Wanuskewin

Wanuskewin Heritage Park Authority

Request for Proposals – Strategic Planning

RFP Number: **ADM.2025.01**

Project Contact: **Jenaya Chutskoff**

Date: **July 7, 2025**

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INFORMATION FOR BIDDERS

1. Background

Wanuskewin Heritage Park (Wanuskewin) is a National Historic Site and Provincial Heritage Property that brings to life the history and culture of the Northern and Plains First Nations peoples. The 741 acre Park, located in the RM of Corman Park and the City of Saskatoon, was dedicated by Her Majesty the Queen Elizabeth II in 1987, and an interpretive centre was established in 1992 as a living memorial to the people who gathered on the site for over 6,000 years.

The 54,000 square foot building features art galleries, gift shop, education and exhibit area, restaurant, and our brand new Paskwaw round conference centre. The grounds include the Opimihaw Creek, restored native prairie grasses, 7km trail system, medicine wheel, petroglyphs, excavated and restored archaeological sites, and bison paddocks with a spiritual and conservation herd of over 50 bison. Wanuskewin is governed by *The Wanuskewin Heritage Park Authority Act, 1997*.

Wanuskewin Heritage Park Authority is a registered charitable organization and operations are overseen by a Board of Directors. Wanuskewin also has an Elders Council that oversees the cultural authenticity of the site and its activities. Revenues are from self-generated revenue activities, sponsorships and donations, provincial and municipal funding, and project grants. The organization employs approximately 65 people onsite and offsite at Wanuskewin Gift Shop locations.

2. Purpose

Wanuskewin is seeking proposals from qualified consultants with extensive experience in the strategic planning, engagement, and not-for-profit organizational capacity building to support the Board of Directors in developing a comprehensive five-year strategic plan. This plan will set strategic objectives for the park for 2026-2031 and guide management to focus efforts in alignment with the strategic direction.

3. Project Timeline & Submission Instructions

RFP Opening Date:	**12:30 PM, C.S.T. Monday, July 07, 2025**
Intent to Bid Deadline:	**5:00 PM, C.S.T. Friday, July 25, 2025**
Deadline for Questions:	**12:00 PM, C.S.T. Friday, August 08, 2025**
Submission Deadline:	**5:00 PM, C.S.T. Monday, August 18, 2025**
Project Award Deadline:	**12:00 PM, C.S.T. Friday, September 12, 2025**
Presentation of Strategic Plan to Board:	**05:00 PM, C.S.T. Thursday, March 12, 2026**
Project Completion Deadline:	**Tuesday, March 31, 2026**

All correspondence shall be addressed per below, including notification of intent to participate, all inquiries, and all submissions. Submissions shall be accepted electronically at the email listed below or in person at Wanuskewin Heritage Park by the submission deadline. Sealed bids must be clearly marked with "RFP – WHP Strategic Planning".

Submission for:	**RFP – WHP Strategic Planning**
RFP #:	**ADM.2025.01**
Contact Information:	**Jenaya Chutskoff** **Co-Executive Director, Finance & Projects** **Wanuskewin Heritage Park Authority** **RR#4 Penner Road** **Saskatoon, SK S7K 3J7** **Email:** controller@wanuskewin.com

4. Legal & Insurance

The information contained herein and with all associated documentation and correspondence with respect to this RFP is considered confidential. Unauthorized use, distribution and reproduction is strictly prohibited.

Wanuskewin has attempted to provide reliable and current information in this RFP. Bidders are required to confirm the accuracy, completeness and sufficiency of any information provided, whether verbally or in writing by Wanuskewin, its employees, agents, consultants, advisers, etc. The Bidder's submission shall be deemed to have been based upon their own investigations and determinations.

This RFP does not represent a commitment or an offer to enter into any agreement, rather it is a description of Wanuskewin's requirements to complete the Project and scope of work. Wanuskewin reserves the right to award the work to the submission which best meets the project's intentions, or to revise or retract the RFP at any time with notice. Only a written agreement, signed by an authorized officer of Wanuskewin, shall then award the supply of this RFP.

Wanuskewin shall not reimburse Bidders for any expenses incurred in the preparation of their submission to this RFP.

Please note that Wanuskewin is subject to *The Freedom of Information and Protection of Privacy Act* (FOIP) in Saskatchewan. As such, any information provided in response to this Request for Proposals may be subject to disclosure under applicable legislation. While the organization will make reasonable efforts to maintain the confidentiality of commercially sensitive or proprietary information clearly marked as such, it cannot guarantee that any information submitted will be withheld if a valid access to information request is received.

5. Procurement Policy & Evaluation Process

Wanuskewin Heritage Park Authority's procurement policy is to publicly advertise request for proposals over a threshold. This RFP has been posted on SaskTenders, Wanuskewin's website and social media platforms, and may also be distributed by invitation to internally identified parties. Wanuskewin's conflict of interest policy requires employees involved in the decision-making process to identify any potential conflicts of interest.

