



## **Request for Proposal (RFP) for Consultant Support, Fundraising**

April 14, 2021

### **RFP Submission**

Proponents should follow these requirements and format when preparing and submitting their proposal to [info@maxvillemanor.ca](mailto:info@maxvillemanor.ca).

- Submission email shall include the subject line “RFP: Maxville Manor Fundraising and Proponent Name”
- A Proponent must submit one email with two separate electronic pdf files of their submission in accordance with the following:
  - File One – “Proponent Name – Rated/Technical requirements”; not to exceed 5 pages
    - A narrative demonstrating the understanding of the full scope of services required
    - Overview of proponent’s experience with similar projects and (2) references from clients for whom the proponent has performed similar services
    - Overview of the proponent organization (if applicable)
    - Approach and methodology to be pursued for the provision of the services identified in the RFP
  - File Two – “Proponent Name - Pricing Form”; not to exceed 1 page
- Submissions submitted in any other manner may be disqualified.
- Submissions must be submitted on time. Submissions submitted after this point in time will be deemed late, disqualified and returned to the Proponent.