



REGISTERED NURSES FOUNDATION OF B.C.

Request for Proposals (RFP) for Administrative Services

Established in 1979, the Registered Nurses Foundation of B.C. (RNFBC) is a charitable organization that provides financial support for nurses and nursing students in BC to further their nursing education.

In 2024, RNFBC received a grant of \$5 million from the BC Ministry of Health to be distributed as bursaries over a 5-year timeline. RNFBC raises funds and stewards over \$10 million for the annual distribution of bursaries to qualified nursing applicants. In 2025, RNFBC received over 2000 applications and distributed \$1 million in bursaries to 676 recipients.

RNFBC is governed by a volunteer Board of Directors (Board).

PURPOSE OF REQUEST FOR PROPOSAL

RNFBC is seeking proposals from qualified Canadian organizations located within BC to provide a comprehensive suite of administrative, operational, and strategic support services. The successful vendor will support the RNFBC mandate by delivering high-quality services (the Deliverables) in:

- General office administration
- Financial management and reporting
- Communications and marketing
- Fundraising and donor relations
- Bursary program administration
- Event planning and execution
- Website and social media management
- Government relations and advocacy support
- Strategic planning
- Project management for strategic initiatives

PROCUREMENT STANDARDS

This RFP provides a uniform method for the procurement of the specified Deliverables, allowing for transparent and open competition. It contains the necessary background, requirements, expectations, technical specifications, information, evaluation criteria, and instructions for responding to the RFP.

CONTRACT DETAILS

- Type: Fixed-fee term contract
- Term: 3 years, beginning no later than October 1, 2026
- Renewal: Possible upon mutual agreement
- Confidentiality: Vendor must comply with all relevant privacy legislation and maintain strict confidentiality of RNFBC data, donor information, and applicant records
- Data Security: Vendor must use secure, encrypted systems for all data storage and communication. Data is to be stored on Canadian servers.

SCOPE OF WORK

The successful vendor will provide the Deliverables with professionalism, accuracy, and adherence to timelines and Key Performance Indicators (KPIs) that will be negotiated between the successful vendor and RNFBC.

1. General Office Support:

- Administrative/clerical support for all Board, Executive and Committee meetings, including (but not limited to) coordination of meeting schedules, document preparation and circulation of agendas, supporting documents, minutes, and maintenance of all records. The Board and the Executive Committee each meet 10 times per year, with occasional *ad hoc* meetings. There are 4 additional Board Committees and *ad hoc* working groups, which have approximately 50-60 Committee meetings in total throughout the year. Most meetings are conducted virtually. Committee meeting schedules vary throughout the year, according to the work cycle of each Committee.
- Maintenance of RNFBC records and office files (electronic and paper).
- Response to inquiries and general communication on behalf of RNFBC.
- Monitoring of RNFBC policies and consultation with the Board as necessary for updates, review, or clarification.

2. Financial Reporting:

- The successful vendor must include an Accountant Resource holding a certified accountant designation (e.g. CPA, CA, CGA or CMA).
- Ongoing monitoring and monthly reporting of the RNFBC operating budget, invoices, accounts payable and general maintenance of the RNFBC accounting system.
- Provide monthly, fully accrued financial statements to the Executive Committee.
- Provide financial analysis and information as requested by the Audit and Finance Committee, Executive Committee and Board (such as quarterly analysis; year-to-year comparisons).
- Assist the Treasurer in the preparation of the annual budget.
- Consultation with Audit and Finance Committee and RNFBC's Financial Advisors regarding investment portfolio and opportunities for growth.
- Preparation of payments for authorization by the designated RNFBC Audit and Finance Committee members.
- Management of donations, including acknowledgement, receipting, and annual reconciliation.
- Coordination of annual third-party audit as required by legislation.
- Management of records and financial reporting for charities as required by legislation and industry best practices.

