



- **Request for Proposals:** Financial Plan
- **Department:** Operations
- **Project Lead:** Jean-René Noël, Director of Operations
- **Reference Number:** NANB-RFP-2024-01

Request for Proposals

Summary

The Nurses Association of New Brunswick (NANB) is seeking proposals from qualified consultants and certified financial planners to develop a comprehensive financial plan for the organization.

Background Information

NANB is the regulatory body for all registered nurses (RNs) and nurse practitioners (NPs) in New Brunswick. The purpose of regulation is to protect the public by ensuring RNs and NPs practise in a safe, competent, and ethical manner.

In operation since 1916, the NANB was incorporated under “An act Respecting the Nurses Association of New Brunswick” in the Province of New Brunswick on June 20, 1984.

The Board of Directors of NANB is the governing body for the organization. Board directors are collectively responsible for strategic direction, risk management, and monitoring of NANB operations to ensure that work is achieved to meet strategic objectives. The twelve-member Board of Directors is comprised of a President, President-Elect, seven Region Directors and three Public Directors.

NANB’s Leadership Team consists of six personnel: the Interim Chief Executive Officer and Registrar, the Director of Policy, Risk and Compliance, the Acting Director of Nursing Practice and Education, the Acting Director of Registration and Deputy Registrar, the Director of Complaints and General Counsel, and the Director of Operations.

NANB employs nearly 30 full- and part-time staff. The Association’s organization is divided into departments, each headed by one of the above-mentioned directors.

Objectives

NANB is currently seeking proposals for a consultant or certified financial planner to guide us through the development of a financial plan. NANB has recently completed a four-year strategic plan and now wishes to complete the financial planning exercise to ensure short-, medium- and long-term goals can be reached in a fiscally responsible manner.

As a non-profit organization, NANB would like to create a financial plan that operates from current revenue figures; raising members fees to generate a greater profit is not the end-goal of the organization.

NANB's fiscal year runs from December 1st to November 30th. Members of the NANB Board Finance Committee are seeking to review proposals with a submission deadline of October 1st, 2024 in order to make a decision prior to fiscal year end.

Project Deliverables

The vendor will adhere to all guidelines, timelines and requests specified in this RFP. Deliverables include but are not limited to:

- A thorough evaluation of NANB's situation (income, spending, and saving) and expectations for the future.
- Work Plan (specifying dates for the achievement of key milestones and the end of the project)
- Progress Reports as needed
- Draft Report
- Final Report with recommendations

Proposal Submission

Interested consultants are invited to submit their proposals by October 1st, 2024.

The proposal should include the following:

- An overview of the consultant's background and relevant experience in financial planning and related projects.
- An outline of the proposed approach and methodology to address the objectives mentioned in this RFP.
- Detailed timelines and milestones for the completion of various project phases.
- A breakdown of the consultant's fees and expenses.
- References from previous clients for similar projects.

Proposals will be reviewed by the CEO and NANB's Finance Committee. A presentation may be requested.

Evaluation Criteria

The proposals will be evaluated based on the following criteria:

- Demonstrated expertise and experience in financial planning and relevant projects.
- Clarity and comprehensiveness of the proposed approach.
- Feasibility of the proposed solutions within our organizational context.
- Proposed timelines and ability to meet deadlines.

- Competitive and reasonable pricing.

Timeline

- RFP Issuance: September 3, 2024
- Proposal Submission Deadline: October 1st, 2024
- Evaluation Period: October 2 – 4, 2024
- Consultant Selection and Notification: October 7, 2024
- Project Commencement: October 14, 2024

Contact Information

For questions and submission of proposals, please contact:

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Indicate reference number NANB-RFP-2024-01 in all correspondence or when submitting a proposal.

Sincerely,

Jean-René Noël
Director of Operations
Nurses Association of New Brunswick