



**ONTARIO
FENCING
ASSOCIATION**

www.fencingontario.ca



Ontario Fencing Association

Request for Proposal: Strategic Plan Facilitation

Purpose

The Ontario Fencing Association (OFA) is seeking the services of a consultant familiar with non-profit association management within the sport stream to facilitate the development of a new five-year strategic plan for the association in collaboration with the Board of Directors and Staff.

Background

The Ontario Fencing Association is an officially recognized Provincial Sport Organization (PSO) by the Government of Ontario through the Ministry of Tourism, Culture and Sport (MTCS). The Provincial governing body for the sport of fencing, the OFA is Not-for-profit Corporation dedicated to represent all aspects of the sport of fencing in Ontario. The OFA fulfills this mandate by collaborating with a diverse range of stakeholders to enact decisions and policies that support the benefits of fencing through sport related programming.

The OFA was incorporated in 1979, but records of fencing in Ontario date back as early as 1926. Today, 55 Ontario member clubs operate throughout Ontario and over 1,500 individuals hold Canadian Fencing Association (CFF) licenses as athletes, coaches, officials and volunteers.

An elected board of directors provides direction and policy to staff, including a full-time professional, contracted Executive Director. The OFA is financed through MTCS base funding, club membership fees, Ontario athlete CFF license holder fees, coach and official certification programs, and management of event competitions and athlete development camps. The OFA is a member province of the Canadian Fencing Federation the National Sport Organization.

In 2016, the OFA's current five-year Strategic Plan will be completed and is accepting proposals from a qualified consultant to work closely with the OFA Board and Staff to facilitate the development of a new five-year strategic plan (2016-2020).

The current Strategic Plan [can be found here>>](#)

Project Outline

The OFA requests that consultants submit a comprehensive project plan that encompasses the following elements:

1. Early August, 2016 – Conference with OFA ED and Board President to review organizational environmental scan, based on deliverables and outcomes of existing strategic plan (completed by Board and Staff) and project objectives.
2. End of August, 2016 – Collection of input from select OFA stakeholders to consultant using current collection practices.

3. September, 2016 – Facilitate a strategic planning process with Board and Staff that will examine the vision, mission and core values of the organization.
4. End of September, 2016 – Provide draft strategic plan to OFA for feedback.
5. Early October, 2016 – OFA to release draft strategic plan to stakeholders to allow for feedback to the consultant.
6. End of October, 2016 – Final delivery of Strategic Plan to OFA.

The consultant will report directly to the OFA Executive Director and the President of the Board of Directors, but may be required to work with other committee chairs and Board members.

Submission Guidelines

Submissions should include the following:

1. A detailed project plan identifying the approach and methodology being proposed
2. A detailed budget
3. A bio and CV
4. Three like-industry project references, including the nature of engagement, accomplishments and contact information for the client.
5. An electronic version of the proposal

Proposal Evaluation Criteria

1. Experience in similar work with the non-profit sport (PSO, NSO) sector
2. Facilitation skills working with staff and volunteers
3. Related experience in Strategic Planning exercises, including evidence of outcome based reports and measurement techniques
4. Experience of proponents completing similar projects as a team
5. Cost

Submissions should be sent to:

Laurence Bishop, Executive Director – Ontario Fencing Association

l.bishop@fencingontario.ca

519-496-0613

Deadline: noon, July 29th, 2016