



REQUEST FOR PROPOSALS

Strategic Plan Development

Issue date: September 24th, 2024

Closing date: October 21st, 2024

Introduction

The Western Regional Enterprise Network (Western REN) is requesting proposals to facilitate the development of a five-year Regional Economic Development Strategy and Action Plan for the Western Region.

Organization Background

The Western REN was incorporated in 2014 under the Municipal Government Act. Its members are the Municipalities of Argyle, Barrington, Clare, Digby and Yarmouth and the Towns of Digby and Yarmouth. These communities work collaboratively together and fund Western REN. This funding is matched by the Province of Nova Scotia to support economic development on a regional level.

The Western REN is governed by a Liaison and Oversight Committee made up of core funding representatives (Municipal and Provincial), as well as a Board of Directors comprised of local private sector representatives.

The Western REN implements regional economic development strategies that promote sustainability, innovation, and competitiveness, contributing to the overall prosperity of the western region of Nova Scotia.

Western REN Mission

To guide and navigate regional development in Western Nova Scotia, supporting business growth in communities.

RFP Objectives

Regional Enterprise Networks (RENs) are mandated to oversee the development and implementation of a regional economic development strategy. The strategy must build on existing regional advantages; therefore, a deep understanding of the region's existing strengths and constraints will be a crucial part of the planning process. Economic context, Business and Industry Sectors and Global Influences must also be considered, as well as prior and existing Western REN strategies.

Also, the strategy should align with municipal and provincial priorities in order to maximize the REN's leverage of programs, policies and services. The strategy will outline the results the Western REN will achieve over a five-year period.

Scope of Work

The WREN seeks a consultant to provide the following services:

- With the CEO, develop an engagement calendar for the Western REN Liaison and Oversight Committee, Board of Directors, staff and economic development partners to ensure a fully participatory process.
- Interview stakeholders, key private sector leaders, selected nonprofit agencies, and others as identified
- Facilitate two meetings of 2-3 hours each (Western REN board, staff and key partners)
- Work with planning committee and staff to synthesize feedback from interviews; establish a strategic framework and propose organizational priorities
- Write the strategic plan document. Present the strategic plan at a meeting for the board of directors and staff and a second presentation to regional partners
- Bilingualism (French and English) will be considered an asset.

Modifications to the proposed work plan may be negotiated with the successful bidder, culminating in a written agreement between the Western REN and the selected consultant.

How to Apply

Interested Consultants should send an email to aleblanc@westernren.ca with “**Strategic Planning Proposal**” as the subject of the email, with the following attached:

1. **Cover Letter and Executive Summary**

The executive summary should provide a synopsis of the overall approach and key deliverables.

2. **Reputation, Capacity and Resources**

Clearly identify the individual or organization, listing all Project Team members along with their roles and brief resumes. Include a profile of the project manager and note any specialized sub-consultants.

3. **Description of Significant Experience**

Provide at least 3 former or current references of clients for whom the consultant has provided similar services.

4. **Technical Information**

A detailed description of the methodology to be followed containing time schedules for work in each phase and including a statement of the Consultant’s understanding of the scope of this assignment.

5. **Proposed Fees for Methodology**

The fee structure to be charged, and the scope of all services. It should be noted that no increase in this hourly rate is permitted without prior consultation with and the

approval of the Western REN. A clear indication of any services not to be provided and how these would be obtained and at what hourly cost.

Evaluation of Submissions

All submissions will be evaluated for their compliance and suitability with respect to the requirements of the Western REN.

The Western REN will review all submissions to determine whether Consultants have demonstrated the required experience and qualifications to fulfill the obligations of the services identified above.

Proposals will be evaluated for overall best value based on quality, service, price, and experience in the transfer of skills and knowledge in related disciplines.

Reference checks may also be conducted by the Western REN.

Applications will be accepted until no later than **4pm, October 21st, 2024**.

We would like to thank all those that submit a proposal but only those considered will be contacted

General and contact information

All inquiries can be directed to CEO Angélique LeBlanc 902-740-5099 or aleblanc@westernren.ca

Western Regional Enterprise Network
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