



Grand Challenges Canada®
Grands Défis Canada

BOLD IDEAS WITH BIG IMPACT®

**Bid Solicitation
Indigenous Innovation Initiative
Development & Philanthropy
Consultant**

**Submission Deadline:
February 21, 2019 – 15:00 ET**

RFP Reference Number: I3-FC-AB-001

Introduction

INDIGENOUS INNOVATION INITIATIVE'S OBJECTIVE

The Indigenous Innovation Initiative is dedicated to assisting Indigenous communities and people in Canada to identify and solve their own challenges, transform change, and drive inclusive growth through innovation. Hosted and backed by a team of experts at Grand Challenges Canada (GCC) and with the support of the McConnell Foundation & J&J, the Indigenous Innovation Initiative is poised to successfully foster Indigenous innovation and have significant impact in the lives of all Canadians.

The Indigenous Innovation Initiative (the Initiative) is Indigenous led and grounded in traditional ways of knowing and being. Extensive consultation with Indigenous elders and community leaders across Canada occurred prior to the 2018 launch of the Initiative. A council of Indigenous experts has since been established to ensure Indigenous epistemology is imbedded in all activities undertaken by the Initiative.

The Initiative, has designed a community consultation process based on traditional values of consensus, sharing, and interconnectedness. The first challenge area underway is Indigenous mental health. The design process provides a means to generate Canada-wide interest and support in our work. Moreover, the Initiative is prepared to spark change in other challenge areas facing Indigenous communities in Canada.

The Initiative seeks a **Development & Philanthropy Consultant (Indigenous Innovation)** to implement and further develop the Initiative's fundraising strategic plan. This key role to the Initiative's sustainability, will be focused on identifying and engaging new sources of funding, fostering relationships with existing and potential donors, and leveraging existing funds. The Development & Philanthropy Consultant will be the initial point of contact on all matters related to fundraising for the Initiative and work with the Initiative's and GCC's leadership to foster positive relationships and understanding with potential donors.

Part 1: General Information

1.1 Objective

- a. The objective of this bid solicitation is to select a consultant to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work in a manner that will provide the best value for Grand Challenges Canada's funds, attached herein as Appendix A.

1.2 Period of Contract

- a. The resulting contract will be in effect from approximately March 2019 to December 2019 with the possibility of renewal or extension for successive one-year term(s) up to a maximum of three years, depending on the length and progress of the project.

1.3 About the Indigenous Innovation Initiative & Grand Challenges Canada

The Indigenous Innovation Initiative serves to empower Indigenous people and communities to identify and solve their own challenges through innovative ideas that will transform lives and make positive change in their lives. The Indigenous Innovation Initiative seeks to provide flexible funding to Indigenous innovators working to solve challenges that will make an impact at all levels of community including nationally. We take a holistic approach to challenge areas.

For more information, please see: www.indigenousinnovate.org

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, Grand Challenges Canada funds innovators in low- and middle-income countries and Canada. The bold ideas Grand Challenges Canada supports integrate science and technology, social and business innovation – known as Integrated Innovation®. One of the largest impact-first investors in Canada, and with a feminist investment approach, Grand Challenges Canada has supported a pipeline of over 1,000 innovations in 95 countries. Grand Challenges Canada estimates that these innovations have the potential to save up to 1.6 million lives and improve up to 35 million lives by 2030. Grand Challenges Canada is hosted in Toronto at the Sandra Rotman Centre at the University Health Network.

For more information, please see: www.grandchallenges.ca, including our latest Annual Report under “Who We Are”.

Part 2: Standard Instructions, Clauses and Conditions

2.1 Submission of Proposal

- a. Grand Challenges Canada requests that each Bidder submit a Proposal to the email address outlined in Paragraph 2.2, as early as possible, but **no later than** February 21, 2019, at **3:00 p.m. Eastern Time**.
- b. The Proposal must include the firm's name, a contact name, address, telephone and fax numbers, and email address.
- c. Grand Challenges Canada requests that each bid contain a covering letter signed by the Bidder or by an authorized representative of the Bidder. The covering letter should reference the I3-FC-AB-001. The Bidder's signature indicates acceptance of the terms and conditions set out and/or referenced herein. The signatory must have authority to commit the organization by making such a proposal. A contract will not be awarded until a signed covering letter from the Bidder is received by Grand Challenges Canada. If the Bidder fails to provide a signed covering letter when requested to do so by Grand Challenges Canada, then the Bidder shall be disqualified from the bidding process and be declared non-compliant.
- d. It is the Bidder's responsibility to:
 - i. Obtain clarification of the requirements contained in the bid solicitation, if necessary, prior to submitting a bid
 - ii. Prepare its bid in accordance with the instructions contained in the bid solicitation
 - iii. Submit by closing time
 - iv. Send its bid only to the Contracting Authority named in Paragraph 2.2 below
 - v. Provide a contact name, address, telephone number and email address in its bid, as indicated in 2.1b above
 - vi. Provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation, in accordance with the criteria set out in this bid solicitation.
- e. Bids will remain **open for acceptance** for a period of not less than twenty-one (21) calendar days from the closing date of the bid solicitation. Upon notification to the responsive bidders, Grand Challenges Canada reserves the right in its sole discretion to extend the bid validity period at any time for up to fourteen (14) calendar days.
- f. Bids and/or amendments thereto will only be accepted by Grand Challenges Canada if they are received at the email address indicated below in Paragraph 2.2, on or before the closing date and time specified herein.

