



Wanuskewin Heritage Park Authority is accepting proposals from proponents to provide guidance and facilitation for the purposes of:

- A. Strategic planning
- B. Establishing a board governance model.

Background:

Wanuskewin Heritage Park is a National Historic Site and Provincial Heritage Park that brings to life the history and culture of the Northern and Plains First Nations peoples. The 760 acre Park, located five kilometers north of the City of Saskatoon, was dedicated by Her Majesty the Queen Elizabeth II in 1987, and established by the Province of Saskatchewan in 1992 as a living memorial to the people who gathered on the site for over 6,000 years. The 31,000 square foot Visitor Centre features an Art Gallery, Gift Shop, Theatre, Museum, Activity Area, Restaurant, and Meeting Facilities. The Wanuskewin Heritage Park Act was proclaimed by the Provincial Legislature in 1989. The Act is currently under review.

Wanuskewin Heritage Park Authority is a registered charitable organization and is represented by the Park's corporate Board of Directors. The Board of Directors consists of representatives from Federal, Provincial, Municipal and First Nation governments as well as the University of Saskatchewan, Meewasin Valley Authority and Wanuskewin Circle of Friends (volunteer body). At present the organization employs 18 people with operations being year round. Wanuskewin operates through funding from all levels of government as well as self supporting activities and revenue generation.

Services to be performed:

- A. Facilitate a Strategic Planning process with the Board and senior administration.
 - Create and summarize a strategic planning document
- B. Develop a Board Governance Model with members of the board.
 - Creation of a Board Manual (consisting of but not limited to policies, procedures, bylaws, act etc.)

Your response to this Request for Proposal:

1. Overview of your qualifications and experience in providing the services of facilitated strategic planning and/or development of a board governance model.
2. Describe the approach and phases necessary to carry out the deliverables, along with a timeline.
3. Describe the communication and consultation that will be carried out with both the Board and management team.
4. Provide references of three other organizations that you have provided these types of services for.
5. Describe your unique attributes and why selecting you as a service provider would be the best decision we could make.
6. Outline your fees to carry out and fulfill these services.

Responses to this request can be made to either all or part A or B of this proposal.

Timeline:

The deadline for proposals is 4:30 pm, March 15th, 2010. Anticipated timelines are April 30th, 2010 for Strategic Planning and July 31st, 2010 for Board Governance.

Evaluation Process:

Wanuskewin Heritage Park will review and evaluate proposals on a qualitative basis. Proponents(s) will be selected based on process and outcomes. Final selection(s) will be in consideration, but not limited to your ability to meet or exceed requirements, past experience with similar and a diversity of organizations, efficiency in approach and transition as well as fees. Short listing, will be conducted by the WHPA HR/Governance Committee.

Responses and inquiries for this RFP should be directed to:

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