

# Request for Proposal (RFP)

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## Strategic Planning Facilitation Services British Columbia Golf

### 1. Introduction

British Columbia Golf (BC Golf) is issuing this Request for Proposal (RFP) to solicit proposals from qualified consultants or facilitation firms to support the development of a new strategic plan. This initiative aims to align BC Golf's priorities, guide organizational development, and position the association to meet emerging opportunities and challenges in the sport landscape.

[BC Golf's current strategic plan](#), expiring in 2025, was developed early in the pandemic and requires a post-pandemic lens, including the lasting impacts it has had on golf. The organization is also in the process of transitioning leadership due to the inaugural CEO retiring after 29 years of service. The new strategic plan will cover the period 2026–2028 and will reflect a new chapter under new leadership.

### 2. About BC Golf

As the Provincial Sport Organization (PSO) for golf designated by the Government of British Columbia and ViaSport, and as a partner to Golf Canada, British Columbia Golf acts as the governing body within B.C., representing more than 80,000 members at more than 300 clubs. British Columbia Golf administers the rules of golf, handicapping and course rating and acts as a coordinating body and partner with BC regional organizations and collaborates with the provincial golf associations across Canada. We serve member clubs, players, coaches, officials, and volunteers, fostering the development, promotion, and growth of golf throughout the province.

### 3. Scope of Work

The selected facilitator will be responsible to include the following components in their suggested process to produce a new strategic plan:

- Conduct a situational analysis, including internal document review and stakeholder interviews to assess current strengths, challenges, and opportunities.
- Design and distribute a province-wide member survey to gather insights and input from the broader golf community.
- Plan and facilitate strategic planning sessions with staff, board members, and key stakeholders to develop a new plan.
- Guide the development of updated organizational statements, including mission, vision, and core values, to reflect BC Golf's evolving role and impact.

- Develop a comprehensive multi-year strategic plan, incorporating clearly defined strategic priorities, goals, and actions aligned with best practices in the sport and non-profit sectors.
- Provide tools and frameworks for implementation tracking, performance measurement, and progress reporting to ensure accountability and adaptability.

#### **4. Deliverables**

- Proposed process and timeline
- Pre-engagement summary (background, findings from consultations)
- Facilitation of planning sessions
- Draft and final versions of the strategic plan document
- Strategic framework summary (visual model, goals, KPIs)

#### **5. Project Timeline**

- RFP Release: August 15, 2025
- Proposal Deadline: September 12, 2025
- Consultant Selection: Sept 19, 2025
- Project Kickoff: September 22, 2025
- Board Involvement: Two full-day working sessions with the Board, to be scheduled on either October 17-19; October 24-26.
- Final Deliverable Due: November 30, 2025

#### **6. Proposal Requirements**

Please include the following in your proposal:

- Company background and relevant experience
- Description of approach and methodology reflecting scope of work above but including your recommendations for an organization of this size and purpose.
- Examples of similar strategic plans (especially for sport or non-profit orgs)
- Proposed timeline
- Project team bios
- References from similar clients
- Detailed fee structure

Fee proposals must be presented as a fixed bid covering all aspects of the work. Hourly or open-ended fee structures will not be considered.

#### **7. Evaluation Criteria**

Proposals will be evaluated based on:

- Understanding of BC Golf's needs (30%)

- Experience with similar projects (30%)
- Proposed approach and methodology (20%)
- Cost and value for service (20%)

Preference will be given to proposals that provide clear, comprehensive, and competitive fixed-bid pricing.

## **8. Submission Instructions**

Please submit your proposal in PDF format by September 12, 2025, to:

Matthew Steinbach, CEO, British Columbia Golf

The selected provider will be required to enter into a formal contract with British Columbia Golf prior to commencing work.

Questions about this RFP may be directed to [info@britishcolumbiagolf.org](mailto:info@britishcolumbiagolf.org)