



## REQUEST FOR PROPOSAL (RFP)

Date: May 24, 2017

Proposals Due: June 14, 2017

Reply to: MLDP Committee  
c/o SARM  
200 – 2221 Cornwall Street  
Regina, SK S4P 2L1  
Ph: (306) 761-3931  
Fax: (306) 565-2141  
Email: [mldp@sasktel.net](mailto:mldp@sasktel.net)

### RFP SUMMARY:

The Municipal Leadership Development Program (MLDP) committee would like assistance in developing and delivering an Asset Management module, specific to municipalities. Asset management has become a very specific issue of importance to municipalities and it is MLDP's mission to meet the educational needs of our municipalities. Saskatchewan municipalities have demonstrated a strong demand for this type of education. MLDP is inviting proposals from consulting firms and individuals interested in assisting in the development and delivery of an **Asset Management for Municipalities** module to add to the current MLDP curriculum.

The objectives of the Asset Management module will be to give participants an overview of asset management to equip participants with the knowledge required to start their asset management journey. MLDP wants to enhance municipal understanding of asset management. Topics for the module should include asset types, the role of municipal council and administration in the development of an asset management plan, cost-effective management strategies, assessing asset condition, level of service and its effect on assets, public engagement, and leveraging your asset management plan in funding applications. The workshop proposed within this RFP will require that materials & a presentation be produced. This workshop should provide municipal officials and administration with a preliminary understanding of asset management, how to use it to support municipal operations and what first steps should be.

This RFP is for developing the module and delivery of the full-day **Asset Management for Municipalities** module with visual, written and interactive components. The workshop should include a PowerPoint format presentation, group work/engagement, and a written manual to

be provided as 'take-home tools' for module participants. Once developed and approved the presenter(s) will utilize materials to be supplied by the MLDP Administrator and will update the material as required.

### **SUPPORTING DOCUMENTATION:**

Interested firms and individuals must submit a formal response to this RFP by **June 14, 2017**. Responses should include the following information at a minimum:

1. A brief background and history of the firm/consultant(s).
2. The resumes of the consultant(s) outlining: education, related professional experience and, if available, a portfolio of previously prepared adult education workshops in a related field.
3. Any additional information deemed necessary to explain the firm's or individuals' expertise and capabilities.
4. Your fee for developing the module, including any ancillary costs. If the fee is not submitted as a flat rate, then a rate sheet containing the fees that will be used throughout the development of the module and an estimate of the total costs should be included.
5. The proposed fee for delivery of this full-day workshop.
6. Two (2) references which should include company name, contact name and position, telephone number(s), and email address.

### **MLDP BACKGROUND INFORMATION AND AUDIENCE:**

The Municipal Leadership Development Program is a series of modules or workshops developed exclusively for elected and appointed municipal leaders in Saskatchewan. The modules target specific issues of importance to urban, rural and northern municipalities. Mayors, reeves, councillors and municipal staff are able to benefit from this program that is designed to strengthen local government leadership.

MLDP is presently structured around six one-day modules. Typically the workshops are six (6) hours in length and delivered four (4) times throughout each program year at the time and place designated by the MLDP committee. The Asset Management module will be the 7<sup>th</sup> module.

Developed in 2003, the MLDP is a joint partnership of the Saskatchewan Association of Rural Municipalities (SARM), the Saskatchewan Urban Municipalities Association (SUMA), the Rural Municipal Administrators' Association (RMAA), the Urban Municipal Administrators' Association of Saskatchewan (UMAAS), New North – SANC Services Inc., and the Ministry of Government Relations. The MLDP is administered by SARM.

#### CONSIDERATION AND PROJECT COMPLETION TIMELINE:

Experience within the municipal sector will be considered, along with cost as the program budget is strict.

Timeliness of completion will also be an important factor. This module of the MLDP is expected to be ready for presentation through the program by *November 2017*. The PowerPoint presentation and manual will need to be completed for review by the MLDP committee by *September 30, 2017* to allow for any revisions and final approval by the MLDP committee.

#### QUESTIONS:

Questions or requests for additional information should be directed to:

Ashley Leugner  
Program Administrator  
Ph: (306) 761-3931  
Fax: (306) 565-2141  
Email: [mldp@sasktel.net](mailto:mldp@sasktel.net)