3. Communications and Marketing Support:

The successful vendor will have major responsibilities for supporting the implementation of a communication and marketing plan including:

- Preparation of external communication, including (but not limited to) newsletters, announcements of bursary awards, events, and other news items.
- Management of the RNFBC e-mail subscriber list.
- Supporting the implementation, monitoring, reporting, and evaluation of Communications and Marketing Strategic plan activities.
- Collaboration with the Fundraising and Communication Committee to develop, implement, and evaluate communication strategies with the aim of continually increasing RNFBC's public profile.
- Develop and track performance metrics that demonstrate the impact of integrated marketing and communications initiatives, including year-over-year growth in digital engagement, brand awareness, and donor revenue.
- Prepare and distribute an annual report.
- Prepare an annual report for the Ministry of Health during the term of the current, and any subsequent, grant agreements.

4. Fundraising Support and Donations Management:

The successful vendor will have major responsibilities for supporting the implementation of a fundraising and donor management plan, including:

- Management of ongoing communication with current and past donors.
- Communication with potential donors. Activities may include, but are not limited to, follow-up on inquiries and/or explanation of procedures regarding various types of donations and bequests.
- Supporting, monitoring and reporting of the RNFBC Strategic Fundraising plan initiatives.
- Lead and implement a Legacy Giving Plan.
- Lead and implement fundraising campaigns in the short- and long-term in collaboration with the Fundraising and Communications Committee with the aim of increasing donations.
- Assess, evaluate, and advise on potential fundraising and donor engagement software solutions that support innovative campaign execution, data tracking, and reporting, and provide guidance on implementation and use by staff and Committees.
- Identify and evaluate opportunities to leverage emerging technologies, including artificial intelligence, where appropriate and compliant, to enhance campaign effectiveness, donor targeting, and operational efficiency.
- Develop and implement targeted corporate donor outreach and partnership strategies designed to expand the organization's corporate donor base and strengthen long-term philanthropic relationships.
- Evaluate the financial and strategic effectiveness of existing fundraising events and activities, including analysis of return on investment, donor engagement outcomes, and alignment with organizational objectives, and provide recommendations for improvement or repositioning.
- Oversight and maintenance of RNFBC policies and procedures regarding donations, and consultation with Board members as necessary for discussion, review, and revision.

5. Bursary Program Administration:

The successful vendor will be responsible for collaborating with the Bursary Committee to:

- Prepare and circulate all communication related to the annual bursary cycle.
- Implement and manage online application procedures, including collection and management of application documents and fees, preparation and distribution of applicant files for adjudication, and maintenance of system security.
- Create and provide virtual orientation for bursary applicants.

- Communicate with applicants as required to assist with applications and address issues and questions.
- Manage the application award process and document results.
- Communicate the results to applicants.
- Create a report annually which outlines statistical outcomes and trends relevant to the bursary program.

6. Event Planning:

RNFBC currently hosts one community celebratory event per year. The successful vendor will be responsible for collaborating with the Board and relevant Committees to:

- Determine timing and model for annual receptions.
- Develop and oversee event budgets, including anticipated costs and revenue.
- Solicit sponsors and patrons to offset event costs.
- Manage marketing and communication of events.
- Develop programs and source all externally contracted services (such as banquet facilities, entertainment, audio-visual, in-person or online auction services)
- Manage event registration.

7. Website and Social Media Maintenance:

RNFBC recently completed a website redesign, managed by an external party. The successful vendor for the current RFP will be responsible to:

- Oversee and update website content in consultation with the Board and Committees, in line with best practices in website design and function.
- Provide advice and consultation to the Board regarding updates, functionality, additional “plug-in” applications and other requirements as appropriate.
- Ensure that website content is accurate, current, accessible, and engaging.
- Management of all RNFBC social media platforms, such as Facebook, LinkedIn, and Instagram.

8. Government Relations, Advocacy Support and Strategic Relationships

- Monitor provincial and federal policy developments relevant to nursing and nursing education.
- Prepare briefing notes for the Board.
- Support RNFBCs advocacy messaging and positioning.
- Assist with outreach to government offices, stakeholders, and partners.

- Support RNFBC participation in relevant consultations or sector initiatives.
- Enact an ambassador role for RNFBC, providing visibility and creating networks/relationships.

9. Strategic Planning

Support the Board in its creation of a 5-year strategic plan, with a focus on further increasing RNFBC's capacity to fundraise effectively and to distribute bursaries.

