

Introduction

Since opening its doors in 2007, Regina's RCMP Heritage Centre has engaged thousands of visitors in the story of the Royal Canadian Mounted Police and its important role throughout our nation's history. The Centre's collections are curated and displayed within an impressive 70,000 square foot facility that has become a provincial architectural icon standing proudly next to the RCMP Training Academy, 'Depot' Division. With the support of the Federal Government, the Centre is preparing to write an ambitious new chapter of our story as we take the steps necessary to be recognized as a national museum.

To ensure the success of this important initiative, the Board of Directors has chosen to engage a project manager to assist with the planning, coordination, and execution of various tasks and initiatives expected to arise in support of the process. The project manager's mandate will be to support the realization of the Board's vision for the Centre as a recognized national museum, completing the process in advance of the 150th anniversary of the RCMP in 2023.

RCMP Heritage Centre Overview

RCMP members are born all over the world, but they are made in Regina, Saskatchewan at RCMP Training Academy, 'Depot' Division. The training centre, the only one of its kind in Canada, has long been of interest to visitors, friends and families of members alike. The RCMP have been training the best and the brightest on its grounds since 1885.

Living next door to "Depot" and "F" Division is the majestic RCMP Heritage Centre. Tasked with the important duty of telling the story of the RCMP, the Centre works tirelessly to bring the history, pride and tradition of the Force to life for visitors from all over the world and of all ages.

Explore over a century of RCMP history, from the formation of the North-West Mounted Police in 1873, to the modern-day Mountie. Using state-of-the-art exhibits, rare historical artifacts, multimedia technologies, and engaging programming, the Centre tells the real story of the Royal Canadian Mounted Police.

For many visitors, the RCMP Heritage Centre offers a glimpse of life at "Depot" Division that would otherwise remain unseen as many facilities on Depot are closed to the public.

The RCMP Heritage Centre is operated by a non-profit organization, the Mounted Police Heritage Centre.

Position Summary

The RCMP Heritage Centre is seeking a qualified Project Manager to develop, administer, coordinate, manage, and implement a project plan to address the strategic objectives of the Board with respect to achieving National Museum status.

The Project Manager will receive strategic direction from the Board of Directors and will work closely with the Centre's Executive Director to manage the execution of tasks and initiatives contemplated by the plan.

The Project Manager will be contracted for an initial term of six months on a part-time (50%) basis. We expect that the required time and effort may be variable from month-to-month. Based on progress and performance during the initial term, the contract may be extended for an additional term(s).

The Project Manager will report to a three-person committee comprised of the Board Chair, National Status Committee Lead, and the Executive Director of the Heritage Centre.

The Project Manager will work closely with the two Board Committees who have been tasked to help advise on this project – National Status – Legislative Focus and Target 2024 – Experiential Focused.

The Project Manager may be required to travel during the engagement within North America. All travel must be pre-approved by the Board and will be reimbursed in accordance with RCMP Heritage Centre Policy (e.g. at cost, within stated per diem limits).

A work space will be provided for the successful proponent at the RCMP Heritage Centre. It is not a requirement, however, for all work under this RFP to be completed onsite.

Deliverables:

The initial contract term is expected to focus on the development of a detailed project plan and the identification of key tasks necessary to advance the Centre's objectives. This plan will form the basis of the work product required under this RFP. The work product is expected to include a range of deliverables including, but not limited to:

- Development and maintenance of a detailed project plan(s), identifying required tasks, resources, deadlines, and key dependencies;
- A comprehensive project charter articulating the major objectives of the project, key outcomes, timeline, risks and mitigations, constraints, in-scope and out-of-scope items, budget and resource plan, and stakeholder engagement plan (for clarity, the Board expects this document to serve as the project's 'master plan'); and,
- Project status updates, briefings, and other reporting.

Key Activities:

The Project Manager role is expected to provide effective management of the project and its constituent activities. Additionally, the role is expected to be 'hands on', with the successful proponent contributing to the execution of range of tasks. Expected activities will include:

- Creation and implementation of the project plan;
- Manage initiatives within approved budgets;
- Establish and maintain effective working relationships with the Board of Directors, Centre team members, and stakeholders;
- Provision of advice and support to the Board of Directors and Executive Director;

- Monitor and report on progress of initiatives, and to manage change as required to advance the objectives of the Centre;
- Prepare, or contribute to the preparation of, strategies, plans, proposals, and other working documents necessary to advance the objectives of the Centre;
- Support government relations efforts at all three levels of Government;
- Coordination of project and stakeholder logistics;
- Development of stakeholder engagement strategy(ies);
- Stakeholder engagement;
- Facilitation of meetings with the Board of Directors, leadership, and stakeholders;
- Support an environment of collaboration, creativity, and innovation; and
- Maintain a working knowledge of the RCMP, Depot Division, and the RCMP Heritage Centre.

