

REQUEST FOR PROPOSALS

For

DIGITAL STRATEGY CONSULTANT



powell street festival society

パウエル祭協会

REQUEST FOR PROPOSALS (RFP)

Digital Strategy Consultant

SECTION A: ADMINISTRATIVE DATA**RFP NUMBER:**

PSFS2019

RFP ISSUE DATE:

August 20, 2019

RFP CLOSING TIME/DATE:

September 20, 2019

CONTACT INFORMATION:**Organization:**

Powell Street Festival Society (PSFS)

Contact Person:

Emiko Morita

Title:

Executive Director

Phone #:

604-739-9388

E-mail address:

emiko@powellstreetfestival.com

All enquiries regarding this assignment should be directed in writing, to the contact as mentioned above.

VENDOR[±] CONTACT INFORMATION:**Vendor of Record:****Contact Person:****Title:****Phone #:****E-mail address:****ASSIGNMENT TITLE:**

Digital Strategy Consultant

EXPECTED START DATE:

October 2019

EXPECTED END DATE:

December 2020

[±] The company, team, or individual making the proposal.

SECTION B ASSIGNMENT DESCRIPTION/EVALUATION SERVICES REQUIRED

B1 Services Description / Work Specification

Purpose

Facilitate a Digital Maturity Assessment and Digital Needs Assessment, and a subsequent Digital Strategy Plan for Powell Street Festival Society (PSFS) that meets the contemporary needs of PSFS and is in line with PSFS's Vision, Mission, and Values.

Project Description

Facilitation of a digital maturity and needs assessment (October 2019 to February 2020) and subsequent development of a Digital Strategy (March 2020 to December 2020).

Goals

- 1) audit of our digital assets
- 2) summary of PSFS's digital maturity
- 3) assessment of PSFS's digital needs
- 4) development of a digital strategy

Background

Powell Street Festival Society has spent four years upgrading digital operations for a growing charity and non-profit. With support from Canada Council's Digital Strategies Fund, we have an opportunity to take a step back to assess our digital maturity, make any recommended "course corrections", audit our current digital assets, supplement blind spots, and involve our stakeholders in our digital strategy.

The Assignment

The consultant will facilitate an assessment and planning process, will write the Digital Maturity Assessment, Digital Needs Assessment, and Digital Strategy Plan.

The consultant's responsibilities will include analysis of our digital assets and protocols:

- Data privacy policies and procedures
- In-house Matsuri contact database
- www.powellstreetfestival.com
- japanesecanadianartists.com
- Volgistics volunteer database
- Sharepoint file management
- Canadian Arts Data (CADAC) compatibility and statistics collection
- File and data archiving and back-up protocol
- Consultations with our stakeholders: volunteers, festival goers, donors, festival applicants, and professional artists

The consultant will use their expertise (in information technologies and non-profit/charity/or community work) to illuminate opportunities for efficiencies and enhanced organizational performance.

They will facilitate the assessments and write a report outlining challenges, priorities and opportunities for PSFS to best serve its stakeholders and audiences through digital technologies, in a manner that improves efficiency, decreases demand on existing resources, and improves stakeholder experience.

Documentation / Resources Available to Consultant

Digital Maturity Assessment and Digital Needs Assessment templates.
Powell Street Festival Strategic Plan.

B2 Description of Deliverables

**DEADLINE EXTENDED TO
SEPT 23, 2019**

Deliverables, Schedule, and Project Deadlines

Deadline for proposals	September 9, 2019
Responses to all questions circulated	September 16, 2019
Project start date	October 2019
Implement project work plan with an agreed upon approach	October 2019
Analysis / audit of digital assets and protocols	Oct to Nov 2019
Facilitate an agreed upon number of stakeholder roundtable discussions and interviews	Nov 2019 to Feb 2020
Digital Needs and Maturity Assessment due	March 2020
Development of a Digital Strategy	March to Dec 2020
Written Digital Strategy due	Dec 2020

SECTION C VENDOR'S APPROACH TO THE ASSIGNMENT

(This Section is to be completed by the Vendor.)

C1 How Vendor plans to do Assignment

Describe a detailed project plan including key activities, methodologies, timelines, and milestones. Indicate who will do what specific elements of the project.

C2 Resources - Role(s) and Experience Levels proposed

Identify the proposed individual or team to complete the assignment, including name(s), position, and role(s), resume(s). Confirmation of their availability for the duration of the assignment.

Please include: *Proposed Vendor's most current relevant assignments, including copies of completed business cases.*

SECTION D: PRICING SCHEDULE

\$5400.00 CAD

Invoicing and payment schedules

25% payable upon signing agreement

25% payable at delivery of written report of the Maturity and Needs Assessment

50% payable at completion

Submitted by:

Name _____

Signature _____

Title _____