

## REQUEST FOR PROPOSALS Governance Framework Design

### 1. Introduction

#### Invitation

The Indigenous Sport, Physical Activity & Recreation Council (I-SPARC) is issuing a Request for Proposals (RFP) to qualified consultants to undertake an engagement and facilitation process and complete a Governance Framework for the purpose of preparing I-SPARC for incorporation. The intent of the RFP is to award the work to a consultant with proven experience and knowledge in similar undertakings.

#### Background

I-SPARC is a partnership between the BC Association of Aboriginal Friendship Centres, First Nations Health Authority, and Métis Nation BC. As the stewards of BC's Aboriginal Sport, Recreation and Physical Activity Strategy, I-SPARC works with First Nations, Métis Chartered Communities, Friendship Centres, schools and other sport and physical activity stakeholders to deliver community-based programs designed to promote active lifestyles and support the desire for transformative change in the health and well-being of Indigenous communities, families and individuals across B.C.

To date, I-SPARC has operated through the BC Association of Aboriginal Friendship Centres, which has served in the capacity of I-SPARC's host agency. In celebrating the organization's growth and achievements in advancing the core priorities established within the Aboriginal Sport, Recreation and Physical Activity Strategy, I-SPARC's leadership and Partner Agencies have determined that it is an opportune time to formalize a renewed Governance Framework, which will subsequently lead to the development of a constitution and bylaws and other similar governance policy documents.

### 2. Scope of Work

The consultant will design an engagement process involving I-SPARC's elected Regional Leads and representatives of its three Partner Agencies in the development of a Governance Framework, presented in the form of a written report. The report will be used by the organization to establish a Board of Directors and incorporate under a newly establish constitution and bylaws.

The primary focus of the project is to develop a Board Governance Framework including (but not limited to): governance structure, board roles and responsibilities, composition and stakeholder representation, election/appointment process, key skills and qualifications, ongoing accountabilities and governance practices amongst the partner agencies and I-SPARC, board monitoring and accountability, and succession planning.

To achieve this, the consultant will establish a project schedule and implement a consensus building process that fully engages I-SPARC's leadership and Partner Agencies in the project (from preliminary design to final approval).

#### PARTNER AGENCIES

### 3. RFP Content

The proposals must contain the following information:

- Letter of intent
- Credentials/Biographies
- Project plan, methodology, and timelines
- Budget
- Additional information and innovative ideas
- References

**Note:** the Letter of Intent must clearly identify any and all partners or subcontractors involved in the project and must clearly identify the lead (prime) individual/company.

### 4. Submission Deadline

The deadline for submitting proposals is 4:00 pm (PST) Monday, May 20, 2019. Proponent selection will be conducted prior to the end of May 2019. The targeted project completion date is July 30, 2019. Any questions in respect to this RFP should be directed to Rick Brant, (250)710-4604, email: [rbrant@isparc.ca](mailto:rbrant@isparc.ca)

Proponent costs related to preparing and issuing the RFP response are entirely the responsibility of the proponent.

Submit Proposals to the attention of:

Rick Brant, I-SPARC Executive Director  
Format: PDF  
Email: [rbrant@isparc.ca](mailto:rbrant@isparc.ca)