**Sample Request for Proposals**

[INSERT ORGANIZATION LOGO HERE]

**Introduction and Background**

[Insert information about the organization and what type of support the organization is looking for.]

Example:

[ORGANIZATION] is a community-based non-profit organization made up of physicians in the [X] region to achieve common health goals. [ORGANIZATION] works collaboratively with health authorities and community partners to enhance local patient care and improve professional satisfaction for physicians.

[ORGANIZATION] is seeking proposals from qualified parties to provide consulting services for the completion of our [X] project. The [X] project was last revised in 2018 and we would like to update it in alignment with legislation requirements and the organization’s values and mission.

**Scope of Work**

[Insert information about what is required of the contractor and their main duties and responsibilities.]

Example:

[ORGANIZATION] is looking to renew our [X] project by:

* [List of tasks]
* Example: Designing documentation that reflects a modern workplace and our organizational values

Key activities we would be looking for include:

* [List of activities]
* Example: Weekly staff meetings to provide updates on project tasks, timelines, etc.

Key project deliverables include:

* [List of deliverables]
* Example: Final project report outlining results, recommendations and key changes

The main contact for this work will be [Name and Title].

**Timeframe**

[Insert information about when you are looking to commence and end this work.]

Example:

[ORGANIZATION] would like to commence this work by [DATE], conclude by [DATE] and can accommodate flexibility around these timeframes.

**Elements of Proposal**

[Insert information about what need to see in a proposal for this work.]

Example:

* Proposals should provide details addressing how the interested individual will identify, facilitate, analyze and implement each project goal within the scope of work, including the methodology. Proposals should also include the following:
* Information demonstrating that they have the required experience and relevant qualifications to perform the services described in the scope of work
* Qualifications and competencies for the assignment
* Demonstrated understanding of all relevant federal and provincial legislation, including the BC Human Rights Code, BC Employment Standards Act, PIPA, etc..
* Workplan and timeline that meets our requirements
* Sufficient details on fees/costs associated with the project scope

**Submission guidelines**

[Insert information on when and how interested individuals can submit their proposals.]

Example:

Please submit your proposal to [NAME, EMAIL] by [DATE]. Any questions regarding this request for proposals can be directed to [NAME, EMAIL, PHONE]. All submissions received will be kept confidential.