



BLACK PHYSICIANS OF CANADA
MÉDECINS NOIRS DU CANADA

Website: www.blackphysicians.ca

E-mail: info@blackphysicians.ca

Twitter: [@blackdocscanada](https://twitter.com/blackdocscanada)

Instagram: [@blackphysiciansofcanada](https://www.instagram.com/blackphysiciansofcanada)

Facebook: [@blackphysiciansofcanada](https://www.facebook.com/blackphysiciansofcanada)

LinkedIn: Black Physicians of Canada

Request for Proposals - Black Physicians of Canada Strategic Plan

ORGANIZATION & PROJECT SUMMARY

Black Physicians of Canada (BPC) is a national, federally incorporated not-for-profit organization representing more than 360 Black physicians and physicians-in-training. The organization was founded in July of 2020 with a commitment to uniting, supporting, amplifying and empowering Black physicians and physicians-in-training through mentorship, professional development, research, and engagement with regulatory authorities. We are also committed to improving the quality of the health of Black Canadians through various initiatives, including research, advocacy, community engagement and partnerships with federal and private agencies.

Scope of the Project

As part of the next phase of its development, Black Physicians of Canada is seeking proposals from qualified consultants to assist in the development of a comprehensive strategic plan that will guide its direction until 2030.

The successful proponent(s) must have recent experience and understanding of the non-profit sector in general, as well as the health and social services sector specifically. The successful proponents will also have extensive strategic planning experience including the ability to coordinate and facilitate the planning process, conduct internal and external stakeholder interviews in both official languages and create strategic planning assets that are measurable and suitable for public review and presentations. The successful proponent(s) must have a demonstrated understanding of the effects of anti-Black racism on Black populations, and demonstrated experience (lived or work) working with Black communities and organizations.

Schedule of Events

The following schedule is provided for planning purposes only. Black Physicians of Canada may alter this schedule at any time and accepts no responsibility for adherence to this schedule:

A. Issue Request for Proposal: June 21, 2024

B. Deadline to Receive Proposals: July 5, 2024



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C. Presentation to BPC Board: July 8 - 12, 2024

D. Awarding of Proposal: July 17, 2024

ORGANIZATION BACKGROUND

Mission

Our mission is to unite, support, amplify and empower Black physicians, physicians-in-training, and the Black community in Canada.

Vision

We envision a country where Black Canadians are equitably represented in the field of medicine and racialized health disparities are eliminated. We invite you to learn more about us at: www.blackphysicians.ca.

Scope of Services

It is expected that the consultant will be responsible for providing expert advice and facilitation throughout the project and the following deliverables at a minimum:

1. Develop a critical path identifying key tasks and timeframes for completion of the plan by December 31, 2024.
2. Project coordination including regular meetings with the Board of Directors and Executive Director providing status reports to keep the project on schedule.
3. Seek and collect input from range of national stakeholders including the gathering of key informant insights and recommendations in both English and French
4. Engage in a process of strategic review, these strategic reviews should help Black Physicians of Canada identify our goals, and identify how to be successful in executing our mission. The review process should include:
 - A brief organizational review and analysis of strengths, weaknesses, threats and opportunities
 - An assessment of need and/or gap analysis
 - An environmental scan including a limited review of the key capabilities of similar organizations
5. Facilitate meetings, discussion and decision making ensuring that conversations are productive and innovative and oriented towards creating a shared future and vision for the Black Physicians of Canada



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6. Facilitate a process to evaluate, revise and update the organization's foundational statements (mission, vision, and values)
7. Develop a Theory of Change to support implementation and ground the strategic plan
8. Develop a comprehensive Strategic Plan that is suitable for public review and presentations
9. Develop recommendations for an Operational Plan to implement the strategic plan

Budget

The identified budget range for the project is \$45,000 - \$50,000 CAD. Applicants must ensure that the proposal submitted is realistic in terms of project cost and takes into account unforeseen costs or overages that will not exceed the project limit.

Proposal Requirements

A cover letter should be provided with the proposal clearly stating an understanding of the service to be provided. The letter must include the names of all individuals who will be participating in the project on behalf of the consultant. The person signing the covering letter must be authorized to bind the consultancy.

Proposals must include the following components, each in appropriate detail:

- An overview of the vendor's firm or consulting company
- An overview of the vendor's experience in similar projects along with at least three (3) references that outline previous projects of a similar nature that have been completed by the vendor. This will include the client names and contact information including telephone numbers. Black Physicians of Canada may contact these references
- An overview of the vendor's experience (lived or work) working with Black communities and organizations
- Resumes of the person(s) that will work on this project
- An indication of the vendor's understanding of the project scope and requirements, including how each of the specific requirements will be performed
- A critical path with recommended tasks and associated timelines
- A quotation for the completion of the project with hourly rates and including disbursements, applicable taxes, and any other expenses to be charged to Black



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Physicians of Canada. In the event of an unexpected termination of the contract if decided by Black Health, no other costs will be billable to Black Physicians of Canada other than allowable costs incurred up to the date of the contract termination

- Ability of the vendor to engage stakeholders in English and French
- The anticipated level of participation required by Black Physicians of Canada staff and Board of Directors and in what timeframes
- An outline of what outputs are to be provided to Black Physicians of Canada

You may supplement your proposal with any additional information you feel will strengthen your submission.

Selection process

The shortlisted proposals will be reviewed by the selection and an interview held with the selected candidates by July 17, 2024.

Conflict of Interest

Each proponent (on its own behalf and on behalf of all members of its team, if any) shall declare in its response any real or perceived conflict of interest which either presently exists or can reasonably be foreseen as arising in the future. A conflict of interest will be evaluated on its merits and will not necessarily result in the exclusion of a response.

Conditions

Black Physicians of Canada will not be liable for any costs incurred by the proposers in the preparation of their response to this proposal or attending the presentation if required. Black Physicians of Canada reserves the right to ask for additional information and adjustments to any proposed response. Black Physicians of Canada will keep all information provided by the candidate confidential. Information provided to the respondents is to be used for the sole purpose of responding to this RFP.

Questions and Clarification

All interested parties will have the opportunity to ask questions and seek clarification by contacting Julie Sobowale at ed@blackphysicians.ca.