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**REQUEST FOR PROPOSALS – DANCE SASKATCHEWAN INC.  
PROVINCE-WIDE REVIEW****INTRODUCTION**

Established in 1979, Dance Saskatchewan Incorporated (DSI) is a community-based, non-profit volunteer-led organization that works with 89 member organizations, 89 individual members and other community partners to build a culturally vibrant future in Saskatchewan through dance. It was created to serve and support the development and delivery of dance throughout Saskatchewan. DSI facilitates the creation and sharing of dance, gathers and distributes dance information, advocates and promotes dance and enables dance accessibility through programs and funding.

DSI is seeking the services of a professional consulting team to conduct consultations and research to assist the organization in determining how it can execute its obligations to best serve the people of all of Saskatchewan through dance.

The project will consist of and report on three components:

1. province-wide dance community survey and consultation regarding program and service needs;
2. recommendations for prioritizing and design of new programs and services and revisions to DSI's existing programs and services where appropriate; and,
3. a review of current province-wide networking, governance and delivery structures within Saskatchewan's cultural community to identify options for DSI.

**BACKGROUND**

As condition of its annual funding from Sask Lotteries Trust for Sport, Culture and Recreation through the Cultural Division of the Trust, DSI is required to serve the people of the Province, above and beyond responding solely to the particular needs of its members. It is the aim of SaskCulture, the global organization for the Cultural Division of the Trust, that all citizens of Saskatchewan, individually and collectively, celebrate, value and support participation in, and access to, cultural experience. It is important to note that:



Culture is defined by SaskCulture as, “a dynamic system of acquired elements, with values, assumptions, conventions, beliefs and rules through which members of a group relate to each other and the world. As a dynamic system, culture is evolutionary, supporting existing values while challenging them. It defines who we are as a people; keeping alive our past, reflecting our values, articulating our dreams, and fostering pride in who we are. It proclaims our existence and identity to the world.”

Dance in Saskatchewan does all of this. It engages a wide range of communities, people and practices, and ages. It is literally all over the province. Dance, similar to other art forms, connects to many other artistic, scholarly and community interests and activities: personal and community histories, sociology, visual arts and music, physical fitness and mental health, etc. Dance is a form of cultural activity which includes creation, preservation, research, presentation, appreciation, participation, education, professional development and training.

As one of the 30 Eligible Cultural Organizations (ECOs) that receive funding directly from Sask Lotteries Trust, DSI is a member of SaskCulture Inc., which is responsible for monitoring the ongoing eligibility of the ECOs. Several decisions by DSI over the last 3 years have resulted in the organization being placed under eligibility review for access to Trust funding. A key concern articulated by SaskCulture’s Eligibility Committee is that DSI has not been adequately serving the needs of the dance community throughout Saskatchewan but has focused its human and financial resources largely on one specific geographical area where the preponderance of its members are located.

To that end, the organization is conducting this review. With the assistance of the consulting team and SaskCulture this is an opportunity for DSI to consider new possibilities for its next 40 years in support of dance in the province.

## **PROJECT DETAILS**

### **A. COMMUNITY CONSULTATIONS REGARDING PROGRAM AND SERVICE NEEDS**

#### **Issues Identification**

Much of the consultation process will involve on-line surveys as well as interviews with groups and individuals using Zoom technology to enable the successful firm to maximize the use of its resources and engage a large cross-section of interviewees. These interviews should be documented for inclusion in the project report.

Consultations will explore and determine the following:

- The needs and aspirations of the dance community in Saskatchewan;
- The scope, size and general distribution of the provincial dance community;
- Data regarding age-based needs and preferences;
- The barriers that community members face in accessing the kinds of activities in dance as described above, including those impacting persons with a disability;
- How DSI can respond to these barriers and serve the needs of communities;
- The impact of the province’s changing demographics on dance; and,
- The roles and needs of DSI member organizations in responding to the province-wide mandate.



## Participants

- All seven Sport, Culture and Recreation Districts will be consulted, along with a sample group of their member organizations as identified by the Districts.
- The Cities of Regina and Saskatoon.
- DSI members - individuals and groups; past and present.
- Indigenous organizations, communities and individuals including but not limited to the Gabriel Dumont Institute, First Nations Tribal Councils, Back to Batoche and the Saskatchewan Indigenous Cultural Centre.
- Such organizations on the Minister's Eligibility List (30 organizations) as may relate to dance will be included, e.g. Multicultural Council of Saskatchewan, selection of ethno-cultural dance groups; Saskatchewan German Council, Ukrainian Canadian Congress, Saskatchewan Express, Aboriginal Friendship Centres of Saskatchewan, Inc., Wanuskewin Heritage Park, Saskatchewan Cultural Exchange Society.
- Provincial funding and/or advocacy agencies: SaskCulture; SK-Arts; Creative Saskatchewan; Saskatchewan Arts Alliance; Saskatchewan Association of Theatre Professionals (SATP);
- Post-Secondary institutions, School Districts, Saskatchewan Education;
- Other provincial, national and international dance organizations as appropriate;
- The various sectors that constitute the dance community in Saskatchewan: commercial studios; recreational; ethno-cultural; professional artistic; etc.

## B. RECOMMENDED PROGRAMS AND SERVICES: NEW AND EXISTING

- Identify those of DSI's current programs and services that should be continued and with what, if any, changes.
- Summary of proposed new programs and services and analysis of their fit with DSI's mandate and potential for province-wide impact.
- Differentiate where appropriate the needs of the DSI membership and those of the broader dance community.
- Recommended prioritization of existing and new programs and services regarding roll-out and funding.
- Where appropriate, identify opportunities in districts or clusters of dance community members suitable to pilot new programs and potential for collaborations among members.
- Make observations on a framework for evaluating programs and services.

## C. NETWORKING, GOVERNANCE AND DELIVERY

- Given the above recommendations, identify potential changes to DSI's current governance and operations that would help to address community needs and priorities, including potential for partnerships.
- Identify and report on how other ECOs address the challenge of serving the needs of the people of Saskatchewan in their particular area of interest and their related interaction with their members.



- How DSI's membership can assist and be assisted in the delivery of programs and services throughout the Province.

## **SPECIFIC DELIVERABLES**

- Support in developing and refining the consultation questions, which will be approved by the project Steering Committee by January 22.
- Presentation of the project plan to the DSI Annual General Meeting in late January 2021
- Written report that includes:
  1. comprehensive notes on and summarizes the results of the consultations, including responses, participants, key observations and recommendations regarding programs and services and other activities relating to dance in Saskatchewan;
  2. benchmark mapping of the scope, size and general distribution of the dance community in Saskatchewan;
  3. research and recommendations regarding the future of DSI's networking, governance and delivery.
- Report in PDF and Word delivered to DSI by April 21, 2021.

## **TIME LINES**

Release Date of RFP: December 11, 2020.

Closing Date: January 8, 2021.

Awarding of contract: January 15, 2021.

Consultations complete by April 15, 2021.

Report due: April 30, 2021.

## **PROPOSAL RESPONSE**

**Cover Letter.** A covering letter, dated and signed by a person authorized to negotiate, make commitments and provide any clarifications with respect to the proposal on behalf of the bidding consultant or firm.

**Project Plan.** Provide a project plan indicating your team's understanding of and approach to the proposed project and the deliverables required. This should include any proposed deviations or exceptions to the project details and deliverables.

**Project Team and Organizational History.** A resume of qualifications and experience working on projects of this nature, and of any individuals in particular that will help support the process. References are to be included.

**Proposed Budget.** Provide estimate of proposed budget of expenditures and timelines required to complete this project, broken out on the basis of the components. Expenses related to accommodations, transportation, meals, etc. are the responsibility of the contractor.



## **SUBMISSION**

Please send your proposal to:  
Administrator  
Dance Saskatchewan Incorporated  
309 Fairmont Drive  
Saskatoon SK S7M 5G7

Or electronically to: [office@dancesask.com](mailto:office@dancesask.com)

## **INQUIRIES**

Inquiries, interpretations, and questions regarding this RFP are to be directed to Elaine Thaller, [office@dancesask.com](mailto:office@dancesask.com), or by phone: 306-931-8480.

## **EVALUATION OF PROPOSALS**

Proposals will be evaluated based on the following criteria:

- the proposal being in compliance with the contents of this Request for Proposals;
- the qualifications of the firm/team;
- related work experience and depth of experience;
- demonstrated understanding of the project, including description of the review process;
- the availability of the firm/team; and,
- the proposed budget/costs.

All applicants will be notified of their results following the review process.

