



Request for Proposals

Britannia Community Service Centre Britannia Child Care Hub

About Britannia Community Services Centre

Our dream: The wellbeing, sense of belonging, joy, and empowerment of everyone in our community.

To realize our dream: We are stewards of spaces that support social connection, creativity, recreation, reconciliation and the realization of the full potential of people and communities.

In partnership with our communities, we create integrated programs, services, and opportunities on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔt / səliłwítulh (Tsleil-Waututh) Nations.

About Britannia Child Care Hub

Four independent child care societies, providing 297 child care spaces in the Grandview Woodlands area; Grandview Terrace Child Care Centre, Mount Pleasant Child Care Society, Eagles in the Sky Association and Britannia Child Care form the Britannia Child Care HUB (the “HUB”).

Further information can be found at: <https://www.britanniacentre.org/>

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| December 07, 2022 | Release request for Proposal |
| January 04, 2023 @ 12:00am | Proposal Deadline – All applications can be sent to Jacky Hughes Jacky.Hughes@Vancouver.ca |
| January 10 & 11, 2023 | Interview Consultants |
| January 16, 2023 | Consultant Selected and Advised |
| January 23, 2023 | Initial Meeting with Advisory Group and Britannia Management |
| February 2023 | Research, Formulate Data Collection Process and Develop Tools |
| March to May 2023 | Britannia Hub Engagement and Affirmation & Data Collection Implementation |
| June 2023 | Draft Report & Present Report to Advisory Committee |
| June 28, 2023 | Present Final Report to Britannia Board of Management |



PURPOSE

The Britannia Child Care Hub Review Project has two broad goals:

1. To propose options for consideration regarding partnership models, governance and/or new structural approaches that will define and support the CC Hub
2. Develop and present a plan to implement the recommended changes

BACKGROUND

Britannia Child Care Hub, with its four separate societies, is a unique operating model that has been functioning for over 30 years. Each of our programs is a unique reflection of its history, the community it serves, its staff members and its families, past and present.

Responsibilities and authority for the programs lay with each society, without a group or individual holding sole responsibility. In an increasing context of changes in child care, aging infrastructure and parent capacity, this arrangement results in gaps when addressing challenges and concerns, including program and facility planning for the future. Within the changing landscape, how can Britannia Community Services Centre create new possibilities of supporting non-profit childcares and within Britannia re-development plans? This project will focus on assessing and exploring alternative partnership models, structures and governance models and provide a framework for recommended changes.

THE CONSULTANT

- Will work alongside and be supported by the Britannia Child Care Manager
- Will work with Mount Pleasant Child Care Society, Grandview Terrace Child Care Society and Eagles in the Sky Child Care Society Board and staff
- Will provide information to and work with the Advisory Group
- Will consider in all project work;
 - Alignment of Britannia Community Services Centre Mission & Vision and Strategic Goals
 - Reconciliation & Decolonizing
 - Community Focused Engagement
 - ECE Strength and Knowledge
 - Self-reflection and Conscious Reflection of Practices
 - That the work is meaningful to partners (VSB, VCH, PB and City) & community
 - Transparent and Reasonable in Scope
- Will be accountable and transparent by providing monthly reports to the Advisory Group, Child Care Hub Committee and Britannia Board of Management

PARTICIPANTS

Britannia Child Care Review Advisory Committee

Child Care Hub Committee made up of Britannia, Mount Pleasant Child Care Society, Grandview Terrace Child Care Society and Eagles in the Sky Child Care Society Boards

Senior Supervisors and Program Coordinator



Child Care Manager

SCOPE & DELIVERABLES

Consultant & Child Care Manager, guided by Advisory Group will:

1. Summarize the current childcare operating context for Britannia, including but not limited to; Federal and Provincial changes to childcare funding that affect the HUB, Universal Childcare System, City policy, and the future Britannia renewal
2. Familiarize self with current HUB operations and service agreements
3. Formulate and implement engagement process & develop tools for focus groups and data collection
 - a. Internal – Hub Families, Hub Staff and Society Boards
 - b. External – Existing BC child care and/or organizations that partner with non-profit child care societies
4. Review all information collected and formulate options for consideration:
 - a. Future options for Hub partnership models and service agreements
 - b. New possibilities for governance and structural approaches that connect with Britannia's community vision and values
 - c. Achievable steps, goals and outcomes for recommended changes
5. Provide a detailed report and/or power point of findings and considerations
6. Present findings to Advisory Group and Britannia Board of Management

QUALIFICATIONS & EXPERIENCE

To accomplish project deliverables, the consultant will need to possess the following qualifications:

1. Experienced at successfully developing organizational planning tailored to the non-profit sector
2. Commitment to working in collaboration with key project staff, (participants listed on page 2)
3. Experience at gathering and utilizing data to inform the project process
4. Knowledgeable in the ELCC Sector, non-profit partnership models, and up to date on Federal, Provincial and Local Child Care strategies and funding

PROPOSAL REQUIREMENTS

- Name, Title and Contact Information for each person engaged in project activities. If a consultant group or partnership of consultants is proposed, the proposal should indicate who will serve as the "point person" for the purposes of this RFP and the engagement.
- Description of relevant background
- Description of services offered
- Outline how the consultant/organization meets the required qualifications and experience as detailed in the RFP
- Provide an overview of the consultant/organization's project approach, style, process
- Description of the deliverables
- Include three references who can speak to their experience with the consultant/organization in conducting projects of similar scope. Ideally, at least one of the three references should be from a business/customer which has retained the consultant in the development of a business plan that has been fully executed by the customer



- Include at least two examples of written works similar to the scope of work requested within this RFP (e.g., Organizational Planning)
- Detail total cost with an itemized breakdown of fees and deliverables, including all taxes and expenses.

PROPOSAL EVALUATION

The Child Care Manager and Hiring Panel will evaluate proposals submitted, according to the following criteria:

- Consultant/organization relevant experience and qualifications
- Work plan/scope of work
- Compliance with proposal requirements
- Value-added
- Innovation

Consultants may be asked to participate in an interview to further gauge their fit and ability to work on this project. If needed, interviews will be scheduled to take place between January 10 to January 11, 2023.

Consultant selection will be based on the consultant's written proposal, interview(s) and the results of the reference checks.

CRITERIA FOR EVALUATING SUCCESS

Britannia Community Services Centre will deem this a successful project when a final report is presented, which outlines; proposed options for partnership models, governance and/or new structural approaches that will define and support the CC Hub and a detailed plan to implement the recommended changes

SUBMISSION DETAILS

Please submit proposals with subject line "**Britannia CC Hub Review Project**" to Jacky Hughes, Manager of Child Care Services, at Jacky.Hughes@vancouver.ca by **January 04, 2023** at midnight (12:00 am PST).