal, the respondent warrants this RFP is to provide contracted services to SCFSS. All terms and conditions of contracted services can be requested from the Executive Administrator.

9.4 Receipt of Proposal

Proposals must be received before the January 23, 2026 deadline. Submissions received after the deadline may be returned at the discretion of SCFSS.

9.5 Binding Effects of Proposal

The respondent agrees to and shall be bound by the information and documentation provided in their proposal, including price quotes for any products, supplies, or materials for the work required.

9.6 Acceptance of Proposals

9.6.1 This RFP should not be construed as an agreement to contract services. SCFSS is not bound to enter into a contract with any respondent. Proposals will be assessed on the above selection criteria and how they meet the needs of SCFSS.

9.6.2 SCFSS is not required to accept any proposals and has the right to cancel the RFP. SCFSS has the right to accept or reject any or all proposals, not necessarily to accept the lowest cost proposal.

9.7 Letter of Intent

Scw'exmx Child & Family Services may enter into a letter of intent with a respondent, authorizing the respondent to proceed with work, subject to limitations, terms and conditions specified in the letter of intent, pending final contract execution.

9.8 Contract Execution

Respondents will receive a notice in writing informing them of SCFSS's intent to enter into a contract.

9.9 Ownership of Materials

All materials produced will become the property of Scw'exmx Child and Family Services Society.