



We invite you to submit a proposal to join the Steps to Leadership Speaker's Network and deliver presentations on the following leadership topics:

- Leadership basics
- Youth engagement
- Group dynamics and conflict resolution
- Governance
- Change management
- Coaching and mentoring – motivating and inspiring others
- Contemporary issues

Please submit a proposal exclusively for the above topics of which you have a solid knowledge base and expertise, emphasizing the impact on rural organizations and communities.

The objective of the Steps to Leadership Speaker's Network is to provide rural and agricultural community organizations with financial support to access a range of speaker resources on various leadership topics for events in Ontario. The Rural Ontario Institute (ROI) will market the Speaker's Network and its selected speakers to different rural community and organization events, with no guarantees of a formal contract.

Once a speaker is selected to participate in an event (the organization will hire the speaker directly), ROI will enter into an agreement with the organizing group. The organization will be responsible for paying the speaker. Steps to Leadership will reimburse the organization directly within 30 days of receipt and approval of the invoice, including a copy of the speaker fees and expenses pertaining to the speaker engagement. The selected speaker will be asked to provide verbal acknowledgement of Steps to Leadership at the event.

Steps to Leadership will fund up to \$1000.00 (to cover up to 75% of the costs) for each speaker for each engagement that is approved. A maximum of \$15,000 is available to distribute each year.

### **Proposal Requirements**

It is essential that all of the following components be contained in your proposal and be stated in a clear and concise manner:

- Approach, methodology and outline of your topic(s);
- Overview of your competency and experience in the subject content area
- Overview of content for a 45 to 90-minute presentation
- Provide your fee and articulate any other expenses for professional completion of this work. This information helps us let the organizations know how much they will have to pay for your services
- Any references that we may contact in regard to your experience
- Audio/video sample if available

Proposals will be evaluated based on, but not limited to, the following criteria:

- Demonstrated competency and capability in the subject matter
- Proposed approach: message needs to be focused at a rural audience
- Previous presentation experience
- Value for money to be invested by Steps to Leadership
- Clear demonstration of the potential impacts at the individual, organizational or community level

Proposals will be accepted on an ongoing basis. All materials submitted become the property of Steps to Leadership. Respondents to this Request for Proposal must submit one (1) hard copy and one (1) electronic copy in Microsoft Word format.

Send to:

Alicia Evans  
Project Manager - Steps to Leadership  
Rural Ontario Institute  
5653 Highway 6 North RR#5  
Guelph ON N1H 6J2

All respondents must clearly indicate for which topic(s) the proposal is being submitted. Pricing information supplied with the response to the RFP must be valid for at least one year from the submission date. Changes to pricing information beyond the first year must be made in writing to the Project Manager. All respondents submitting a proposal will be notified as the success of their bid in writing.

## **Terms**

This RFP is not an offer to enter into an agreement with any party. There are no guarantees that the proposal will be accepted. We retain the right to negotiate with contractors on any aspect of the proposal. We have the right to request any additional information from proponents.