



Request for Proposals



Supply Chain Study

You are invited to review and respond to this request for proposals (RFP) to conduct a supply chain study in the Strait area and Mulgrave. Your proposal must fully comply with the instructions below, as missing or incomplete submissions may disqualify it from consideration.

Background:

The *Strait Forward* conference took place May 16th, 2013, at the Port Hawkesbury Civic Centre. Community and business representatives from the Strait region and Mulgrave, as well as other regions of Cape Breton, considered the short and long-term economic opportunities as well as the challenges facing the area and proposed tactics to overcome these issues. The Strait Area Chamber of Commerce, in coordination with the Cape Breton Partnership and Enterprise Cape Breton Corporation, hosted the conference to advance the cause of diversification of the Strait area economy. In this context it was agreed that a rigorous study of the area's supply chain is necessary in order to understand gaps in supplies and services as well as to promote regional assets.

Services to be Performed:

- Examine supply chains of Strait Area/Mulgrave companies to document raw materials and products brought in for assembly and production.
- Examine services sourced from outside Strait Area/Mulgrave. Document gaps.
- Document waste materials and bi-products created during Strait Area/Mulgrave companies' operations, to determine their potential value to other regional companies, with a view to linking local supply chain needs to local products.
- Identify potential local sources for local companies' supply chain needs (goods and services).
- Identify new business opportunities to meet needs of local companies.

Study Process:

- The consultant/company must develop a survey mechanism and timeline for completion of the supply chain study.
- The consultant/company must propose and work within a budget.
- The consultant/company must provide a schedule for updates on the progress of the study to a project committee.
- At least twenty (20) in-person interviews must be conducted during the supply chain study.
- At least two round-table discussions must be held during the supply-chain study.
- A final report should be delivered by Monday, September 30th, 2013.

Qualifications:

- Must have at least five years of experience in business
- Must be skilled in research, with strong oral and written communication skills and be comfortable in a variety of business settings.
- Knowledge and experience of the Strait Area/Mulgrave, business supply chains and stakeholder engagement is vital.

Submissions:

- Should include two references of clients or work experience from the past five years, demonstrating the capacity of the consultant/company.
- Should be concise.
- Costs of preparation and submission of the proposal are the responsibility of the proposer.
- We reserve the right to reject proposals and are not required to award a contract.
- The deadline for submitting proposals is 4 pm Wednesday, August 28th, 2013.
- Proposals and questions about this RFP should be submitted to Ian McNeil, manager, Prosperity Framework: ian@prosperityframework.com.
- Late proposals will not be accepted.

Contact:

Ian McNeil, manager, Prosperity Framework

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