



Request for Proposals – Strategic Planning

1. Organizational Overview

Children's Discovery Museum on the Saskatchewan Inc. (o/a Nutrien Wonderhub) is Saskatchewan's only children's museum.

We bring children and families together to create, learn, and play. Our safe and vibrant space invites children ages 0 to 9 embark on endless adventures, ignites their imaginations, and enriches their lives through unique experiences you can't find anywhere else. Wonderhub's hands-on exhibits and STEAM (science, technology, engineering, arts, and math) programming naturally encourage children and families to explore, build connections, and create lasting memories.

Through play, children not only have fun but also develop essential skills and knowledge that will serve them throughout their lives. With hands-on exhibits and engaging programming, we make learning fun during a key developmental time in children's lives. With over 100,000 visits annually, Wonderhub is inspiring the next generation of innovators, problem-solvers, and thinkers.

As Saskatoon's premier destination for children and families, Wonderhub is much more than a museum; it's a place where curiosity knows no bounds and every visit sparks new possibilities for learning and exploration.

Wonderhub is a non-profit organization and registered charity governed by a volunteer Board of Directors and led by the CEO. We are supported by individual donors, corporate sponsors, granting agencies, municipal funding, and self-generated revenue. Wonderhub is located in Saskatoon, Saskatchewan, on Treaty 6 Territory and the traditional homeland of the Métis Nation. To learn more, visit wonderhub.ca.

Mission, Vision, and Values

Mission: Wonderhub brings children and families together to create, learn, play, and explore without boundaries.

Vision: Expanding possibilities for children; building a brighter future for our community.

Values:

- **Child-Centered Experiences:** We create environments that naturally encourage children of all ages, backgrounds, and abilities to explore, discover, and learn through play.
- **Community Connections:** Within and beyond our walls, we create opportunities for interaction and connection.

- **Strategic Actions:** We approach every decision with a mind to the future and how to best achieve our goals in the long term.
- **Welcoming Spaces:** We commit ourselves to accessibility and inclusivity, celebrating diversity as a catalyst for growth.

2. Project Overview

Nutrien Wonderhub is seeking proposals from qualified consultants or consulting teams to lead the development of our next multi-year strategic plan. Our current strategic plan concludes in 2027, and we are seeking a plan to carry the organization forward for the next three to five years. The selected consultant(s) will work closely with the Board of Directors and staff to facilitate a plan grounded in research, community engagement, and organizational self-assessment.

3. Key Dates at a Glance

Milestone	Date
RFP issued	Week of September 28, 2026
Questions & clarifications due	October 16, 2026
Proposal submission deadline	October 30, 2026, 4:30 pm CST
Consultant selection notification	Week of December 7, 2026
Project kickoff	Early January 2027
Board approval	June 22, 2027

4. Current Strategic Plan

Wonderhub is in the final year of its current three-year strategic plan (2023-2026) which was extended to include a fourth year, through August 31, 2027. Since our last strategic plan, Wonderhub's focus has shifted toward securing the organization's long-term financial sustainability, including addressing a significant annual deficit. In September 2025, we implemented a significant increase to our admission fees, alongside a heightened commitment to reducing financial barriers to access for those who need it most.

As this planning cycle draws to a close, we want to be confident that our next strategic plan reflects the current needs and expectations of our members, visitors, supporters, and community, while positioning Wonderhub as a trusted resource for families and educators for the next planning period and beyond.

5. Scope of Work

The selected consultant(s) will work closely with Wonderhub staff and board members to design and implement a strategic planning process that includes, but is not limited to:

- Develop a detailed project plan and timeline at the outset of the engagement
- Research and understand the organization and the services we provide to our community, including any existing market research, community consultation reports, and the current strategic plan
- Consult with select individual Board members and staff to gain insight from multiple perspectives
- Conduct an internal and external environmental scan (e.g., sector trends, comparable organizations, community needs) to inform the plan
- Facilitate a review of Wonderhub’s mission, vision, values, recommending updates for consideration
- Facilitate one or more strategic planning sessions with the Board of Directors, guiding them to establish goals and timelines for achieving them
- Facilitate one or more action planning sessions with the Wonderhub team to ensure the strategic plan includes measurable objectives and action items
- Produce a written strategic plan and strategic plan report
- Develop a framework or dashboard to measure the strategic plan’s progress and impact of the planning period
- Present the final plan to the Board of Directors for approval

