



Request for Proposals (RFP)

Municipality of Calvin – Strategic Plan Consulting Services

RFP Issue Date: November 12, 2025

RFP Reference: SPC-2025-01

Closing Date: December 15, 2025, 12:00 PM

1. Introduction

The Municipality of Calvin is a single-tier rural municipality located in the Nipissing District of Northeastern Ontario, with a land area of approximately 140 km² and a population of under six hundred residents.

The Municipality of Calvin in the Nipissing District of Ontario, is nestled between North Bay and Mattawa along Highway 17. It is situated north of Algonquin Provincial Park, with the Mattawa River forming its northern border.

The Corporation of the Municipality of Calvin (the Municipality) is seeking proposals from qualified consulting firms to facilitate the development of a comprehensive 5-year Strategic Plan. This plan will serve as a roadmap for Council and staff to align community priorities, guide resource allocation, and achieve measurable outcomes over the coming years.

Council and staff will participate actively in the process. The Strategic Plan will support participation in regional economic development initiatives, improve transparency and accountability, and guide municipal decision-making for years to come.

The Municipality expects this project to be completed no later than May 31, 2026.

2. Purpose of the RFP

The purpose of this RFP is to retain a professional consulting firm to:

- Facilitate the creation of a Strategic Plan that reflects the Municipality's vision, mission, values, and priorities.
- Conduct detailed community analysis, including demographic, economic, infrastructure, and service assessments.
- Engage Council, staff, residents, stakeholders, and community organizations to identify shared goals and values.
- Develop measurable goals, strategies, and an implementation framework for the short and long term.
- Provide a high-quality, actionable plan that guides decision-making, policy, budgeting, and service delivery.
- Ensure the project is completed by no later than May 31, 2026.

3. General Statements of Scope of Work

3.1 Project Initiation

- Meet with the CAO to confirm objectives, timelines, and engagement expectations.
- Review municipal documents, policies, and previous planning efforts.

3.2 Community and Stakeholder Engagement

- Design and implement a consultation strategy for residents, businesses, and community organizations.
- Facilitate workshops, surveys, and focus groups as needed.

3.3 Data Collection and Analysis

- Gather and analyze demographic, economic, infrastructure, service, and other relevant community data.
- Identify community strengths, weaknesses, opportunities, and threats (SWOT analysis).

3.4 Strategic Plan Development

- Develop draft strategic priorities, goals, and measurable outcomes.
- Incorporate Council and staff input at key milestones.
- Produce a draft Strategic Plan with recommendations, implementation strategies, and reporting frameworks to the CAO and to Council.
- Incorporate any final revisions based on Council feedback.

3.5 Presentation and Finalization

- Present the final Strategic Plan to the CAO and to Council.
- Ensure final plan completion no later than May 31, 2026.

4. Consulting Firm Qualifications

Proposals will be evaluated based on the consulting firm's:

- Experience in municipal strategic planning, preferably in small rural communities.
- Demonstrated ability to facilitate community engagement and stakeholder consultations.
- Knowledge of best practices in governance, strategic planning, and municipal operations.
- Capacity to deliver a high-quality, actionable plan within the project timeline, including completion by no later than May 31, 2026.

5. Proposal Submission Requirements

Consulting firms are requested to provide:

- Company profile and qualifications
- Proposed methodology for delivering the Strategic Plan, including engagement strategies and timelines.
- Detailed work plan and schedule, including:

- *Proposed start and completion dates (confirmation of timelines)
 - Frequency of meetings with the CAO to review progress
 - Frequency and format of updates to Council
 - Key milestones and draft submissions
 - Team member biographies and roles
 - References from comparable projects (minimum of 2)
 - Cost proposal, including fees and any expenses. Price quoted must be all-inclusive of travel, meals, accommodations, plus HST.
- *Timeline is subject to adjustment based on Municipality of Calvin and consultant consultation prior to the initiating a formal agreement.

6. Deliverables and ownership:

The final Strategic Plan will become the property of the Municipality of Calvin.

Final Report Presentation

The consulting firm will provide:

- Ten professionally bound paper copies
- One editable Word document formatted with accessible fonts and structure consistent with the Accessibility for Ontarians with Disabilities Act (AODA, 2005), including headings, large-print (minimum 14 pt) text, and screen-reader compatible formatting.
- One electronic copy (PDF or Word) fully accessible and compliant with AODA standards, including proper structure, alt text for images and charts, and readable font size.

7. Evaluation Criteria

Criteria	Max Points	Notes
Understanding of project objectives and scope	15	Demonstrates clear comprehension of the Municipality's needs and goals.
Experience and qualifications of consulting team	20	Relevant experience in municipal strategic planning, especially in small/rural communities; qualifications of team members.
Methodology and proposed approach	20	Feasibility, clarity, and effectiveness of proposed engagement, data collection, analysis, and plan development.
Ability to meet timelines and project milestones	20	Realistic work plan, frequency of meetings with CAO, updates to Council, final completion by May 31, 2026
References from comparable projects	10	Quality of references and prior project success.
Price / overall cost-effectiveness	15	All-inclusive pricing, value for money (lowest cost not necessarily selected).

Total Points: 100

8. Project Timeline

The Municipality's proposed timeline for this RFP process is as follows:

- RFP Issue Date: November 12, 2025
- Proposal Submission Deadline / RFP Opening: December 15, 2025, at 12:00 PM
- Interview with CAO and Council: by January 31, 2026
- Council Award Decision: by January 31, 2026
- Agreement on Project Timelines and Project Commencement: By February 15, 2026

9. Submission Instructions

Proposals can be submitted in a sealed envelope, by mail, hand delivery or courier at the Municipal office, 1355 Peddlers Drive, Mattawa, ON P0H 1V0, by noon, December 15, 2025, clearly labelled "Request for Proposals (RFP) SPC-2025-01- Municipality of Calvin – Strategic Plan Consulting Services".

or

Electronic submissions will be received until noon, December 15, 2025, with the subject line "Request for Proposals (RFP) SPC-2025-01- Municipality of Calvin – Strategic Plan Consulting Services" to cao@calvintownship.ca

10. For inquiries regarding this RFP, please contact:

Donna Maitland, CAO/Clerk Treasurer

Phone: 705-744-2700

Email: cao@calvintownship.ca