



## REQUEST FOR PROPOSAL (RFP)

Issue Date: May 24, 2017

Proposals Due: June 14, 2017

Reply to: MLDP Committee  
c/o SARM  
200 – 2221 Cornwall Street  
Regina, SK S4P 2L1  
Ph: (306) 761-3931  
Fax: (306) 565-2141  
Email: [mldp@sasktel.net](mailto:mldp@sasktel.net)

### RFP SUMMARY:

The Municipal Leadership Development Program (MLDP) committee is inviting proposals from consulting firms and individuals interested in delivering the **Strategic and Financial Planning for Municipalities** module of the MLDP.

The Strategic and Financial Planning module gives municipal councils and administration the tools to go about setting short- and long-term priorities, develop action plans and put into place the financial framework to achieve the desired outcomes. In addition, presenters provide an overview of financial planning – the budget process, the relationship of assessment and taxation, tax tools, municipal borrowing and investments and a brief introduction to asset management.

This RFP is for the delivery of the full-day **Strategic and Financial Planning for Municipalities** module with visual, written and interactive components. The workshop includes a PowerPoint format presentation, group work/engagement, and a written manual to be provided as ‘take-home tools’ for module participants.

The presenter(s) may utilize materials to be supplied by the MLDP committee and will update the material as required.

**SUPPORTING DOCUMENTATION:**

Copies of the existing PowerPoint presentations will be made available to prospective candidates for their review upon request.

Interested firms and individuals must submit a formal response to this RFP **June 14, 2017**. Responses should include the following information at a minimum:

1. A brief background and history of the firm/consultant(s).
2. The resumes of the consultant(s) outlining: education, related professional experience and, if available, a portfolio of previously facilitated adult education workshops in a related field.
3. Any additional information deemed necessary to explain the firm's or individuals' expertise and capabilities.
4. The proposed fee for delivery of this full-day workshop.
5. Two (2) references which should include company name, contact name and position, telephone number(s), and email address.

**MLDP BACKGROUND INFORMATION AND AUDIENCE:**

The Municipal Leadership Development Program is a series of modules or workshops developed exclusively for elected and appointed municipal leaders in Saskatchewan. The modules target specific issues of importance to urban, rural and northern municipalities. Mayors, reeves, councillors and municipal staff are able to benefit from this program that is designed to strengthen local government leadership.

MLDP is presently structured around six one-day modules. Typically the workshops are six (6) hours in length and delivered four (4) times throughout each program year at the time and place designated by the MLDP committee.

Developed in 2003, the MLDP is a joint partnership of the Saskatchewan Association of Rural Municipalities (SARM), the Saskatchewan Urban Municipalities Association (SUMA), the Rural Municipal Administrators' Association (RMAA), the Urban Municipal Administrators' Association of Saskatchewan (UMAAS), New North – SANC Services Inc., and the Ministry of Government Relations. The MLDP is administered by SARM.

**CONSIDERATION AND TIMELINE:**

Experience within the municipal sector will be considered, along with the proposed fee for delivery as the program budget is strict.

This module of the MLDP is expected to be ready for presentation through the program by November of 2017. The PowerPoint presentation and manual will need to be finalized for review by the MLDP committee by *September 30, 2017* to allow for any revisions and final approval by the MLDP committee. .

**QUESTIONS:**

Questions or requests for additional information should be directed to:

Ashley Leugner  
Program Administrator  
Ph: (306) 761-3931  
Fax: (306) 565-2141  
Email: [mldp@sasktel.net](mailto:mldp@sasktel.net)

