

Entre Nous Femmes Housing Society

REQUEST FOR PROPOSAL (RFP)

Review of Board Governance Structure and Policies

Response Deadline: April 14, 2023, 4:00 pm

1. Introduction

Entre Nous Femmes Housing Society (ENFHS) is a charitable not-for-profit housing organization that began almost 40 years ago by three single mothers looking to create more affordable housing for families like theirs. We are committed to enhancing people's lives, and particularly the lives of women, women-led households, and other equity groups, by creating communities that provide affordable, safe, and secure housing. We own and operate 409 units in eleven affordable rental housing complexes, providing affordable homes for over 1000 women, single parents, families, seniors, and people with disabilities in Vancouver, North Vancouver, and Surrey. To learn more, please visit enfhs.ca.

2. Request for Proposal and Scope

Entre Nous Femmes Housing Society is looking to engage a consultant to support the review of the Society's governance structure and policies.

The Society follows the Carver Governance Model and has an 80-page governance manual. It has a well-functioning eight-member Board of Directors with four established committees; Governance Committee, Nominating Committee, Development Committee and Finance & Audit Committee.

The Society seeks to engage a consultant with deep board governance experience, a strong understanding of non-profit board dynamics, and effective Board - CEO relationships.

The Board of Directors is seeking guidance from the consultant to develop a proposed scope of work that may include:

- Meeting with the Governance Committee or representative(s) and CEO
- Review of existing governance policy documentation
- Seek input from the Board of Directors and CEO
- Propose amendments to the governance process and policies
- Facilitate support and approvals for changes from the Governance Committee, Board and CEO
- Implement proposed changes by updating documentation
- Review of governance model, possibly moving away from the current Carver model

3. Timelines

Submission deadline and contact	<p>The submission deadline is Friday, April 14, 2023, at 4:00 pm.</p> <p>Please email your submissions to Governance Committee Chair Kim Wyseier, board@enfhs.ca.</p>
Selection of consultant	<p>Within 30 days of receipt of the responses, we will invite chosen consultants for a virtual meeting with the Governance Committee members and the CEO.</p>
Start of work	<p>During Q2 of 2023, or based on consultant availability and ENF availability.</p>

4. Proposal Submission Requirements

Please include the following:

- Brief overview of your firm and services
- Suggested approach
- Suggested scope of work
- Brief overview of all team members involved in this work and their roles
- Examples of previous engagements of a similar nature of scope
- Examples of previous societies similar to Entre Nous Femmes Housing Society
- Anticipated needs from the Society, i.e. documents you want to review, meetings you wish to have with senior staff, tenured controller, board
- Anticipated timeline
- Brief description of the anticipated deliverables and output
- Quote or range based on the work required and anticipated

Consideration will be given to how the proposal can demonstrate a track record of promoting reconciliation, equity, diversity, and inclusion in your work and a commitment to ongoing actions and improvement in these areas.

We encourage consultant groups led by BIPOC leaders and those that are Living Wage employers to apply.

5. Evaluation of Proposals

A structured evaluation of the proposals and interviews will be scored on the following criteria:

Item	Topic	Available Points
1	Company profile	5
2	Experience and qualifications	20
3	Understanding of the project	25
4	Proposed approach and scope of work	15
5	*Fees	20
6.	References / Previous clients	5
	Total Available Points	100

*Fees that are 30% outside of the average quote would result in automatic disqualification.