



## **Request for Proposals (RFP): Consultant for Community Impact Through Real Estate (CITRE) Strategy & Implementation Readiness**

### **BACKGROUND**

Quint is a not-for-profit community economic development organization whose mission is to enhance the economic and social well-being of Saskatoon's west side core neighbourhoods. Since 1995 we have developed innovative initiatives in areas such as affordable and transitional housing, employment and training services, and social enterprise.

We work to provide people-centered support that fosters the growth of healthy individuals, families, and neighbourhoods. Our efforts are focused on the core communities, which are home to a diverse population.

As Quint celebrates 30 years of supporting community well-being, we are looking ahead to approaches that will strengthen our long-term sustainability and deepen our impact. One of these emerging directions is Community Impact Through Real Estate (CITRE), a strategy that considers how the ownership and management of commercial property can support both organizational stability and community well-being. Through CITRE, Quint aims to build a diversified commercial real estate portfolio that may include a range of property types and tenant mixes. The revenue generated through this portfolio will be intentionally directed to advance Quint's mission.

***To support this work, Quint is seeking a consultant to help develop the governance model, operational framework, and implementation plan needed to move confidently toward our first acquisition. The consultant will work closely with the Board and Executive Director to design a clear and implementable foundation for CITRE.***

### **SCOPE OF WORK**

The consultant will work closely with Quint's board and Executive Director to deliver a full CITRE setup framework, including the following components:

1. **Strategic Definition:** Clearly define CITRE for Quint: purpose, scope, boundaries, and alignment with Quint's mission.
2. **Governance Design:** To develop a governance structure for CITRE that clearly sets out who is responsible for what, how decisions will be made and approved, and how information will be reported and communicated. This work will also include recommending an appropriate governance structure for CITRE and defining the specific roles of the Board, Governance Committee, Executive Director, and staff to ensure clarity, accountability, and alignment across the organization.



3. Operational Framework and Implementation Plan: To develop an operational framework for CITRE by defining the steps and processes needed to launch and manage the initiative, identifying staffing needs and capacity gaps, and outlining the key processes required to support acquisition readiness and the ongoing management of a commercial real estate portfolio. The framework and plan should include proposed staffing structure, an implementation timeline, key decision points, clear and concise required actions, who is responsible, major risks, and whether additional capacity is needed.
4. Policies & Procedures: Assess and prepare a list of necessary policies and procedures that will guide CITRE's work, including acquisition criteria, tenant and leasing guidelines, risk assessment approaches, reserve considerations, and the protocols needed to evaluate and advance potential acquisitions.
5. Investment & Financing Recommendations: Provide high-level recommendations on the investment or financing approaches worth exploring. Detailed financial modelling is not required.
6. Summary Presentation to the Board: Following the completion of all deliverables the consultant will provide a summary presentation to the board followed by time for questions and discussion.

#### **DELIVERABLES**

- CITRE Strategic Definition Document
- Governance Framework
- Operational Framework and Implementation Plan
- Policies & Procedures Package
- Investment & Financing Recommendations
- Final Presentation to Board

#### **REQUIRED QUALIFICATIONS**

The ideal consultant will bring:

- Experience developing organizational frameworks and governance models
- Experience creating policies, procedures, and operational systems
- Familiarity with commercial real estate considerations and acquisition readiness
- Strong facilitation and project management skills
- Experience working with non-profits



### **TIMELINE**

The project is expected to begin in April 2026 with a final presentation to the board on Monday November 16, 2026.

### **BUDGET**

Quint has allocated \$30,000 for this project. Proposals that deliver strong value within this budget are preferred. Quint recognizes that approaches may vary; therefore, applicants may propose an alternative budget with clear justification. However, Quint may give preference to proposals that strongly align with the targeted allocation.

### **PROPOSAL GUIDELINES AND INSTRUCTIONS**

Proposals should include:

- Consultant/Firm overview
- Relevant experience
- Approach and methodology
- Workplan and timeline
- Detailed budget
- Qualifications and past work
- Three professional references related to the scope and deliverables of this project

**Final proposals should be submitted by 4:00 PM, February 27<sup>th</sup>, 2026, to [rfp@quintsaskatoon.ca](mailto:rfp@quintsaskatoon.ca) with the subject line: "Quint RFP Submission - [include name of consultant or firm]"**