



FOOTPRINTS 4 Autism Request for Proposal (RFP) **Operations Manager**

Organizational Overview

FOOTPRINTS 4 Autism is a local, volunteer-driven, not-for-profit organization dedicated to the provision of respite care for families with children 13 years and under, who have Autism Spectrum Disorders.

The FOOTPRINTS 4 Autism programs offers respite, not therapy, in a safe and happy environment. It has been designed solely for the benefit of the children and for the relief of their families.

Objective

The purpose of this RFP is to obtain an Operations Manager for the FOOTPRINTS 4 Autism programs.

Description of Services

1. Work to obtain sufficient funds in order to meet budget requirements. This will include requesting grants from foundations and applying for funds from organizations and public.
2. Develop a marketing and promotion strategy of the FOOTPRINTS 4 Autism programs to support the mission and goals of the Organization that ensures programs capacity is fully utilized. To assist in enhancing the quality of care at FOOTPRINTS, the Operations Manager is committed to completing administrative operational tasks, working cooperatively with the Steering Committee, the Program Consultants, community groups, and families and volunteers.
3. Develop a yearly fiscal work plan and budget for FOOTPRINTS to be approved by the Steering Committee prior to December. Strategies should include the creation of effective promotional materials, methods and timelines of marketing that will attract new families and quality program volunteers to meet the ongoing program needs.
4. Liaise, communicate, manage social media with community groups, agencies, school boards, and community planning meetings to promote the FOOTPRINTS 4 Autism programs and create awareness within the community.
5. Actively recruit quality volunteers, in conjunction with the Program Consultants and the Steering Committee. This includes appropriate documentation, applications, and Police Checks for volunteers working with Vulnerable Persons.

Agreements

- Contract, with potential for renewal, commencing June 1 to December 31, 2019, subject to review on or before December 31, 2019 and again in six (6) months.
- 15-20 hours per week
- FOOTPRINTS 4 Autism will provide appropriate support documentation for the successful outcomes of the programs
- Billing for services provided and program expenses incurred, will be submitted monthly
- FOOTPRINTS has the right to enter into negotiations with the selected individual. If FOOTPRINTS4Autism and the selected individual cannot negotiate a successful agreement, FOOTPRINTS4Autism may terminate said negotiations and begin negotiations with the next selected respondent. This process will continue until an agreement has been executed or all respondents have been rejected. No respondents shall have any right against FOOTPRINTS 4 Autism arising from such negotiations.
- A confidentiality agreement must be signed by all parties.

Items to be Addressed in the Proposal Submission

Proposal must include:

Curriculum vitae, which summarizes the qualifications of the individual applicant, including:

- Examples of experience in conducting programs of a similar type
- Demonstrated marketing and administrative skills including networking with community groups, conducting surveys with volunteers/clients, managing Consultants, compiling data and preparation of reports
- Demonstrated written and oral communication skills using a variety of media, such as community presentations, newsletters, in-kind services, maintaining a websites, email, telephone, and personal communications – include a sample which demonstrates these capabilities
- Good organizational, planning, administrative, research, analytical, and decision-making skills
- Excellent interpersonal skills to ensure effective interaction and networking with community agencies, schools, service clubs, volunteers, the Steering Committee, and the public
- Specific technical skills, e.g., computer skills in particular systems or applications including word processing, email, presentation software, Social Media (Twitter, Facebook, LinkedIn)
- Current certificate in Behaviour Management Systems Training an asset; prepared to be a trainer in BMST or CPI
- Police Check mandatory, including Criminal Record and Working with Vulnerable Persons Check

Basis for Award of Contract

Each response will be reviewed and a short list of two to three responders will be selected for the interviews. An interview will be conducted with each short-listed respondent prior to a final decision being made on awarding a contract. The interview will allow for a question and answer session between the respondent and FOOTPRINTS4Autism. The proposal which best meets the specifications of the FOOTPRINTS 4 Autism program within the timeframe and budget expectations may not necessarily be the lowest priced tender.

Respondent Submissions

Please submit your cover letter, resume, and pay expectations to the following:
sandy.mackenzie@Bell.net

All proposals must be received by 2:00 p.m. May 6, 2019

Only short-listed applicants will be contacted for an interview.

Acceptance of Submissions

FOOTPRINTS 4 Autism reserves the right to require clarification and contact references. Participation in the Program does not in any way propose or create any obligation to retain the Consultant for further or related consulting services.

Changes in the Work

FOOTPRINTS 4 Autism may, without invalidating the contract, direct the Operations Manager to make changes to the work. When a change causes an increase or decrease in the work, the contract price shall be increased or decreased by the application of unit prices to the quantum of such increase or decrease, or in the absence of applicable unit prices, by an amount to be agreed upon between FOOTPRINTS 4 Autism and the Operations Manager. All such changes shall be in writing and approved by FOOTPRINTS 4 Autism.

Infringements and Indemnifications

The successful respondent shall indemnify and save harmless FOOTPRINTS 4 Autism, its officers, employees and agents from all claims, demands, actions, loss, costs, damages, or other proceedings initiated by others, arising out of, attributable to anything done or omitted to be done by the successful respondent, its officers, employees or agents in connection with the services performed, or required to be performed under this proposal.

Award Date – May 15, 2019