



1. Overview of the Saskatchewan Arts Alliance (SAA)

The Saskatchewan Arts Alliance (SAA) is a non-partisan, member-driven coalition of arts organizations that provides a collective voice for the arts community to the public, government, and arts and culture agencies. The SAA works to strengthen, support and advance the arts ecosystem through advocacy, public education, research, policy development and proactive leadership. Since its establishment, SAA has been a prominent advocate on issues affecting artists and the arts, including public funding to the arts, provincial and federal arts policies, freedom of expression, and artists' working conditions.

SAA's members represent all the major arts disciplines. Through its member organizations, the SAA's reach extends to individuals located in all parts of the province, including urban, rural, and northern areas. In this way, the SAA represents artists and arts organizations throughout Saskatchewan.

2. Purpose of the RFP

SAA seeks proposals from qualified consultants or consultant teams to develop a strategic plan to guide our organization from 2025 through 2028. This plan should reflect a comprehensive vision that aligns with the evolving needs of Saskatchewan's arts community. The planning process will include community consultations with stakeholders such as arts organizations, individual artists, arts supporters, and provincial arts and culture funders.

As a part of this process, the SAA Board of Directors will hold a board retreat in spring 2025 dedicated to strategic planning. The successful consultant(s) will participate in this retreat, facilitating early discussions to set the foundation for the strategic plan.

3. Scope of Work

The selected consultant(s) will work closely with SAA staff and board members to design and implement a strategic planning process that includes but is not limited to:

- **Stakeholder Engagement:** Design and consult with diverse stakeholders to understand the needs, challenges, and aspirations of Saskatchewan's arts sector. We encourage approaches that leverage existing data collected by arts organizations whenever feasible. To reduce the consultation burden on stakeholders, we aim to minimize new data collection and rely on

available research and data as much as possible.

- **Environmental Scan:** Analyze trends, opportunities, and challenges in the arts and culture landscape at the provincial and national levels.
 - **Strategic Direction Development:** Formulate goals, objectives, and measurable outcomes for SAA that reflect stakeholder feedback and organizational aspirations.
 - **Implementation Plan:** Outline a clear roadmap to achieve the strategic goals, including timelines and resource allocation.
 - **Evaluation Framework:** Develop a framework to measure the strategic plan's progress and impact over the planning period.
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4. Key Deliverables

The deliverables for this project include:

- A detailed project plan and timeline
 - Summaries of stakeholder consultations
 - Facilitation and support for the SAA Board Retreat in Spring 2025
 - Draft and final versions of the Strategic Plan, covering vision, mission, values, goals, and strategic priorities
 - An implementation and evaluation framework
 - Final presentation to SAA's board of directors
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5. Budget

The budget for this project is up to \$10,000. Additionally, SAA will provide funds for honorariums for community consultation participants.

6. Proposal Requirements

Please include the following in your proposal:

- **Consultant or Team Profile:** A description of your qualifications and relevant experience, including an overview of previous strategic planning work in the arts or non-profit sector.
- **Approach and Methodology:** A summary of your proposed approach to the strategic planning process, including stakeholder engagement and data collection techniques.
- **Timeline:** A proposed timeline with major milestones, including participation in the spring 2025 board retreat.
- **Budget:** A detailed budget that outlines all fees and expenses, not exceeding the available project funds.
- **References:** Contact information for two references from similar projects.

7. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
 - Proposed approach and methodology
 - Demonstrated understanding of the arts sector in Saskatchewan
 - Cost-effectiveness and value
 - Quality of references
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8. Submission Details

- **Deadline for Submission:** November 25, 2024
 - **Submission Format:** Please email your proposal in PDF format to director@saskartsalliance.ca
 - **Inquiries:** For any questions, contact Em Ironstar, Executive Director, SAA, director@saskartsalliance.ca, 306-518-7586
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9. Timeline

- **RFP Released:** October 29, 2024
 - **Submission Deadline:** November 25, 2024
 - **Consultant Selection and Notification:** December 2, 2024
 - **Project Start Date:** January 6, 2025
 - **Spring 2025 Board Retreat:** TBC (proposed dates - February, late April or early May 2025)
 - **Project Completion:** Summer 2025
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10. Terms and Conditions

SAA reserves the right to accept or reject any proposal and is not obligated to proceed with the lowest-cost proposal. During the review process, SAA may request additional information or clarification from applicants.

SAA is committed to creating an inclusive process that respects diverse voices and perspectives in Saskatchewan's arts community. We encourage proposals from consultants with experience in equity, diversity, and inclusion in strategic planning.

We look forward to receiving your proposals!