

## REQUEST FOR PROPOSAL (RFP):

### Environmental Scan and Report for Strategic Planning

#### Project Overview

Options for Sexual Health, a non-profit organization dedicated to promoting sexual health and wellness in British Columbia, Canada, seeks a qualified consultant to conduct a comprehensive environmental scan and produce a detailed report. The goal of this project is to gain a thorough understanding of the current landscape surrounding sexual health (clinical services, education, and information) in BC, including relevant legislation, policies, funding opportunities, community needs, historical context, and trends.

Options is at a pivotal point in its organizational evolution, and the Environmental Report will inform Options' next Strategic Plan.

#### Scope of Work

The consultant will be responsible for the following tasks:

1. **Literature Review:** Conduct a thorough review of existing literature, research, and reports related to sexual health in BC, including government publications, academic studies, and non-profit organization reports.
2. **Data Analysis:** Analyze the collected data to identify key trends, gaps, and opportunities within the sexual health landscape.
3. **Report Development:** Prepare a comprehensive report summarizing the findings of the environmental scan, including recommendations for future initiatives and strategies.

Interviews with limited key knowledge holders may be in scope.

#### Deliverables

The consultant will deliver the following deliverables:

- A detailed project plan outlining the methodology, timeline, and deliverables.
- A draft report for review and feedback.
- A final report, including executive summary, findings, recommendations, and supporting documentation, in **December 2024**.

#### Qualifications and Experience

The ideal consultant will possess the following qualifications and experience:

- Advanced degree in public health, social work, or a related field.
- Minimum 5 years of experience working in the field of sexual health or public health.
- Proven ability to conduct research, analyze data, and write clear and concise reports.
- Strong understanding of the social, political, and research context of sexual health in BC.
- Experience working with non-profit organizations.

#### Proposal Requirements

Proposals should include the following information:

- Consultant's qualifications and experience.

- Proposed methodology and timeline for completing the project.
- Budget and fee structure.
- References from previous clients.

### **Submission**

Proposals should be submitted to [executivedirector@optbc.org](mailto:executivedirector@optbc.org) by 8am October 21, 2024.

### **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the consultant – 30 points
- Proposed methodology and approach – 30 points
- Clarity and comprehensiveness of the proposal – 30 points
- Budget and fee structure – 10 points

Total 100 points.

### **Additional Information**

Following receipt of the Report, Options' Board will be designing its Strategic Planning process. It is expected that we will engage a facilitator for consultations and a report-type deliverable. The successful applicant for the Environmental Scan and Report project may be considered for this further work, or we may conduct an alternate selection process.

**Thank you for your interest in this opportunity.**

**APPENDIX 1: CONFLICT OF INTEREST FORM**

**Conflict of Interest Form**

If the box below is left blank, the Vendor will be deemed to declare that: (1) there was no Conflict of Interest in preparing its submission; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the Request for Proposal. Otherwise, if the statement below applies, check the box.

The Vendor declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the vendor foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the Request for Services.

If the Vendor declares an actual or potential Conflict of Interest by marking the box above, the Vendor must set out below details of the actual or potential Conflict of Interest:

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Name: Signing Authority of Company

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Title:

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Signature:

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Date: