

Request for Expressions of Interest / Proposals

Volunteers Supporting Aging in Place Initiative – Program Development Services

Introduction

The Resort Village of Candle Lake is seeking expressions of interest and proposals from qualified individuals, consultants, or firms interested in developing the operational framework for the Candle Lake – Volunteers Supporting Aging in Place Initiative.

This innovative community initiative is designed to strengthen local capacity to support older adults aging safely and independently within the Candle Lake community through three integrated service streams:

- Transportation Supports
- Navigation & Community Connection Services
- In-Home & Community Supports

The selected contractor will be responsible for designing and preparing the foundational operational systems required to launch and support the initiative.

Scope of Work

The work includes:

- Development of a comprehensive Policy and Procedure Manual
- Creation of Standard Operating Procedures (SOPs)
- Development of all related forms, templates, workflows, and operational processes
- Volunteer intake, screening, onboarding, and training systems
- Scheduling, documentation, and quality assurance procedures
- Program evaluation and reporting tools
- Integration planning with Better Impact volunteer management software
- Stakeholder consultation and research to support program development

The successful proponent will translate the approved New Horizons project framework into a fully functioning and sustainable community-based volunteer program model.

This foundational work will establish the infrastructure required for future program coordination and volunteer service delivery while ensuring services can be delivered safely, consistently, and professionally.

Project Timeline

The assignment is estimated to require approximately 300–400 hours over a period of approximately six (6) months.

Ideal Qualifications

The RVCL is seeking proponents with experience in areas such as:

- Program development
- Volunteer management systems
- Community or health-based service delivery
- Policy and procedure development
- Non-profit or municipal operations
- Quality assurance and organizational systems design

Experience working with rural communities, aging-in-place initiatives, or volunteer-supported service models is considered an asset.

Submission Information

Interested individuals or firms are invited to submit:

- A brief expression of interest or proposal
- Relevant experience and qualifications
- Proposed approach and availability
- Estimated hourly rate or project cost structure

For additional information or to submit a proposal, please contact:

Resort Village of Candle Lake
Email: cao@candlelake.ca

The Resort Village thanks all interested proponents for their interest in supporting this important community initiative.