10. Project Management

- Provide project management support for RNFBC's strategic priorities.
- Develop project plans, timelines, and deliverables.
- Track progress and report to Committees and the Board.
- Coordinate cross-Committee collaboration.
- Ensure timely completion of strategic initiatives.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Proposals must include, at a minimum, the following components:

1. Qualifications and Experience

- Provide a brief description of the history and structure of your organization, including (but not limited to) how long you have been in business; type of ownership; principal location; any other name under which your organization carries on business, street address, phone number, company website (if any), and number of employees.
- Describe the services that your organization provides.
- Describe your organization's experience in providing the same or similar services to those solicited in this RFP. Include information regarding your organization's experience with charities and/or not-for-profit organizations.
- Describe the capabilities and capacity of your organization that demonstrate your ability to perform the services requested in this RFP.
- Identify all personnel who will be assigned to work on this project and provide a summary of each person's qualifications as well as their Curriculum Vita. Identify the person who will serve as the lead or primary contact with RNFBC.
- Provide at least three (3) references from current clients (or clients within the past 12 months). Include: name of organization, contact person, telephone number, and email address.

- Provide any additional information that would support your organization’s qualifications and experience.

2. Approach and Business Model

- Description of service delivery model.
- Identification of in-house vs. subcontracted services.
- Vetting and selection process for subcontractors.
- Data security and privacy protocols.
- Proposed KPIs and service-level expectations related to the Deliverables, as well as a description of quality control processes currently used by your organization, and/or that will be used, to measure these proposed KPIs and service-level expectations.

3. Budget/Cost

- Detailed breakdown of the costs associated with the services described above with a comparison of fees with and without the continuation of a MOH grant post the 5 year agreement.
- Fixed-fee structure.
- Optional services and associated fees.
- All fees should be provided in Canadian funds, with applicable duties and taxes itemized separately. Rates should include all labour and materials, insurance, and travel costs (other than those required by RNFBC) and other overhead that may be applicable.

PROPOSAL EVALUATION AND SELECTION PROCESS

The successful vendor shall provide evidence of:

- a commitment to advancing excellence in nursing
- established connections to the BC nursing community
- a vision for advancing the mandate of RNFBC
- a plan for advancing the capacity of RNFBC to generate funds and distribute bursaries

Proposals will be evaluated based on:

- Demonstration of the attributes listed above
- Demonstrated management and leadership experience (minimum 2 years)
- Experience with charities and non-profit organizations
- Human resource capacity and continuity of personnel

- Ability to deliver full-service, in-house support (preferred)
- Quality of proposed approach, KPIs, and transition plan
- Data security and privacy safeguards
- Competitive pricing

All proposals received by the submission deadline will be reviewed by the Board’s Executive Committee. This Committee will evaluate each proposal to determine whether it meets the requirements and specifications stated in this RFP.

- Each proposal will be evaluated based on a combination of:
 - (1) the vendor’s experience in the not-for-profit sector,
 - (2) human resources of the vendor available to provide the Deliverables,
 - (3) technical capacity to provide the Deliverables and to meet RNFBC requirements, and
 - (4) the proposed costs.
- The Board reserves the right to reject any or all proposals submitted in response to this RFP. RNFBC reserves the right to cancel the RFP process at any time. RNFBC reserves the right to issue a new request for proposal at any time.
- Selection of the successful vendor will be made by the Board. The selected vendor will be required to enter negotiations with RNFBC for an agreement for the provision of the Deliverables. Any contract shall be contingent upon successful contract negotiations between the chosen vendor and RNFBC.

TIMETABLE

Issue Date of RFP	Monday April 13, 2026
Deadline for Questions Related to RFP	Tuesday April 28, 2026, by noon
Response from RNFBC to Questions Related to RFP	Wednesday April 29, 2026, by noon
Submission Date	Thursday April 30, 2026, by noon

This RFP timetable is tentative only, and may be changed by RNFBC at any time, subject to appropriate notice.

RESPONSE DEADLINE

- All proposals must be received by RNFBC no later than **noon on Thursday April 30, 2026**. Proposals must be submitted electronically to Ellen Kaine at ellen.kaine@rnfb.ca. Any proposals submitted by any other method, or received after the deadline, will not be considered.
- Questions regarding this RFP must be directed to RNFBC President Dianne Doyle at dmdoyle@telus.net
- For more information, please visit the website at www.rnfb.ca