Key Qualifications

The successful proponent will possess the following minimum qualifications:

- Demonstrated experience managing complex projects in dynamic environments;
- Post-secondary education in a relevant field of study; and,
- 5 years of senior-level experience in progressively responsible roles featuring strategic development, planning, program delivery, and business management.

The following additional qualifications will be considered an asset and given favourable consideration in the evaluation process:

- A project management certification (PMP, PRINCE2, etc.);
- Demonstrated experience in government relations (Federal emphasis) and stakeholder engagement;
- Demonstrated experience working with educational, cultural, or heritage organizations such as other museums, interpretive centres etc.
- Demonstrated understanding and experience with respect to the principles and recommendations of the Truth and Reconciliation Commission of Canada.
- Fluency in French and English.

Proponents are encouraged to state how their qualifications and experience will be of unique value to this project in their response.

Required Knowledge, Skills, and Abilities

In addition to the minimum qualifications, proponents must possess:

- Strong project management and organizational skills;
- Excellent verbal and written communication skills;

- Ability to work collaboratively with a range of stakeholders, including dignitaries and senior leaders; and,
- Experience developing effective stakeholder engagement strategies.

Submission Requirements

- A short biography of the proposed resource and their relevant experience;
- A detailed resume outlining the proposed resource's qualifications and previous professional experience;
- A brief synopsis of three (3) recent, relevant project experiences for the proposed resource including an explanation of the proposed resource's role on the project and the project outcome;
- A brief summary of your approach to project management;
- The names and contact information for three (3) references for the proposed resource. References that can speak to the project experiences presented for the proposed resource are preferred;
- A breakdown of proposed costs (per hour, Canadian dollars) and time availability of the proposed resource. Proponent proposals must clearly disclose all costs, fees, and applicable taxes contemplated in their submission. Proponents are required to guarantee their proposed rate(s) for 1 year.
- A signed disclosure stating any conflicts of interest, real or perceived, that may exist between your organization, the proposed resource, and this project. The RCMP Heritage Centre reserves the right to solely determine whether any situation or circumstance constitutes a conflict of interest.
- The successful proponent will be required to complete a criminal record check and background screening (the same screening applied to all Centre employees).

Submission Instructions

Proposals must be submitted electronically any time prior to the submission deadline of **January 23, 2020 by 2:00pm CST**. Proposals must be sent to Dan.Toppings@RCMPHC.COM. It is the responsibility of the proponent to confirm receipt of their proposal.

Proposals submitted after the deadline will be deleted unread.

Evaluation Criteria

Proposals will be reviewed and scored by the selection committee based on the following assessment criteria:

Proponent qualifications	30%
Proponent experience	30%
Reference projects	20%
Cost	20%

Based on scoring outcomes, the successful proponent will be invited for an interview(s) with the selection committee. Based on the number of responses, multiple proponents may be invited for an interview. The final selection will be based on a combination of the proponent's response and performance during their interview.

Proponent Questions

All questions regarding this RFP must be directed to Steve McLellan, Chairperson for the RCMP Heritage Centre Board of Directors in writing, via e-mail. Questions may be directed to smclellan@saskchamber.com. All enquiries will be documented, addressed in writing, and responses distributed to all vendors.

The vendor has the responsibility to notify the RFP contact person in writing of any ambiguity, divergence, error, omission, oversight, contradiction, or item subject to more than one interpretation in the RFP, as it is discovered, and to request instruction on how to prepare their response.

Questions will be accepted until 7 days before the RFP closing date.

Verbal responses to enquiries will be considered non-binding.

Public Opening

There will be no public opening.

Proponent Disclosure

The RCMP Heritage Centre reserves the right to publish the names of responding vendors, and generalized information concerning the selection process.

Proposal Return

Proposals and any accompanying documentation, upon receipt by the RCMP Heritage Centre, will become the property of the RCMP Heritage Centre and will be retained subject to the Centre's policies. Proposals will not be returned.

Proposal Selection

The RCMP Heritage Centre reserves the right to reject any proposal and does not guarantee that any contract will be awarded as a result of this RFP process.