



**Request for Proposals
Fundraising Strategy
Proposal Deadline: November 23, 2023**

October 2023

Contact:

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TABLE OF CONTENTS

Timeline	3
Background	3
Purpose	3
Project Outline & Deliverables	4
Consultant Profile	4
Proposal Content	4
Budget	4
Proposal Evaluation	4



Timeline

October 26, 2023	Release Request for Proposals
November 9, 2023	Consultant questions due
November 23, 2023	Proposal deadline

Proposals to be submitted via email to
Wayne Hove, President
Lutheran Collegiate Bible Institute
president@lcbi.sk.ca

700 Ash Street
Outlook, Saskatchewan, S0L 2N0
(306) 867-8971 ext 400

Background

LCBI High School (Lutheran Collegiate Bible Institute) is one of Saskatchewan's Historical High Schools and has been operation for 112 years. LCBI High School is a caring community nurturing, equipping and discipling students to be Christ -centered leaders. LCBI High School's mission is, that founded on Christian values: we educate, inspire, and transform our students in a wholesome environment. We build character and relationships with God and neighbour through worship, prayer and service.

With a staff roster of 22, LCBI High School provides education, athletics, music and drama to day and boarding students from the region and around the world. Our operating budget of \$2.0 million is funded through the Saskatchewan Ministry of Education, private donations and fees for services.

For more information, please visit <https://lcbi.sk.ca>

Purpose

LCBI high School seeks to engage an experienced fundraising consultant or consulting firm to provide assessment of current fundraising gaps, design and implementation of a work plan that will support its sources of funding and build sustainability for LCBI's future.

Project Outline and Deliverables

LCBI will work with consultants to build a fundraising & sustainability plan which will include the following objectives:

- Conduct a practical assessment of LCBI's current fundraising program (10%).
- Identification of best practices in independent educational fundraising and incorporated into a multi-year fundraising strategy (10%).
- Develop a fundraising plan work plan assisting the support of LCBI's funding base (20%).
 - Including the following areas:
 - Major Gifts and Individual Giving
 - Corporate Partnerships
 - Foundation Grants
 - Events
 - Donor relations and stewardship
- Communications plan in support of work plan (10%)
- Implement the above noted work plan over 3 months (50%).



Consultant Profile & Qualifications

The preferred profile of the successful consultant/consultancy firm is as follows:

- Understanding and affirmation of LCBI's mission and values
- Knowledge and experience with the external fundraising environment in which LCBI operates
- In-depth experience advising the design and implementation of fundraising campaigns
- Demonstrated management skills and ability to use data to assess the effectiveness of fundraising strategies.
- Previous experience executing fundraising campaign(s) for non-profit organizations.

Proposal Content

Proposals must include the following:

- General Information
 - The scope of work requested may be conducted by a single consultant, a consultant group, or by a partnership of consultants. The proposal should provide the name, title, address, telephone number, and email address. If a consultant group or partnership of consultants is proposed, the proposal should indicate who will serve as the "point" person for this project.
- Work Plan
 - The proposal should contain a detailed description of the activities to be conducted:
 - The specific activities to be conducted.
 - A timeline for the activities at each phase
 - Milestones and deliverables tied to those activities
 - A detailed budget for each phase, along with a proposed payment schedule tied to project milestones and/or deliverables. Overall budget should not exceed twelve thousand dollars (\$12,000) inclusive of all costs and taxes.
- References
 - The proposal should include two references of individuals who can speak to their experience of the consultant in conducting projects of similar scope.
- Previous Work Product
 - The proposal should include at least one example of works similar to the scope of work requested within this RFP.

Project Budget

The fee-for-service budget for this scope of work is twelve thousand dollars (\$12,000). Quotes submitted must be inclusive of all costs, including taxes, expenses and fees.

There is no reimbursement for costs associated with preparing or submission of proposals in response to this RFP or costs associated with possible award negotiation.

Proposal Evaluation

Proposals submitted in response to this RFP will be evaluated by LCBI's Administrative team, President and Board members according to the following criteria:

- Value Added to LCBI
- Consultant/Firm Relevant Experience and Qualifications
- Work Plan/Scope of Work
- Compliance with Proposal Requirements

Proponents may be contacted following the submission deadline for an interview or to answer clarifying questions regarding proposal content if necessary.