- g. Bids received will become the property of Grand Challenges Canada and will not be returned.
- h. All information within this bid solicitation is to be held in confidence.
- i. Except as specifically provided otherwise in the bid solicitation, Grand Challenges Canada will evaluate a Bidder's bid only on the documentation provided as part of its bid. Grand Challenges Canada will not evaluate information not submitted with the bid, such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

2.2 Contracting Authority

Grand Challenges Canada
661 University Avenue, Suite 1720
MaRS Centre, West Tower
Toronto, Ontario, M5G 1M1

Attention: Angela Bellegarde, Program Officer
Telephone: (416) 583-5821 ex. 5585
Fax: (416) 978-6826
Email: angela.bellegarde@grandchallenges.ca

Email is preferred for all communications. Bids and/or amendments will only be accepted by email.

3.1 Late Bids

- a. The Bidder has sole responsibility for the timely receipt of a bid by Grand Challenges Canada and cannot transfer this responsibility to Grand Challenges Canada.
- b. Grand Challenges Canada will return bids delivered after the stipulated bid solicitation closing date and time referred to in Paragraph 2, Sub-paragraph 1a, unless they qualify as a delayed bid.
- c. A bid received after the closing date and time but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Grand Challenges Canada (a "delayed bid").
- d. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of bids are not acceptable reasons for the bid to be accepted by Grand Challenges Canada.

4.1 Legal Capacity

- a. The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated, together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

5.1 Rights of Grand Challenges Canada

- a. Grand Challenges Canada reserves the right, in its sole discretion, to:
 - i. Reject any or all bids received in response to the bid solicitation
 - ii. Enter into negotiations with bidders on any or all aspects of their bids
 - iii. Accept any bid in whole or in part without negotiations
 - iv. During the evaluation, members of the evaluation team may, at their discretion, submit questions to or conduct interviews with Bidders, at Bidders' cost, upon forty-eight (48) hours' notice, to seek clarification and/or verify any or all information provided by the Bidder with respect to this bid solicitation
 - v. To award one or more contracts, if applicable
 - vi. Not to accept any deviations from the stated terms and conditions
 - vii. Conduct a survey of bidders' facilities and/or examine their technical, managerial and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation
 - viii. Contact any or all references supplied by bidders to verify and validate any information submitted in their bid, if applicable
 - ix. Correct any mathematical errors in the extended pricing of financial bids by using unit pricing and the quantities stated in the bid solicitation
 - x. Verify any information provided by bidders through independent research, use of any government resources or by contacting third parties deemed reliable by Grand Challenges Canada
 - xi. Incorporate all or any portion of the Statement of Work, Request for Proposals and the successful bid in any resulting contract
 - xii. Cancel the bid solicitation at any time without liability
 - xiii. Reissue the bid solicitation without liability
 - xiv. Extend the bid solicitation deadline without liability
 - xv. If no compliant bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the Bidders who bid to re-submit bids within a period designated by Grand Challenges Canada
 - xvi. Not to award a contract in part or at all.
- b. Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

6.1 Communications – Solicitation Period

- a. To ensure the integrity of the competitive bid process, all enquiries and other communications regarding the bid solicitation must be directed, by email, only to the Contracting Authority identified in the bid solicitation. Failure to comply can, for that reason alone, result in the disqualification of the bid.
- b. To ensure consistency and quality of information provided to bidders, significant enquiries received and the replies to such enquiries will be provided to all bidders, without revealing the sources of the enquiries.

7.1 Costs

- a. No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any other costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.
- b. No costs incurred relating to the Work before the receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any Grand Challenges Canada personnel other than the Contracting Authority. The Contracting Authority is the only authority that can commit Grand Challenges Canada to the expenditure of the funds for this requirement.