Wanuskewin Heritage Park Authority will review and evaluate proposals on a qualitative basis. Decisions are made based on but not limited to the company's ability to meet or exceed requirements, past experience with similar organizations, ability to meet project timeline, and fees. This will include follow up with references and a short-listing process.

6. Guarantees

Bidders shall identify any guarantees offered in regards to the quality of the services provided and the ability to meet agreed upon deadlines for the services provided.

7. Work Description

Services to be Performed

1. Facilitate a culturally informed and engaged strategic planning process.
2. Work with Wanuskewin staff to identify required participants in the engagement process.
3. Assess Wanuskewin's internal and external environments, completing analyses necessary to identify strengths, challenges, opportunities, and risks.
4. Review Wanuskewin's mission, vision, and values and recommend realignment as necessary.
5. Set strategic objectives for the organization for the five-year period identified.
6. Produce a professional and actionable five-year strategic plan.
7. Present the final strategic plan to the Board of Directors for approval.

Hours of Work

Work is to be performed in conformity with all labour laws in effect for the vendor. Work should generally be completed within typical office hours (9:00am-5:00pm) to allow access to Wanuskewin staff, with the exceptions of attending Board meetings to present materials and any engagement activities that may need to be scheduled outside of typical office hours to ensure high attendance and participation levels.

Contractor Use of Premises

The Bidder shall only perform work on site at Wanuskewin by prior written permission of the Co-Executive Director, Finance & Projects or the Board Chair.

Safety

The Bidder shall take all precautions for the safety and the protection of the employees, public vehicle and pedestrian traffic by adequate fencing, hoarding, flagmen and barricades as may be required in the interest of safety and in accordance with provincial and municipal requirements, for any work performed on site.

The Bidder shall observe and enforce safety measures required by applicable Workers' Compensation Board, Provincial Department of Labour, Occupational Health and Safety, Wanuskewin Heritage Park, City of Saskatoon, and RM of Corman Park statutes, bylaws, regulations, policies, and procedures. In the event of conflict between provisions of above authorities, the most stringent provision will apply.

8. Project Documents

Document Title	Year of Creation
Wanuskewin 2019-2024 Strategic Plan	2019
Wanuskewin 2024-25 Annual Report	2025
The Wanuskewin Heritage Park Authority Act, 1997	2021 (last updated)

Bidders are responsible to request additional documents not supplied or indicated above. All questions received prior to the deadline for questions will be compiled with consistent answers and provided to all bidders prior to the submission deadline.

9. Commissioning, Turnover & Acceptance of Work

The Bidder is responsible for all activities to bring the project to completion.

Upon notice of completion, the Bidder and Wanuskewin Board and Leadership representatives shall review the completed work and agree on a punch list for the Bidder's immediate attention. All work not meeting applicable specifications and standards shall be considered incomplete and shall not be payable until deficiencies are corrected.

Upon completion of the Project, the Bidder shall provide a turnover package which includes the final report and any supplementary information that may be required for Wanuskewin staff to fully comprehend the information included in the final report and implement and report on the progress of strategic objectives.

10. Scope Changes & Additional Work

The Bidder shall notify Wanuskewin in writing of any extra work required to complete the Project that may not be part of the above Supply. The Bidder shall not perform works outside the Supply without prior written approval by the Co-Executive Director, Finance & Projects.

11. Submission Requirements

Bidders are required to include at the least the following information with their submission:

- Overview of your company's qualification and experience in providing strategic planning services.
- Describe how your company will keep Wanuskewin management apprised of issues and progress throughout the project.
- Detail your ability to meet project timelines and how you might mitigate any delays.
- Outline a Fixed Price quotation for the contract.
- An execution plan for the work including a tentative project schedule.
    - Included in this project schedule would be identified milestones for Wanuskewin to review completed components to ensure that the output is satisfying expectations prior to moving on to the next component.
- A list, details and specifications for all proposed software/equipment necessary to implement the strategic plan and details of the proposed supplier(s), if any.
- Provide references of 3 other organizations that are similar to Wanuskewin, such as other non-profit, charitable or Indigenous organizations, that you have previously completed similar work for. These references should include organization name, contact name, address, email, and phone number.

- Describe why and how your company differs from others being considered, and why your company is best for Wanuskewin and this project.
- Detailed contact information for your company including contact name, address, phone, and email.
- A list of exceptions, deviations & assumptions.
- A Letter of Good Standing from Saskatchewan Worker's Compensation Board.

12. Pricing and Payment Terms

The Bidder shall provide a breakdown of their comprehensive **Fixed Price** quotation. The proposal shall be presented in Canadian Dollars. The Fixed Price quotation should be further broken down to identify the following:

- A proposed progress schedule and related payment schedule
- A current rate sheet and/or project component pricing supporting the total Fixed Price
- Anticipated travel, supplies, or other expenses required to complete the project and estimated pricing for each.

Progress claims and invoices shall be issued electronically to aforementioned project contact. The progress claim or invoice package shall include the invoice, or progress claim document(s), and all supporting information. Invoices will be paid within 14 days of receipt.