6. Required Deliverables

- A detailed project plan and timeline
- Summaries of community consultations / interviews
- Session plans for Board and staff sessions
- At least one facilitated session with the Board, including a written summary of each session
- At least one facilitated session with staff, including a written summary of each session
- Draft and final versions of the written strategic plan covering mission, vision, values, and strategic priorities with goals, objectives, actions and timelines for each priority
- A framework or dashboard to measure progress and impact of the plan
- A final presentation of the plan to the Board of Directors

7. Proposed Timeline

The timing of individual sessions is negotiable.

Phase	Timeline
RFP process	October 2, 2026 – December 11, 2026
Discovery: interviews, document review, environmental scan	December 2026 – February 2027
Board strategic planning session(s)	February – March 2027

Staff strategic and action planning session(s)	March 2027
Draft plan & report delivered for review	Mid-April 2027
Final plan presented for Board approval	June 22, 2027

8. Proposal Requirements

Please include the following in your proposal:

Consultant or Team Information

Provide the name, address, website, and phone number for the primary contact for this proposal. Include a description of your qualifications and relevant experience, including an overview of previous strategic planning work in the non-profit sector.

Provide brief biographies of any key team members who would work on this project, including their relevant experience.

Project Approach & Methodology

Describe your proposed approach, process, and methodology for this engagement, including community engagement and data collection techniques.

Relevant Experience & References

Describe strategic planning engagements of similar scale that you / your team has completed, particularly for non-profit, charitable, or similarly-sized organizations. Please provide at least three (3) references from comparable organizations, including contact names, titles, organizations, and contact information.

Proposed Schedule & Milestones

Provide a detailed proposed schedule, including milestones and deliverables tied to each phase of work, and indicate whether your proposed schedule can realistically meet the June 2027 approval date.

Fees & Payment Schedule

Provide a fixed-price quotation in Canadian dollars for all work described in this RFP, broken down by phase or deliverable, along with a proposed payment schedule. Include any applicable rate sheets and an itemized estimate of expenses (e.g., travel, materials).

9. Evaluation Criteria

Proposals will be evaluated against the following criteria:

- **Experience & Expertise:** Experience working with non-profit, charitable, and/or educational and cultural organizations; demonstrated knowledge of strategic planning best practices; ability to provide references.

- **Understanding of Organizational Identity:** Understanding of, and ability to address, Wonderhub's unique identity as Saskatchewan's children's museum and community resource.
- **Deliverables & Outputs:** Delivery of a comprehensive final strategic plan, clearly defined KPI recommendations, and a dashboard or visual tracking tool to monitor progress.
- **Methodology & Approach:** An inclusive planning process that engages the Board, staff, donors, and other key invested individuals and organizations; a clear and collaborative facilitation process; a defined timeline for plan development and implementation.
- **Practical Considerations:** Facilitator location (which may affect availability and travel costs), fit within Wonderhub's budget realities.

10. Questions

Questions regarding this RFP may be submitted in writing to the contact below by October 16, 2026. Questions will be handled individually, with responses to be communicated in writing by October 20, 2026.

Please submit your questions to the contact below:

Leah Brodie
CEO, Nutrien Wonderhub
leah@wonderhub.ca
306-249-3574 ext. 233

11. Terms and Conditions

Nutrien Wonderhub reserves the right to accept or reject any proposal and is not obligated to proceed with the lowest-cost proposal. During the review process, Nutrien Wonderhub may request additional information or clarification from applicants.

Wonderhub is committed to creating an inclusive process that respects diverse voices and perspectives in Saskatchewan. We encourage proposals from consultants with experience in equity, diversity, and inclusion in strategic planning.

12. Submission

Please submit your proposal electronically to the contact below by **October 30, 2026, at 4:30 pm CST**.

Leah Brodie
CEO, Nutrien Wonderhub
leah@wonderhub.ca
306-249-3574 ext. 233