



**Request for Proposals**  
**Regarding**  
**Strategic Planning Facilitation**  
**For the**  
**Kelowna Visual and Performing Arts Centre Society**

1. Notice - Kelowna Visual and Performing Arts Centre Society (KVPACS) seeks proposals for strategic planning facilitation to be received by Rotary Centre for the Arts General Manager Patrick LeBlanc, 421 Cawston Avenue, Kelowna BC, V1Y 6Z1 by 5 pm Friday June 9, 2017.
2. Description of Organization – KVPACS governs the operation of the Rotary Centre for the Arts (RCA), which is the hub of Kelowna’s arts and cultural scene. As a society, it strives to improve the cultural, economic, and social quality of life in the community by fostering participation in and appreciation of the arts. The RCA is a world-class facility celebrating creative expression through diverse art forms and disciplines. The RCA general manager reports to the 10 person KVPACS board of directors and is responsible for the work of 10 full time and 12 part time employees, 85 volunteers and 20 instructors. The City of Kelowna and The Central Okanagan Foundation are key supporters of the society.

**Mission statement:** To celebrate, nurture and promote the arts through diversity, entertainment and education.

**Vision statement:** To be the heart of Kelowna’s arts and cultural experience.

3. Scope of work – to establish a 5 year strategic plan with goals and objectives consistent with the mission and vision of the society.

Specific tasks: (1) establish a strategic planning process through preparatory meetings or discussions with the KVPACS strategic planning committee, (2) facilitate a minimum of a single day strategic planning session with the Board of Directors and general manager, and (3) submit a final report which details the society's 2018-2022 strategic plan.

(Note: It is anticipated that the strategic planning meeting would assess the society's strengths, weaknesses, opportunities and threats, review the current mission and vision, and identify specific short and long term goals and priorities for the period 2018-2022. The society wishes to propose the strategic plan at its November 2017 annual general meeting. Therefore, the board strategic planning session should be scheduled during summer 2017.)

4. Qualifications: bidders responding to this RFP must provide evidence of substantial knowledge and experience in developing strategic plans for non-profits or similar organizations.
5. Proposal specifics: should include a cover letter specifying the bidder's qualifications and experience in providing strategic planning facilitation, a brief overview of the proposed format for a 6 hour planning session, professional references, and anticipated not-to-exceed costs for all preparatory discussions, meeting facilitation, follow-up discussions, as required, and submission of a detailed final report.

(Note: The emphasis of a proposal of services should be on responding to the requirements set out in this RFP. Unnecessarily elaborate or glossy proposals are neither expected nor desired.)

Please contact Patrick LeBlanc at [gm@rotarycentreforthearts.com](mailto:gm@rotarycentreforthearts.com), or 250-717-5304 ext. 109 with any queries prior to submitting a proposal.