



CENTRE OF  
TRAINING  
EXCELLENCE  
IN MINING

## **B.C. Centre of Training Excellence in Mining**

# **Request for Proposals (RFP) for Strategic Planning Services**

**DATE of ISSUE: November 4, 2022**

**DEADLINE FOR RESPONSE: November 28, 2022 at 10:00AM PST**

**CONTACT INFORMATION: [info@bc-ctem.ca](mailto:info@bc-ctem.ca)**

## 1. PURPOSE

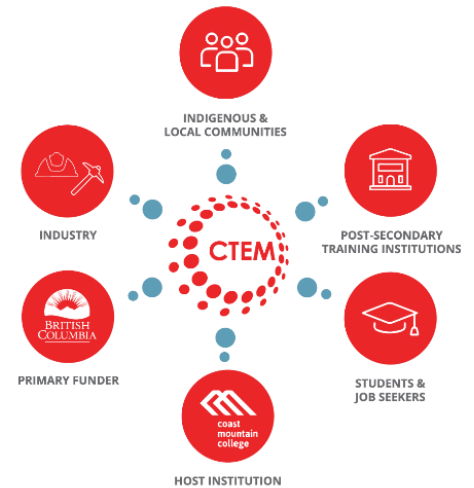
The B.C. Centre of Training Excellence in Mining (CTEM) is requesting proposals from qualified strategic planning consultants to facilitate an inclusive process that will inform a three-year (2023-2026) Strategic Plan. The Strategic Plan will guide the organization’s work with a clearly defined business strategy along with operational objectives, goals, and priorities to achieve over the next three years. The process may be delivered in a phased approach over a period of up to four months.

## 2. BACKGROUND

Established by the Province of British Columbia (B.C.) in 2012, CTEM is a province-wide virtual hub that facilitates collaborative and innovative training opportunities for B.C.’s mining sector. CTEM’s primary focus is connecting industry, learners, career seekers, training providers, and Indigenous communities to meet their respective needs by:

- Playing a leading role in understanding industry skills requirements;
- Facilitating industry driven training; and
- Building strategic partnerships.

Through its Governance Framework, CTEM is overseen by Advisory and Executive Councils comprised of 24 representatives from industry, post-secondary training providers, Indigenous organizations, communities, and relevant associations. As a non-profit organization, CTEM is funded mostly by one-time funding grants with the addition of industry sponsorship. The funds are administered to Coast Mountain College, as CTEM’s host organization, and allocated to CTEM. CTEM is a lean organization that evolves and adapts to emerging mining sector needs. For more information about CTEM, visit [bc-ctem.ca](http://bc-ctem.ca).



*“Facilitating collaborative and innovative training for BC’s mining”*

### CTEM’s Core Values

<b>Collaborative</b>	CTEM seeks different opinions, ideas, points of view and like-minded partners to support its vision
<b>Inclusive</b>	CTEM is accessible, conducts outreach, brings stakeholders into the organization and ensures stakeholders feel they belong and are valued
<b>Innovative</b>	CTEM is adapting to changes in the industry and is responsive to training needs in the sector
<b>Supportive</b>	CTEM is supportive to the economy, industry, and people to be inclusive of all British Columbians
<b>Responsive</b>	CTEM is responsive to the needs of communities and trends of the sector. CTEM is flexible and agile as an organization
<b>Respectful</b>	CTEM is respectful to communities, partners, and individuals, including staff and Council members

### **3. SCOPE OF WORK & OBJECTIVES**

The successful contractor will lead and facilitate an inclusive engagement process to develop a three-year strategic plan that meets the training needs of BC's mining industry. In preparation for the strategic plan development process, key documents will be reviewed including the 2020 Annual Report, 2020/23 Strategic Plan, Governance Framework, 2018 BC Mining Jobs Taskforce Report, and other relevant reports and documents provided by CTEM. Overall objectives to be achieved through this strategic planning process include:

- a. Recognize mining industry trends and government priorities;
- b. Gather input from CTEM's Advisory Council, Staff, and Strategic Partners;
- c. Revise and update CTEM's Vision, Mission, Strategic Objectives, and Goal statements;
- d. Develop a monitoring and evaluation plan to measure performance on implementation; and
- e. Strategically align CTEM with provincial and national mining associations' priorities.

### **4. DELIVERABLES**

Deliverables for the Strategic Plan include:

- a. Confirm workplan that includes key milestones, tasks, and schedule
- b. Design and implement engagement process using surveys, one-on-one interviews, and one-day in-person strategic planning session in Vancouver, BC
- c. Conduct a current situational analysis using SWOT or other analysis method to identify gaps, opportunities, and challenges
- d. Provide draft and a final version (designed and professional) Three-year Strategic Plan
- e. Deliver a designed and professional PowerPoint presentation to CTEM's Advisory Council

### **5. QUALIFICATIONS AND EXPERIENCE**

The successful contractor will demonstrate:

- Experience in providing strategic planning services and facilitation with non-profit organizations
- Experience and knowledge related to workforce development trends in B.C.'s mining sector
- Cultural awareness and knowledge specific to impacted Indigenous communities from resource development activities occurring on their Traditional Territories
- Experience and knowledge related to non-profit organizational governance and operational excellence
- IAP2 Certification an asset

### **6. PROPOSAL REQUIREMENTS**

Proposals need to be submitted in English by e-mail to [info@bc-ctem.ca](mailto:info@bc-ctem.ca) prior to the deadline specified. The following information needs to be included with your proposal:

- Methodology and approach for delivering strategic planning services
- A summary of strategic planning experience
- Proposed work plan with milestones, tasks and schedule
- Detailed budget with hours and tasks
- Three client references and samples of work
- Project team members including bio's

## 7. SELECTION CRITERIA

Proposals will be reviewed and evaluated based on the following criteria:

- Methodology and Approach (40%)
- Qualifications and Expertise (35%)
- Budget and Timeline (25%)

## 8. PROPOSED TIMELINE

The timeline will be confirmed following contract awarding and through mutual agreement of CTEM and the contractor. High-level dates are provided below.

November 28, 2022	RFP submission deadline
December 5, 2022	Contractor selection
December 2022	Contract awarded
January 2023	One-day in-person strategic planning session
February 2023	First draft of three-year strategic plan
March 2023	CTEM Advisory Council reviews first draft
March 2023	Final version of strategic
March 31, 2023	Contract complete

For any questions, please email [info@bc-ctem.ca](mailto:info@bc-ctem.ca).