



Issue Date: November 1, 2017

Request for Quote: Human Resources Policy Review and Update

PROJECT DESCRIPTION

The Greater Victoria Coalition to End Homelessness (the Coalition) requests a quote for review and update of its organizational policy manual.

The proposed work is to take place in two phases:

- Phase 1 – detailed analysis of the current policies to identify gaps and required enhancements.
- Phase 2 – work collaboratively with Coalition Staff to draft a series of new or enhancements to existing policies and procedures for review and approval by the Coalition Board of Directors Policy and Governance Committee.

The Consultant will review existing policies against current legislation and trends in governance, operations, human resources management, financial management and general administration recommending adjustments as appropriate.

PROJECT OBJECTIVES

The objective of this policy review and update is to enhance the effectiveness and clarity in how the Coalition operates and conducts its day-to-day business. The following activities will be performed by the successful proponent:

1. Conduct a detailed review of the Coalition's current policy manual;
2. Prepare a brief report containing recommendations and rationale for improvements and/or enhancements;
3. Prepare draft updated version of the policy manual based on direction provided by the Coalition's Executive Director in response to the recommendation report;
4. Attend one meeting with the Coalition's Governance and Policy Committee to present the draft policy manual and seek input and guidance on final document; and,
5. Produce an updated version of the policy manuals.

QUOTES WILL BE RECEIVED BY EMAIL UNTIL END OF DAY, NOVEMBER 10, 2017

The successful proponent will be notified no later than end of day Friday, November 14, 2017.

QUOTES ARE TO BE SENT TO:

Administrative Coordinator
Greater Victoria Coalition to End Homelessness
admin@victoriahomelessness.ca

Don Elliott, Executive Director
Greater Victoria Coalition to End Homelessness
delliott@victoriahomelessness.ca

Questions and clarifications may be sent in advance by email as above.

SUBMISSION REQUIREMENTS

In order to be eligible for this quote, please provide:

- Fee for service – per hour or single fee
- Proposed strategy and timeframe for project completion.

DEADLINE

The final version of the policy manual that has been approved by the Governance and Policy Committee must be received by the Executive Director no later than March 9, 2018.

ABOUT THE GREATER VICTORIA COALITION TO END HOMELESSNESS

The solutions to end homelessness are as diverse as homelessness itself, and we all have a role to play in ending homelessness. The Greater Victoria Coalition to End Homelessness Society (Coalition) was formed in 2008 with a mission to end homelessness in Greater Victoria. The Coalition consists of service providers, non-profit organizations, all levels of government, businesses, postsecondary institutions, the faith community, people with a lived experience of homelessness, and members of the community. This diverse membership is referred to as Coalition Stakeholders.

Our Vision: A Region without Homelessness

Our Mission:

1. To ensure appropriate solutions are in place to serve those individuals experiencing chronic homelessness in the capital region.
2. To ensure all people facing homelessness in the Capital Region have access to safe, affordable, appropriate, long-term housing.

TERMS AND CONDITIONS

- Progress payments will be made on invoiced work.
- The Coalition is not bound to accept any of the quotes received as a result of this RFQ.
- Proponents may be asked after the submission date to modify certain components of their initial quote, or to add in additional services not originally outlined, subject to the agreement of all parties, including the GVCEH and the proponent.
- All costs of a proponent in the preparation and submission of the quote, and any additional costs incurred in responding to requests for further information during the evaluation process, shall be at the sole expense of the proponent.
- Proponents who are short-listed may be required to attend a presentation and interview for clarification and exploration.

CONFIDENTIALITY OF INFORMATION

- Information pertaining to this quote or any information obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Greater Victoria Coalition to End Homelessness.

OWNERSHIP OF MATERIALS AND RESULTS

- All policy content and documentation is the property of the GVCEH.