Part 3: Bid Preparation Instructions and Evaluation Procedures

1.0 Format of Bid

Section 1: Technical Bid

In its technical bid, the Bidder must demonstrate its understanding of the requirements described in the bid solicitation, as well as demonstrate how the Bidder will meet the requirements of Evaluation Criteria and Basis of Selection, as described in Appendix B. The technical bid must not exceed 10 pages including the cover sheet and any appendices.

Section 2: Financial Bid

The Bidder must submit its financial bid in accordance with the Basis of Fees, attached herein as Appendix C. The total amount of any taxes (e.g., the Harmonized Sales Tax (HST), Goods and Services Tax (GST), etc.) is to be shown separately, if applicable.

2.0 Evaluation Procedures

- a. Bids will be assessed against all mandatory and rated requirements identified herein and evaluated in accordance with the evaluation criteria specified in Appendix B.
- b. Any firm currently providing audit services to Grand Challenges Canada cannot be considered for this Request for Proposals, due to the need for independence and perception of independence.

Appendix A: Statement of Work

A. Title

This Request for Proposals seeks to engage an individual for hire in the role of:

- Development & Philanthropy Consultant (Indigenous Innovation)

B. Scope of Work

The Development & Philanthropy Consultant (Indigenous Innovation) will provide expertise assisting in the development and implementation of a fundraising strategy for the Indigenous Innovation Initiative. The Development & Philanthropy Consultant (Indigenous Innovation) will use their demonstrated knowledge of the current fundraising trends in both the Indigenous community and governmental, private, and corporate fundraising to successfully secure significant funds for the Indigenous Innovation Initiative's sustainability.

The Development & Philanthropy Consultant (Indigenous Innovation) will be responsible for increasing the profile of the Initiative across Canada and globally by identifying, developing, and implementing marketing materials and opportunities.

The Development & Philanthropy Consultant (Indigenous Innovation) will act as a primary point of communication for all fundraising activities associated with the Initiative and report to a member of the Indigenous Innovation Initiative and the Co-CEOs of Grand Challenges Canada.

The Development & Philanthropy Consultant will work within Canada but fundraising efforts will include opportunities that exist globally

The Development & Philanthropy Consultant should have expertise and/or extensive experience in the following core areas:

1. Fundraising

- a. Demonstrated success at raising donor funds over \$1 Million, in particular for Indigenous institutes, organizations, agencies, and/or programs.
- b. Demonstrated ability to creatively develop donor funding models to meet the needs of the both the donor and the Initiative.
- c. Expert knowledge of existing trends and landscape of Indigenous philanthropy including government, private, corporate, and planned giving.
- d. Significant and extensive existing network of contacts and relationships within Indigenous communities in Canada, as well as with potential donors and government stakeholders within Canada and abroad.
- e. Access to donor databases and other tools to assist in fundraising.
- f. Strong understanding of funding application and approval processes and cycles.

2. Communications and Reporting

- a. Demonstrated ability to act as key point person and effectively report to members of GCC and Initiative senior leadership teams, including Board Members and Advisory Councils. Must report progress, challenges, and other relevant information on a regular basis.
- b. Significant knowledge of Indigenous history in Canada, understand current Indigenous realities, and be knowledgeable of Indigenous values and ways of knowing.
- c. Demonstrated ability to effectively coordinate the development and submission of proposals under tight timelines.
- d. Strong ability to quickly establish rapport and build positive relationships with potential donors, government officials/personnel, and community leaders.
- e. Experienced at writing final reports, strategy documents, and proposals.

3. Marketing and Event Planning:

- a. Experience identifying and assisting in the development of materials and communication tools for fundraising.
- b. Experience determining and implementing creative opportunities to build donor relationships.

C. Deliverables & Timeframes

The Development & Philanthropy Consultant (Indigenous Innovation) will be expected to provide:

1. Within 2 weeks of start date, written analysis of the Indigenous Innovation Initiative's fundraising strategic plan identifying gaps and opportunities, and a landscape assessment of current trends in Indigenous corporate and foundation philanthropic giving.
2. Within 3 weeks of start date, a written proposal that identifies fundraising material requirements and associated budget after having consulted with GCC's Director General of Operations and other applicable personnel.
3. Identify at least 5 new funding/donor opportunities with high potential of success within 3 months of start date. Engage and conduct meetings with potential donors and include appropriate GCC leadership when and where appropriate within 5 months of start date.
4. Within 6 weeks of start date, follow up with existing donors and leads.
5. Plan and execute fundraising events for existing and potential donors within 6 months of start date.

