

Request for Proposal for the Development of Strategic Housing Plans For the communities of Melfort, Tisdale and Nipawin

Purpose:

- Assist the municipal representatives in developing community specific housing strategic plans that address the continuum of housing needs and to provide a document that improves their community capacity to leverage resources that may be available

Project Description:

The consultant will work with the stakeholders, communities and the Northeast Regional Intersectoral Committee to:

- Facilitate a community development process with the goal of establishing a strategy to address housing issues in the identified communities
- Assist communities in accessing funding and supports to address housing needs

Deliverables:

1. A housing strategic plan for each of the three communities of Melfort, Tisdale and Nipawin

The components of each strategic housing plan will:

- Address the continuum of housing needs
- Be aligned to the provincial housing strategy
- Identify opportunities and challenges
- Include a vision, identified key principles and specific goals and objectives
- Identify priority areas and their actions
- Identify key community partners and stakeholders and their roles
- Identify outcomes and achievements

2. A “ tool box “of potential housing programs and funding resources to be useful for future implementation of action plans

3. Reports provided to the Northeast Regional Intersectoral Committee Housing Steering Committee

- The achievement of deliverables as outlined in Attachment A (Housing Strategic Project Deliverables chart)
- Monthly written progress reports to be provided to the Northeast RIC coordinator
- A final report for the project

Project Timelines:

- All deliverables must be completed by March 31, 2012
- Payments will be staged based on completion of reporting deliverables

Proposals must include:

- Detailed timelines of deliverables as outlined in Attachment A
- Description of approach and methods to complete the project
- Community engagement strategy
- Qualifications and experiences
- Written references
- Expected remuneration for service (up to a maximum of \$36,000.00)

Submit proposals by June 3, 2011 to:

Northeast Regional Intersectoral Committee

Box 6500, Melfort, SK S0E 1 A0

Attention: Brenda Ives

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For more information contact:

Brenda Ives, Coordinator, Northeast Regional Intersectoral Committee

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Housing Strategic Project Deliverables - Attachment A

Deliverables	Knowledge/ Actions
1. Draft Housing Strategic Plans	Environmental scan identifying current status of housing, trends & issues
	Provincial housing model framework provides guidance
	*Present to Steering Committee
2. Vet Draft Housing Strategic Plan with respective municipal councils	Meet with councils to garner support, indentify gaps
	Revise Draft Housing Strategic Plans
	Report to the RIC Coordinator
3. Vet revised draft Housing Strategic Plan with focus group per community	Determine focus group process
	Identify key people to invite to focus group
	Revise draft Housing Strategic Plans based on focus group feedback
	*Present to Steering Committee
4. Present revised Housing Strategic Plan to respective municipal council	Articulate recommended next steps
	Revise draft Housing Strategic Plans
5. "Tool Box" of potential housing programs and funding resources useful to implement Housing Strategic Plan	Identify potential funding sources
	Compile list of resources and contacts
	Report / present Tool Box to RIC Coordinator
6. Present final Housing Strategic Plans and Project Final Report	*Presentation to the Northeast Regional Intersectoral Committee (RIC) * Final approval by the Northeast RIC

***The Consultant would provide regular reports/updates based on deliverables to the RIC Housing Steering Committee. The achievement of deliverables would trigger percentage payment per agreed to contract.**