REQUEST FOR PROPOSALS
for
Professional Fundraising Services

Saskatoon Sports Centre Expansion

Issued by Saskatoon Soccer Centre Inc. (SSCI)
150 Nelson Road
Saskatoon, SK S7S 1P5

Issue date: November 4, 2026
Proposal deadline: November 20, 2026, 4pm CST
Anticipated start: January 4, 2027
Contact: Chief Executive Officer
ceo@saskatoonsoccer.com

SASKATOON SOCCER CENTRE INC.
Built BY soccer, FOR soccer

1. Invitation and Project Background

Saskatoon Soccer Centre Inc. (SSCI) invites qualified fundraising consultants and firms to propose services to plan and execute a capital campaign supporting expansion of the Saskatoon Sports Centre in Saskatoon, Saskatchewan. SSCI seeks a collaborative partner with demonstrated capital campaign experience, knowledge of Saskatchewan funding networks, and the capacity to support donor cultivation, solicitation, sponsorships, grants, and campaign management—not solely provide strategic advice.

SSCI owns and operates indoor soccer and sport facilities serving Saskatoon and the surrounding region. The proposed expansion is intended to increase playing and training capacity, improve supporting amenities, and strengthen opportunities for sport, recreation, events, and community use. Final scope and timing remain subject to planning and approvals. Additional project information may be shared with shortlisted proponents.

2. Project and Campaign Parameters

Estimated project cost	$17,972,528
Capital/grant fundraising target	$3,772,528 (subject to validation)
Other anticipated funding	$14,200,000 mortgage, existing commitments and land contribution
Anticipated construction	Spring 2027 to fall 2028

The campaign will seek an appropriate mix of major gifts, corporate partnerships, sponsorships and naming rights, foundations, government programs, and community support. Proponents should assess the target's feasibility and recommend campaign phases, milestones, and funding priorities aligned with project approvals and construction.

3. Scope of Services

The selected proponent will provide the following services, identifying which activities it will lead directly and which will require SSCI staff, Board members, volunteers, or external specialists.

3.1 Readiness, feasibility and strategy

- Review project plans, budget, existing relationships, fundraising capacity, leadership readiness, and key risks.
- Assess donor market and campaign feasibility, including stakeholder interviews where appropriate.
- Recommend a validated target, funding mix, gift table, campaign structure, timeline, governance, and launch criteria.

Deliverables: readiness/feasibility assessment and phased campaign strategy with implementation plan.

3.2 Campaign materials

- Develop campaign messaging, donor presentations, and tailored solicitation materials.
- Advise on sponsorship packages, naming opportunities, and recognition approaches. All public materials and commitments require SSCI approval.

Deliverables: communications framework and core donor/sponsor materials.

3.3 Major gifts, corporate sponsorships and grants

- Research, prioritize, cultivate, and track major-gift prospects; prepare proposals and participate in solicitations as agreed.
- Develop corporate partnership, sponsorship, and naming-rights opportunities; support outreach and negotiations.
- Identify and prioritize government, foundation, and institutional programs; maintain an application calendar and support submissions, including coordination of required technical information.
- Document proposed responsibilities for prospect research, introductions, meetings, proposal preparation, negotiation, and follow-up.

Deliverables: prioritized prospect pipeline, solicitation plans, sponsorship approach, and grant opportunity/application tracker.

3.4 Leadership, implementation and reporting

- Recommend campaign leadership and volunteer roles; support recruitment, orientation, and solicitation coaching.
- Manage a campaign work plan, donor pipeline, commitments, pledges, risks, and activity milestones.
- Provide a monthly dashboard and progress report, including funds secured, prospects by stage, pending applications, next actions, and risks.

Deliverables: governance/volunteer plan, implementation schedule, campaign dashboard, and monthly reporting.

3.5 Stewardship and closeout

- Develop donor acknowledgment, recognition, pledge follow-up, and stewardship protocols.
- Support accurate documentation of gift restrictions, naming commitments, and reporting obligations.
- Provide a final campaign report and recommendations for ongoing donor relationships and fundraising capacity.

Deliverables: stewardship plan and campaign closeout report.

