

**Toronto Conference
The United Church of Canada**

Request for Proposal (RFP) for Restructuring Review

Introduction

In the years 2007-2009, Toronto Conference and its Presbyteries planned for a major restructuring that took place on July 1, 2009. The 2009 annual meeting determined that a major review of the restructuring would take place in 2012.

Tender process and instructions

Timeline

- June 8 - Conference Executive finalizes the review plan
- June 10 - RFP issued
- June 20 - deadline to confirm intent to bid
- June 20 – deadline for submitting questions by 5:00 p.m. by e-mail
- June 25 – response to questions by e-mail
- July 13 – deadline for submissions by 4:30 p.m.
- July 19-20 - presentations for short-listed bidders
- July 20-27 – follow up meetings, reference checking and negotiations
- August 3 – selection of successful bidder
- September 1 – work begins

The bidders are encouraged to review this RFP and compile questions needing clarification.

Contact information

All communication will be with Rev. David Allen, Executive Secretary, Toronto Conference, 65 Mayall Avenue, Downsview, ON M3L 1E7; tel. 416-241-2677, ext. 226 or 1-800-446-4729, ext. 226. E-mail dallen@united-church.ca. Fax 416-241-2689.

Terms and conditions

1. This RFP and the information gathered in this review are confidential and are intended only for the express purpose of preparing a proposal for the services outlined herein
2. All costs associated with any proposal response will be borne solely by the bidder.
3. This RFP does not create any obligations of any nature or kind whatsoever on the part of Toronto Conference.
4. This RFP and the bidder's response will be the basis for a formal contract between Toronto Conference and the bidder. Bidders should not include any items in their responses that they are not prepared to include in a contract.
5. Toronto Conference retains the right to withdraw or modify this RFP at any time without notice.

6. Toronto Conference reserves the right to evaluate proposals according to its own criteria and to select or not select a successful bidder at its own discretion.
7. All information surrounding this process or any work conducted under a future potential engagement will be managed in compliance with the applicable federal and provincial privacy legislation.

Required services

In reviewing the effectiveness of the restructuring that was implemented in 2009, the following core services will be required.

- September, 2011 to January, 2012 – Consultation. Persons and groups to be consulted include, but are not limited to...
 - Toronto Conference – Executive, chairs of committees
 - Presbyteries – as determined by the consultant in discussion with the Presbyteries
 - Congregations served by the Presbyteries and Conference
 - General Council Executive representatives
 - General Council office and other Conferences – as determined by the consultant
 - Staff
- February, 2012 – consultant provides preliminary report with recommendations to Conference Executive and/or to other bodies
- April, 2012 – final report prepared by consultant to go to Toronto Conference including a process for discussion to be used at the meeting
- May, 2012 – discuss report at annual meeting
- June, 2012 – implementation of any directions that emerge from the evaluation

Proposal format and content

Submissions should be prepared with the following table of contents:

1. Executive summary
2. Review of capabilities (outline similar work done within the non-profit and/or religious sector, and include three references)
3. Tentative project plan
4. Fee structure
5. Draft engagement letter or contract
6. Any other documentation thought to be relevant

Resources

- Decisions made at 2007 annual meeting (attached)
- www.torontoconference.ca to see current structure of Toronto Conference and its Presbyteries

**TORONTO CONFERENCE ANNUAL MEETING
DECISIONS ON RECOMMENDATIONS
FROM TASK GROUPS ON GOVERNANCE AND PRESBYTERY CONCERNS
JUNE 2-3, 2007**

Recommendation #1 – receipt of report

MOTION by John Smith/Thelma Arnott that the reports of the task groups on Conference governance and Presbytery concerns be received.

MOTION

CARRIED.

Recommendation #2 – term of office, Conference president

MOTION by John Smith/Thelma Arnott that the term of office of the Conference president be for a period of two years.

MOTION

CARRIED.

Recommendation #3a) – Presbytery boundaries

MOTION by John Smith/Thelma Arnott that the boundaries of the Presbyteries be revised to create four new Presbyteries of approximately equal number of Pastoral Charges and that these new Presbyteries be defined by June 30, 2008 to take effect June 30, 2009.

MOTION AS AMENDED

CARRIED.

Recommendation #3b) – Conference assessment

MOTION by John Smith/Thelma Arnott that the base and rate of assessments be reviewed to consider such factors as pastoral charge income, assets and payroll, as opposed to resident membership only.

MOTION

CARRIED.

Recommendation #3c) – establishing a Commission

MOTION by John Smith/Thelma Arnott that a Commission (to be named by the President, Past President, Executive Secretary, Chair of the Governance Task Group, and the Chair of the Presbytery Concerns Task Group) be established to set the boundaries and make recommendations concerning assessments.

MOTION

CARRIED.

Recommendation #4a) – structure of Conference Executive

MOTION by John Smith/Thelma Arnott that the Conference Executive be restructured to be approximately half the size of the current Executive with a majority of its members directly representing the four new Presbyteries.

MOTION

CARRIED.

Recommendation #4b) – Conference committees

MOTION by John Smith/Thelma Arnott that the work of the current Conference committees other than the committees mandated by *The Manual* be redistributed to Presbyteries so that personnel, program, property and public witness are supported in each Presbytery.

MOTION

CARRIED.

Recommendation #4c) – role of Conference Executive

MOTION by John Smith/Thelma Arnott that Conference Executive continue to take responsibility for the necessary functions of Conference as required by *The Manual*.

MOTION

CARRIED.

Recommendation #4d) – establishing a Commission

MOTION by John Smith/Thelma Arnott that a Commission (to be named by the President, President-Elect, Past President, Executive Secretary, Chair of the Governance Task Group, and the Chair of the Presbytery Concerns Task Group) be established to consult with current Conference committees and representative bodies and Presbyteries and determine the membership and duties of Conference Executive.

MOTION AS AMENDED

CARRIED.

Recommendation #5a) – staff deployment

MOTION by John Smith/Thelma Arnott that staff be deployed in each Presbytery to support local ministries in the areas of personnel, program, property and public witness with priorities for their work to be determined by the Presbytery; and that the executive secretary and appropriate administrative support staff be maintained in the Conference office.

MOTION

CARRIED.

Recommendation #5b) – staff complement and hiring

MOTION by John Smith/Thelma Arnott that a Commission with representation from each proposed new Presbytery (to be named by the President, Past President, President-Elect, Executive Secretary, Chair of the Governance Task Group, and the Chair of the Presbytery Concerns Task Group) be established to determine the complement and job descriptions of new Conference staff and to hire new staff to begin work in consultation with the Presbyteries.

MOTION

CARRIED.

Recommendation #5c) – notice to staff

MOTION by John Smith/Thelma Arnott that the Executive Secretary in consultation with the Staff Committee of Conference and the Presbyteries be directed to give notice to current staff that their employment relationship will end no sooner than June 30, 2008 and no later than June 30, 2009 with the exception of community and outreach ministry staff in Toronto West Presbytery.

MOTION

CARRIED.

Recommendation #6 – review by 2010

MOTION by John Smith/Thelma Arnott that the changes made by motions 1-5 be formally reviewed with a report by a review team appointed by the Conference Executive to be returned to the Annual General Meeting of the Conference in 2010.

MOTION

CARRIED.

Disbanding the task groups

MOTION by David Allen/Linda Thompson that the task groups on governance and Presbytery concerns be discharged with the thanks of the Conference.

MOTION

CARRIED.

