



REQUEST FOR PROPOSALS

Executive Management – Annual Contract/Retainer Agreement

BACKGROUND

The Canadian Wheat Research Coalition (CWRC) is a collaboration between Saskatchewan Wheat Development Commission (Sask Wheat), Alberta Grains (AG) and Manitoba Crop Alliance (MCA) aimed at improving the net relative profitability of wheat for western Canadian producers.

The CWRC facilitates a collaborative approach to producer funding of regional and national research projects in variety development and agronomy, including core wheat breeding agreements with universities, Agriculture and Agri-Food Canada (AAFC) and the Canadian National Wheat Cluster under AAFC's Canadian Agricultural Partnership program and successor programming. Additional regional projects that align with variety development and agronomic priorities will also be considered for funding through the CWRC.

The Canadian Wheat Research Coalition (CWRC) is seeking a qualified executive management services for a contract retainer-based engagement to provide support and manage a variety of administrative, operational, and event coordination responsibilities over a 12-month period, with the potential for renewal based on performance.

SCOPE OF SERVICE

The successful proponent will report to the CWRC President and work closely with the CWRC Board and founding organization staff to fulfill the following responsibilities:

General Duties

- Maintain and manage the CWRC FTP site, ensuring all board materials and corporate documents including Core Breeding Agreement progress reports are organized and current.
- Collaborate on the drafting of the Annual Business Plan and fiscal year budget.
- File the Annual Corporate Return and ensure compliance with relevant corporate legislation.
- Conduct an annual review and propose updates to the Board Policy Manual, Procedures Manual, and Wheat Committee Terms of Reference.

- Manage the appointment process for CWRC Directors and maintain director compliance records, including annual execution of code of conduct and confidentiality form and onboarding requirements.
- Plan and coordinate logistics for CWRC-hosted events (budgeting, venue, travel, catering, etc.).
- Administer communications contract(s) on behalf of CWRC.
- Provide additional administrative support and undertake special projects as directed by the Board.

Meeting Administration

CWRC Board and Committee Meetings (Virtual)

- Schedule meetings, manage virtual platforms, and coordinate agenda preparation with the Chair/President.
- Prepare and distribute background materials.
- Record and distribute minutes, update the motions log, and track follow-up actions.

CWRC Staff Meetings (Virtual)

- Schedule meetings, manage virtual platforms, and coordinate agenda preparation with the President.
- Prepare and distribute background materials.
- Record and distribute minutes and track follow-up actions.

CWRC Wheat Committee Meetings (In-Person)

- Manage full logistics including venue, A/V, accommodations, catering, and registration.
- Serve as the on-site contact during in-person events.
- Develop agendas with the President, coordinate guest speakers, and prepare meeting materials.
- Record and distribute minutes and track follow-up actions.
- Coordinate any board meetings held alongside this event.

Annual General Meeting Support (Virtual)

- Prepare AGM and Reorganization Agenda.
- Schedule and manage auditor presentations.
- Prepare and distribute Appointment of Representative Company Forms.
- Prepare AGM and Reorganizational minutes and distribute to CWRC board and staff.
- Coordinate Board Orientation and onboarding requirements.

Strategic Planning and Policy Review

- Every four years, coordinate the RFP process for selecting a Strategic Planning facilitator, including drafting the RFP, evaluating submissions, and managing selection logistics.

Special Projects – Midge Wheat Tolerance (MWT)

- Lead the annual procurement process for MWT contract management services and organize an annual PGDC presentation summarizing engagement.
- Act as liaison between the MWT contract management firm and CWRC communications contractor to ensure coordination and visibility of MWT strategies.

This is a part-time contract position offering flexible working hours. The role is primarily remote; however, the contractor must be available for occasional travel to support in-person events, meetings, or board functions as required.

Some responsibilities may require evening availability, depending on the scheduling of virtual meetings or time-sensitive tasks. The contractor is expected to manage their workload independently while maintaining clear and responsive communication with the CWRC president.

PROPOSAL REQUIREMENTS

All proposals must include the following elements. Please ensure your submission is concise, relevant, and demonstrates your capacity to deliver high-quality support and manage a variety of administrative, operational, and event coordination responsibilities.

- **Applicant Profile**
 - Company or individual overview, relevant experience in contract or non-profit administration.
 - Experience with Board governance and Roberts Rules of Order.
 - Experience working with boards, committees, or agricultural organizations.
- **Approach & Work Plan**
 - Proposed approach to fulfilling the scope of work.
 - Tools and processes you use to manage meetings, documents, and communications.
 - Timeline or availability for key annual tasks and recurring responsibilities.
- **Fee Structure**
 - Proposed monthly retainer fee and/or hourly rate.
 - Outline of services included in the retainer.
 - Estimated budget for travel or special projects.
- **References**
 - At least two references from organizations for which similar services were provided.
 - Include a brief summary of work performed and contact information.

SELECTION CRITERIA

CWRC will use multiple criteria to select the most appropriate consultant. In consideration of all the key objectives described in this document, the evaluation of proposals will be based on a set of criteria outlined below:

- Relevant experience and qualifications.
- Clarity and feasibility of approach.
- Cost and value for services.
- References and past performance.

SUBMISSION DEADLINE

To receive consideration, responses to this RFP must be received no later than **12:00 p.m. CST on September 12, 2025.**

Proponents must submit electronically to the address outlined below:

Darcelle Graham
c/o Canadian Wheat Research Coalition
Email: darcelle@mbcropalliance.ca

TERMS AND CONDITIONS

CWRC will keep your information confidential and will destroy proposals once a suitable candidate has been contracted to complete the work.

Shortlisted applicants may be invited to an interview.

The selected contractor will be required to sign a service agreement with CWRC.