

## **REQUEST FOR PROPOSALS (RFP)**

For the Provision of Professional Consulting Services  
Strategic Planning Service

### INVITATION

Artemis Huron is seeking proposals from qualified consultants/firms to assist in the development of a new and comprehensive strategic plan which will guide the organization over the next five (5) years 2026-2031.

The successful candidate must have experience and ability to design a process that reflects our feminist, co-active values, to conduct research, coordinate and facilitate the planning process including stakeholder consultation, and create a strategic planning document that is measurable and suitable for public review and presentation.

### ORGANIZATIONAL PROFILE

Artemis Huron is an organization providing safety, healing, and support to women, children, and youth impacted by gender-based violence in Huron County. Rooted in feminist values and a trauma- and violence-informed approach, Artemis Huron offers a continuum of services that respond to immediate crisis, support longer-term healing, and strengthen community systems to prevent and address violence.

Serving a large rural geography, Artemis Huron works with women and families navigating complex realities, including isolation, limited housing options, and barriers to accessing services. Our work is grounded in relationship, dignity, and choice, recognizing women as experts in their own lives and supporting them to reclaim safety, stability, and autonomy.

#### **24-Hour Support Line**

Artemis Huron operates a confidential 24/7 support line for women in crisis, as well as for friends, family members, and community members seeking guidance or support. The support line provides immediate emotional support, safety planning, risk assessment, and information about available services or referrals.

Staffed by trained Women and Family Advocates, the line serves as both a crisis response and an entry point into Artemis Huron's broader continuum of services. Whether someone is seeking urgent safety support or exploring options for themselves or a loved one, advocates provide compassionate, non-judgmental support and guidance.

#### **Emergency Shelter**

Artemis Huron provides a safe, secure emergency shelter for those experiencing gender-based violence or transitioning out of abusive relationships. The shelter operates 24/7 and offers accommodations, necessities, and a supportive, welcoming environment at no cost.

Beyond meeting immediate safety needs, shelter staff provide emotional support, safety planning, advocacy, and connections to counselling and community resources. The shelter is a space where women can stabilize, rest, and begin to make decisions about next steps in an environment that prioritizes dignity, autonomy, and healing.

### **Next Steps: Transition and Court Support**

Artemis Huron provides transition support to women as they move beyond immediate crisis and work toward safety, stability, and longer-term wellbeing. Transition support is available to women living in the community as well as those exiting emergency shelter.

This program includes individualized advocacy, assistance navigating complex systems, safety planning, counselling support, and practical help related to housing, income, legal processes, and community connection. Staff work alongside women to identify goals, reduce barriers, and build stability at a pace that reflects each woman's circumstances and choices.

Transition support recognizes that healing and safety are not linear processes and that meaningful change requires time, flexibility, and sustained relational support.

### **Second-Stage Housing Program**

Artemis Huron operates a second-stage program that provides safe housing for women and their children who are transitioning out of violence. The program offers apartment-style living units in multiple communities across Huron County, including Clinton, Exeter, and Goderich.

Second-stage housing combines secure, affordable housing with wraparound supports, allowing women and children to live independently while continuing to access counselling, advocacy, and transition support. This model supports stability, healing, and autonomy, particularly in a rural context where affordable and safe housing options are limited.

The second-stage program plays a critical role in bridging the gap between emergency shelter and long-term housing, reducing the risk of homelessness and supporting women to rebuild their lives in safety and dignity.

### **Counselling Services**

Artemis Huron offers specialized, trauma- and violence-informed counselling for women and children who have experienced gender-based violence, including sexual violence. Counselling is available in individual and group formats and is facilitated by trained professionals with deep expertise in trauma, abuse dynamics, sexual violence, and recovery.

Counselling services provide a safe and supportive space for healing, growth, and strengthening self-worth. The approach centers choice, empowerment, and relationship, supporting participants to process their experiences at their own pace and in ways that honour autonomy, dignity, and lived experience.

## **Child and Youth Programs**

Artemis Huron provides dedicated support for children and youth who have been impacted by gender-based violence. Through trauma- and violence-informed counselling and programming, counsellors help young people make sense of their experiences, build coping skills, and support their emotional well-being.

The organization also works closely with parents and caregivers, offering guidance and support as they walk alongside their children on the path to healing. This holistic approach recognizes the interconnected needs of children and their caregivers and the importance of stable, supportive relationships in recovery.

## **Group Programming**

Group programming at Artemis Huron creates opportunities for connection, healing, and growth alongside others with shared experiences. Guided by trained facilitators, groups integrate therapeutic practices, peer support, and skill-building activities that foster resilience, self-esteem, and community.

Group offerings vary and are responsive to the needs and interests of participants, reflecting Artemis Huron's commitment to survivor-informed and relationship-centred programming.

## **Community Coordination and Systems Leadership**

In addition to direct services, Artemis Huron plays a leadership role in community coordination and violence prevention across Huron County. The organization convenes and supports **Gender-Based Violence Prevention Huron**, a cross-sector coordinating committee of local agencies committed to improving responses to gender-based violence.