4. Expected Schedule and Deliverables

First 30 days	Project review and initial assessment
First 30–45 days	Readiness/feasibility findings and recommendations
After assessment	Campaign strategy, governance, work plan and milestones
Within 60–90 days	Initial prioritized donor pipeline and funding calendar
Before active solicitation	Approved case for support, donor materials and volunteer preparation
Throughout engagement	Solicitation and grant support; monthly dashboard and reporting
At completion	Stewardship transition and closeout report

These timeframes are preliminary. Proponents should propose a realistic schedule, key decision points, and dependencies.

5. Proponent Qualifications

- Successful capital campaign and major-gift fundraising experience on comparable nonprofit or community infrastructure projects.
- Experience with corporate sponsorships, naming rights, foundations, and public funding programs.
- Knowledge of Saskatoon/Saskatchewan funding networks or a credible plan to establish local relationships.
- A qualified, available project team experienced in working with Boards, volunteers, and community stakeholders.
- Commitment to ethical fundraising, donor confidentiality, sound financial practices, and conflict-of-interest management.

6. Proposal Requirements

Submit a concise, clearly organized PDF addressing:

- Executive summary and understanding of SSCI's project and campaign challenges.
- Methodology and work plan for each service area, including timelines, responsibilities, deliverables, and direct solicitation involvement.
- Preliminary view of funding mix, likely priorities, and information required to validate the target.
- Three comparable assignments, where available, identifying campaign targets, results, scope of involvement, and client references (with permission).
- Proposed team, roles, estimated time commitments, and subcontractors.
- Detailed fees by phase, personnel/rates and estimated hours; expenses, technology, travel, taxes, optional services, invoicing terms, and all assumptions. Disclose and justify any success-based fees separately.
- Actual or potential conflicts of interest and approach to confidentiality and donor data.

Clearly identify exclusions, optional services, and work dependent on SSCI resources or third parties.

7. Evaluation and Selection

Relevant campaign/fundraising experience	25%
Strategy and methodology	25%
Team qualifications and capacity	15%
Saskatoon/Saskatchewan funding knowledge	15%
Fees and overall value	15%
References and performance	5%

SSCI may review compliance, shortlist proponents, conduct interviews, check references, request clarifications, and negotiate terms. Selection will be based on overall fit and value; the highest score does not automatically guarantee an award.

8. RFP Schedule and Submission

RFP issued	November 4, 2026
Proposals due	November 20, 2026, 4pm CST
Interviews (if needed)	December 1-4, 2026
Selection notification	December 11, 2026
Anticipated commencement	January 4, 2027

Email a PDF proposal to ceo@saskatoonsoccer.com with subject: "RFP – Professional Fundraising Services – Saskatoon Sports Centre Expansion." Include the proponent's legal name, primary contact, and authorized representative. Submit questions in writing to the same address. Material clarifications may be shared with all proponents. Do not contact other SSCI representatives about this RFP unless authorized.

9. Key Contract Expectations

The selected proponent will enter into a written agreement covering an anticipated 12–24-month engagement, approved scope, deliverables, fees, reporting, and termination provisions. The agreement will address:

- Fees and expenses: documented invoices; prior approval of reimbursable expenses and additional charges.
- Performance: agreed milestones, timely work, prospect development, and transparent reporting; no guarantee of fundraising results.
- Ownership: SSCI ownership or sufficient ongoing rights to campaign-specific deliverables, subject to identified pre-existing tools and intellectual property.
- Confidentiality and privacy: authorized use of donor and project data, prompt reporting of suspected breaches, and return or secure disposal at closeout.
- Compliance: applicable law, ethical fundraising standards, conflicts of interest, and SSCI approval of representations, commitments, and funds-handling arrangements.
- Termination, insurance, indemnification, and transition obligations as negotiated in the final agreement.

10. RFP Conditions

SSCI may amend, cancel, or decline to award this RFP; reject proposals; waive non-material irregularities; seek clarifications; and negotiate with proponents, subject to applicable law and procurement requirements. Proponents bear their own submission costs and are responsible for accurate, complete proposals. Project timing and funding are not guaranteed. Identify commercially sensitive information in submissions. No contract arises until a written agreement is duly executed. The final agreement is expected to be governed by Saskatchewan and applicable Canadian law.

SSCI seeks a fundraising partner who can build a credible campaign, engage community leaders, and help secure the funding needed to advance the Saskatoon Sports Centre expansion.

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