6. Secure minimum of \$10 million (over 2-3 years) of funding by December 2019.
7. Develop 3 year follow on funding strategic plan by end of term of contract.
8. The Development & Philanthropy Consultant (Indigenous Innovation) will be expected to regularly report on actions and progress, as determined by the VP-Indigenous and GCC Leadership. The Development & Philanthropy Consultant (Indigenous Innovation) may be called upon to meet with the Indigenous Innovation Council.

The Development & Philanthropy Consultant (Indigenous Innovation) may also be required to fulfill additional reporting requirements as necessary and as required by the Indigenous Innovation Initiative and Grand Challenges Canada.

Overview of Support

The selected Development & Philanthropy Consultant will report to a member of the Initiative Team and will define the process and implement the infrastructure needed to provide the contracted services.

Appendix B: Evaluation Criteria and Basis of Selection

Evaluation Criteria and Process

Only those bids that meet all mandatory requirements identified in this Request for Proposals will be further evaluated, based on the criteria listed below.

The bid should be concise and should address, at a minimum, all mandatory criteria identified below. It is suggested that the Bidder address these criteria in sufficient depth in the bid.

The bid must identify the qualifications and experience of the personnel who will carry out the tasks, by systematically addressing each of the experience criteria as detailed below.

The firm's profile and resume for each proposed resource must be included in the bid.

For each resume submitted, the Bidder should ensure that:

- i. The name of the individual is clearly indicated
- ii. The resume clearly demonstrates where, when and how the stated qualifications/experience of the individual were acquired.

For evaluation purposes:

- **Where** means the name of the institution, as well as the position/title held
- **When** means the start date and end date (e.g., from January 2000 to March 2002) of the period during which the individual acquired the qualifications/experience
- **How** means a clear description of activities performed and the responsibilities assigned to the individual in this position and during this period.

Listing experience without providing any supporting data will not be considered to be "demonstrated" for the purpose of this evaluation. Full details should be included that describe the number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment, etc.

Mandatory Criteria for Technical and Financial Bid

In addition to those elements described above, the Bidder shall also provide:

1. **Basis of fees**, which will be evaluated separately, as described in Appendix C
2. **History of the firm and location**, affiliation with any relevant partners or networks, size, etc.
3. **Description of support team**, including bios, relevant experience and specific expertise that they will bring to this role – this section should demonstrate the ability of the firm to deliver on the specific items outlined in **Deliverables** in Appendix A

4. **Description of support process**, including specifics regarding the level of responsiveness that Grand Challenges Canada can expect on a regular basis – this section should include details about measures in place for when the primary contact/support staff are not available.
5. **Two (2) client references ONLY**, for whom you have provided the services described in the statement of work – any Bidder who provides less or more than (2) references will be automatically disqualified from the bidding process and be given no further consideration.
6. **Value-added services**, including whatever the Bidder may want to add to its proposal.

Scoring Rubric for Evaluation

1. Experience

- a. Does the bidder have the:
 - i. Fundraising expertise needed to accomplish their proposed deliverables?
 - ii. Sectoral/issue/problem expertise needed to accomplish their proposed deliverables?
 - iii. Geographic expertise and language competency needed to accomplish their proposed deliverables?
 - iv. Extensive network and relationships needed to accomplish their proposed deliverables?
 - v. Access to databases and other fundraising tools to accomplish their proposed deliverables?
 - vi. Experience working effectively within complex governance structures?
- b. Is the bidder an effective, results-driven leader/team with the proven capacity to deliver on their objectives?

2. Ability to effectively manage relationships in support of the Indigenous Innovation Initiative

- a. Does the proposal outline a strategy for ensuring that the Initiative's interest in enabling the success of fundraising is met?
- b. Does the proposal clearly articulate the key activities needed to achieve these deliverables?
- c. Will the completion of the proposed strategy and activities help the Initiative achieve its goals?

3. Fees

- a. Are the scope of the proposed work and the funds requested reasonable and commensurate with the proposed goals?
- b. Does the proposal represent a particularly thoughtful and efficient use of resources?

Evaluation of bids will also be guided by the Objective and Principles of Grand Challenges Canada's Contracting & Procurement Policy, found at www.grandchallenges.ca/funding-opportunities/resources/.

Based on the evaluation of the criteria described above, competitive bids could be invited for an interview. The purpose of the interview would be to further assess the capacity of the Bidders to best deliver the scope of work.

Appendix C: Fees

Bidders are required to provide their estimated fees in Canadian dollars, excluding applicable taxes, for each deliverable listed in Appendix A.

Bidders are requested to provide a detailed breakdown of the applicable hourly fee and/or monthly rate by deliverable for personnel involved in delivering the proposed deliverables.