

# **Town of Riverview**

## **COUNCIL REPORT FORM**



Presented to: Mayor and Council

Department: Gerry Cole and Colin Smith

Date: September 10, 2018

Subject: RFP# 18-62 Fundraising Consulting Services

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### **BACKGROUND**

On March 2, 2018, the Town of Riverview issued a Request for Proposals with a deadline of April 6, 2018, seeking proposals from qualified proponents to provide fundraising consulting services to the proposed \$3.0 million fundraising campaign for a Community Wellness Centre. The Wellness Centre Committee, as appointed by Council, convened a Selection Committee to review the proposals based upon established criteria including; a comprehensive understanding of the project's objectives; their methodology, work plan and proposed approach; their capability, experience and professional qualifications; their demonstrated knowledge of the local fundraising market; and their proposed budget.

The evaluation and recommendation from the Committee was delayed due to Council's review and update of the ten year Capital Plan. Staff and the Committee did not want to proceed with the evaluation and award of this RFP until it was determined where this project fit in Council's capital budget planning for the next ten years.

### **CONSIDERATIONS**

#### **Legal:**

N/A

#### **Financial:**

During the 2018 budget deliberations, Council approved placing the predetermined sum of \$250,000 in the operational budgets of 2018 and 2019 to address the activities required to initiate the fundraising, building design, and construction of this proposed facility.

Two firms submitted proposals by the deadline for review; Campaign Coaches and BNP Philanthropic Performance (BNP). Based upon the criteria as set forth in the Request for Proposals, the Wellness Centre Committee recommends the selection of BNP at a cost of \$270,480 (HST included). These costs would be spread out over the time period of the campaign initiation and execution, which is estimated to take a maximum of 34 months. Therefore, there is funding in the operating budgets over the next few years for these costs and other costs related to this project.

#### **Policy:**

N/A

Stakeholders:

It was noted that BNP was the successful proponent for the May 2016 Request for Quotes: Pre-campaign Study and Major Fundraising Campaign to provide guidance, expertise, and assistance for its Wellness Center Capital Campaign.

Strategic Plan:

Theme: Planning for Future

Objective: Take a well-planned and fiscally responsible approach to building and maintaining public infrastructure.

Action: Continue collaboration with Wellness Centre Committee and other community groups to ensure recreation facilities and programs meet residents' needs.

Interdepartmental Consultation:

As part of the update 10 year Capital Plan, Council amended the budget for the Wellness Centre project to be completed in phases and the first phase of this project is still contemplated for completion in 2022 and 2023. During those budget discussions, Council did give the indication it still wanted the Town to proceed with the fundraising initiative for this project. The Community fundraising support is critical to help secure federal and provincial support for the project.

Communication Plan:

N/A

Recommendation:

The Request for Proposals (RFP) Evaluation Committee recommends the award of this RFP to BNP Philanthropic Performance for the sum of \$270,480 (Taxes included).

Motion:

That Town Council approve the award of the RFP for fundraising consulting services to BNP Philanthropic Performance for the sum of \$270,480 (Taxes included). Council directs staff to develop a contract with BNP that clearly defines the scope of this engagement and expected deliverables for the Town. Council authorizes the Mayor and Town Clerk to sign the agreement on behalf of the Town of Riverview.