Participating organizations commit to identifying and training at least one staff member as a GBV specialist at the direct service level to improve identification, referral, and response across the community. Artemis Huron also supports the development and delivery of coordinated community training initiatives, including:

- **Be Safer risk assessment training** for service providers
- **Neighbours, Friends and Family** training for the broader community to increase awareness of risk factors and warning signs
- **Make It Our Business** training for employers to recognize and respond to gender-based violence in the workplace

## **Multi-Agency Risk Assessment and Management (MARAM)**

Artemis Huron coordinates the local Multi-Agency Risk Assessment and Management (MARAM) table, (a GBV Prevention Huron initiative), a rapid-response, multi-sector approach to addressing cases of elevated risk. This table brings together six core organizations to review high-risk cases and develop coordinated safety plans and interventions.

When a high-risk case is identified anywhere in the community, the MARAM table can be convened within 48 hours, allowing agencies to work collaboratively and proactively to reduce risk and enhance

safety. This model strengthens communication, accountability, and shared responsibility across systems responding to gender-based violence.

## PROJECT SCOPE

Artemis Huron is seeking proposals for the development of a comprehensive Strategic Plan that articulates a bold, forward-looking vision grounded in feminist values and responsive to the unique realities of rural Huron County. This plan should reflect our current social, economic, and political context while anticipating future challenges and opportunities that may shape our work and the communities we serve.

The Strategic Plan will guide Artemis Huron in strengthening its leadership in feminist, trauma- and violence-informed social service delivery. It should define clear objectives and priorities, establish meaningful indicators for tracking progress and accountability, and outline actionable strategies to advance our mission and sustain organizational effectiveness.

The successful proposal will include a clear methodology for developing the Strategic Plan, which may include:

- Conducting an environmental scan;
- Engaging in key informant interviews and/or focus groups with staff, Board members, service users, and community partners;
- Reviewing relevant documents, data, and sector best practices;
- Facilitating collaborative sessions with the Board and team to identify priorities and strategic directions.

The final plan should provide actionable recommendations, a framework for evaluation and ongoing learning, and a summary of the critical issues and available resources essential to achieving Artemis Huron's strategic goals.

## DELIVERABLES

Specifically, the consultant will be responsible for providing expert advice and facilitation throughout the project, and for the following deliverables, at minimum:

- The strategic plan should include a phased in implementation approach (immediate 6 months-1-year, short term 1-2 years, medium term 2-4 years, and long term 4-5 years) to achieve the mandate of the RFP.
- Community and stakeholder assessment and recommendations as well as using appropriate methods of communication and engagement.

- Needs assessment / environmental scan – reviewing existing plans and documents pertinent to the comprehensive strategic plan, identifying trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities and threats.
- Coordinating and facilitating meetings with key stakeholders, community partners, and the Board of Directors;
- Ensuring that discussions and decision-making processes are inclusive, respectful, and grounded in feminist and trauma-informed values;
- Supporting collaboration and innovation through dialogue that is forward-thinking and focused on creating a shared vision for the future;
- Providing regular updates and progress reports to maintain transparency, accountability, and project momentum.
- Plan documentation, including development of an interim and final report for the project, including an executive summary.

## GUIDELINES FOR PROPOSAL DEVELOPMENT

We respectfully request that all submissions include the following headings with the appropriate content:

- Executive Summary
- Scope, Approach, and Methodology
- Project Management Approach and Work Plan
- Declaration of Experience and Qualifications
- Detailed and Itemized Pricing
- References
- Firm/Consultant Overview

## PRICING AND ADDITIONAL WORK

The successful candidate will provide a guaranteed maximum price for all project work and shall abide by the price stated. No further payments beyond the contracted amount will be made for any additional time or services required to provide the deliverables outlined in this RFP. If additional requirements are requested by Artemis Huron beyond the scope of work described in this RFP, the cost of these services would be negotiated between Artemis Huron and the contracted successful candidate. Any additional work will only be undertaken based on a request in writing from Artemis Huron.

**An invoicing and payment schedule will be negotiated and agreed to in writing with the successful candidate upon acceptance of the proposal.**

## ACCEPTANCE OF PROPOSALS

Artemis Huron reserves the right to not accept any or all proposals as the interest of Artemis Huron may require without stating reasons.

Notwithstanding and without restricting the generality of the statement immediately above, Artemis Huron will not be required to award a proposal:

- When only one (1) proposal by a successful candidate substantially exceeds the estimated cost of the project;
- Based on price (i.e. to the lowest-priced successful candidate);
- Where the lowest quotation by a successful candidate substantially exceeds the estimated cost of the project;
- When all proposals received fail to comply with the specifications of proposal terms and conditions; or
- Where a change in the scope of work or specifications is required

## CLOSING DATE AND TIME

Proposals must be received by the Executive Director of Artemis Huron before 5:00PM (17h) local time on ***February 17, 2026***. We will not accept proposal submissions after the closing date and time.

Proposals can be submitted electronically in PDF format to the following email address:

**Danielle Hoover, Executive Assistant**  
**[execassist@artemishuron.ca](mailto:execassist@artemishuron.ca)**

Questions or clarifications regarding this Request for Proposal should also be directed to the preceding email.