

**SaskCulture Funding Program Renewal Project
Request for Proposals – Program Renewal**

Program Renewal Consultation-Indigenous Organizations- Phase One

TIMELINE

DATE RFP POSTED	October 4, 2024
DEADLINE FOR SUBMISSION OF PROPOSALS	November 6, 2024
AWARDING OF CONTRACT	December 4, 2024
ANTICIPATED COMPLETION OF PHASE ONE	March 12th, 2024

SaskCulture’s 2020-2025 Strategic Plan and Program Renewal Project

SaskCulture is committed to ensuring that Saskatchewan Lotteries proceeds are used to support cultural activity that meets the needs of Saskatchewan’s ever-growing diversity of peoples. Through the development of its 2020-2026 strategic plan, SaskCulture’s Board of Directors recognized the appropriateness of undertaking a comprehensive program renewal project. Along with ensuring the effectiveness of its existing practices, this review process will place a greater emphasis on the advancement and support of Truth and Reconciliation throughout our network and of Inclusion, Diversity, Equity and Access (IDEA), in SaskCulture’s programs and services, as well as throughout the cultural ecosystem in the province.

RESOURCES

2020-2026 STRATEGIC PLAN	https://www.saskculture.ca/about/our-role/strategic-plan
SASKCULTURE’S FUNDING PROGRAM RENEWAL PROJECT	https://www.saskculture.ca/programs/funding-program-renewal-project
SASKCULTURE’S PROGRAM RENEWAL RESEARCH OBJECTIVES	Contact: Tara-Leigh Heslip- theslip@saskculture.ca or 306-780-9265

The Work

SaskCulture is looking for an external consultant or agency to undertake a consultation process and provide a report and all data collected through the consultation process to SaskCulture.

The scope of the consultation work will include:

- A combination of methodologies including but not limited to Surveys, 1:1, small group and larger gathering consultations of existing Indigenous funded organizations.
 - 10 to 14-1:1 conversation
 - 20 to 25 individuals/organizations-small group discussions.
 - 1 survey to 30 to 40 organizations:
 - Two (2) eligible cultural organizations

- A combination of methodologies including but not limited to Surveys, 1:1, small group and larger gathering consultations of arts, culture and heritage organizations that don't currently access funding through SaskCulture programs.
 - SaskCulture has compiled a brief list, consultant will need to do some further investigation to determine additional arts, culture & heritage-based Indigenous individuals or organizations that should be consulted.
- Compilation and analysis of data in a written report including recommendations.

Outline of Work

- Initial meeting with SaskCulture.
- Develop a Consultation Engagement Strategy approved by SaskCulture; SaskCulture will provide a list of stakeholders and draft consultation questions that meet research objectives.
- Regular communication and biweekly progress updates.
- Organize and attend consultations, taking detailed notes. SaskCulture staff may want to be involved and attend some consultations, as appropriate.
- Development of a final written report, including compilation, analysis and recommendations.
 - Report will include a section focused on Northern Saskatchewan. Reference: Northern Sport, Culture and Recreation District Boundaries. [Saskatchewan Districts for Sport, Culture and Recreation ~ SaskCulture](#)

In addition to the final written report, the Consultant must also include:

- A detailed annotated spreadsheet of organizations and individuals who participated in the consultation process.
- An electronic (PDF) copy of all raw data collected during the consultation process.
- Notes from consultations-for those that aren't confidential

Knowledge Requirements

- Understanding of the role of SaskCulture.
- Intercultural Competency – demonstrates a strong understanding of inclusion, diversity, equity and accessibility, Truth and Reconciliation, anti-racism and anti-oppression.
- Knowledge of culturally competent research, including methodologies and ethics; and
- Ability to meet with SaskCulture to provide feedback and written updates according to agreed schedules.
- Priority will be given to applicants with lived experience in the priority areas.

Submission Details

What should be included in the RFP:

- Outline of experience and qualifications.
- Detailed plan, including timelines and methodology (approach/ethics).
- Budget.
- What assistance would be required from SaskCulture staff; and
- Location of firm/agency.

RFP Evaluation

Submitted proposals will be evaluated by the following criteria:

- The submitted proposal, including methodology and work plan.
- The proposed cost of the project (relative to the proposed work plan).

- Demonstration of cultural competence and knowledge specific to inclusion, diversity, equity and accessibility.
- Experience and qualifications of the Consultant in conducting similar work for non-profit or member-based organizations.
- Ability to meet timelines set out by SaskCulture.
- A review of sample work for non-profit or member-based organizations; and
- Shortlisted proposals will be selected for an interview as part of the evaluation process.

SaskCulture seeks to be an equitable organization. Priority will be given to groups or individuals that experience barriers to full participation in SaskCulture's network, systems and structures.

It is anticipated that this work will take approximately 6 weeks and the final report for the project should be submitted by Sept. 8, 2025. The project budget, inclusive of all related fees and expenses, is up to a maximum of \$13,000

Consultants may submit their proposals electronically to: Tara-Leigh Heslip, Program Renewal, at theslip@saskculture.ca. Questions may be sent by email to theslip@saskculture.ca, no later than October 28, 2024.