

Anova
255 Horton St.
London, ON N6B 1L1

Request for Proposal For Business Case for Major Capital Project

ISSUED BY:

Anova



a future without violence.

RFP CLOSING DATE/TIME: BY Friday, October 24th, 5:00 PM EST

Proponents must confirm intent to submit a proposal by Friday,
September 26th, 2025, 5:00PM EST

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INTRODUCTION

Anova is requesting proposals from a qualified professional individual and/or organization for a Business Case for a Major Capital Project for the construction of a new 40-bed emergency shelter and sexual assault centre. This Request for Proposal is a tool to help Anova understand your organization's relevant capabilities to conduct and complete this business case.

ORGANIZATION PROFILE

Anova is the organization formed in November 2016 when two formerly separate non-profit organizations, Women's Community House (WCH) and Sexual Assault Centre of London (SACL), unified. SACL transferred its net assets to WCH and shortly thereafter the organization's name changed to Anova: A Future without Violence to represent the now unified operations.

Founded in 1978 as WCH, the organization was first incorporated in 1987 and is a provincially incorporated, registered charity now operating as Anova, in the city of London, servicing clients from London, Middlesex, Ontario and across Canada.

Anova provides multiple essential services including emergency and short-term shelter and support to abused women and their children 24 hours a day, 365 days a year. Its two shelters have a combined capacity of 67 beds providing safe, short term shelter, basic needs and counselling for victims of domestic violence and abuse. Anova provides a 24-hour helpline, a walk-in counselling centre, second-stage housing and community group programs for children and their mothers/caregivers. Its Outreach Program offers service to women including safety planning, legal and financial advocacy, consultation regarding housing, and community referrals. The Family Court Support Program supports victims of domestic violence going through the family court system by offering information and support around family law process and procedures. Anova has a vibrant volunteer program and a speaker's bureau through which it provides public education on the impact of violence to schools, service agencies, service clubs, churches and information fairs. Additionally, Anova offers individual and group counselling for female-identified survivors of sexual assault, a 24-hour helpline, accompaniment/advocacy, and public education. The organization also owns and operates a social enterprise called MINE 101 that offers the surplus of donated items for sale to generate funds that contribute to the unfunded children's programs at the shelters.

The unified organization employs approximately 95 staff on a full-time, part-time and relief basis. With a budget of \$5.7 million, it will synergistically continue, improve and add to the services to meet the needs of its clients.

Governance

An independent volunteer Board of Directors governs Anova, meeting monthly except in July, August and December. The Board appoints an Executive Committee consisting of a Chair/Co-Chairs, Vice-Chair(s) and a Treasurer.

The contractor(s) for this business plan are to be appointed by and responsible to the members of the organization as represented by the Board of Directors, as well the Anova Leadership Team.

SCOPE OF WORK

Required Project Deliverables

Anova is seeking proposals for the provision of a business case for the construction of a new 40-bed emergency shelter and sexual assault counselling centre.

The business case must follow the template (see Attachment A) provided by the Ministry of Children, Community and Social Services for a 'business case for major capital projects'.

Business Case Elements

Following the Ministry-approved template, the final executive summary of the document will outline:

- *Executive Summary*
- *Project Description*
 - *Description*
 - *Objective/Outcomes*
 - *Anticipated project timeline and deliverables*
 - *Stakeholders*
- *Environmental Analysis*
- *Options (outlining all options available to address the problem/opportunity)*
- *Risk Assessment*
- *Cost/Benefit Analysis*
- *Conclusions and Recommendations*

Contract Term

The term of the contract will be negotiated, depending on the proposal. This proposal has a deadline of being submitted to the Ministry by August 2026. Ten (10) business days' written notice must be provided if either party wishes to terminate the agreement prior to the contract's expiry date.

PROPOSAL CONTENT

To better understand your organization and the ability to successfully provide this business plan for Anova, please provide the information below as part of your response. Limit your response to 20 pages. Clearly reference each specific question or point in your response.

Capabilities of Your Organization

- Provide an overview of your practice that is relevant to this project.
- Provide details of recent external business cases/business case projects that were similar in scope and requirements to those of Anova and carried out by your local office, including the number of years served and contact information for a key client representative. Note that Anova will not contact these references without providing you with advance notice.
- What experience does your organization have in providing services to charities and/or not-for-profit organizations?
- Would Anova have the same lead staff for the duration of the relationship? If not, what arrangements does your organization have to ensure that if key personnel proposed for the project become unavailable they will be replaced by similarly qualified and experienced staff in a timely manner?
- What technologies does your organization employ to promote flexibility and efficiency?
- Provide a summary of the reasons why selecting your organization as the business case lead for Anova would be the best decision for this organization.

Professional Team Assigned

Provide information on the size, composition, and organization of the team assigned for this business plan project, including detailed information on the background of any proposed leaders, support staff, etc.

Proposed Methodology

- Provide a general description of the approach employed by your organization for this business case, including the proposed timeline, critical steps, and process that would be employed. Include a description of the technology and work processes to be used to ensure an efficient business case process.
- What is your organization's reporting approach as it relates to interim and final phases of the project, and presentations to Anova management and the Board of Directors?
- How will communication with Anova be carried out on an ongoing basis and what processes would you employ to identify and address matters related to client satisfaction, performance measurement, or other concerns that may arise?
- How will you incorporate Anova's core values into your work? How will you approach this work with a trauma- and violence-informed lens?

Project Fees

Indicate the full pricing associated with your proposed business case solution, excluding taxes. All applicable fees and charges, both up-front and ongoing, must be identified.

If you have questions regarding the project budget, please reach out before the deadline.

Value-Added Services

The proposal should include a brief description of any value-added services that the contracted organization will provide, such as advice to Anova on issues related to a new build project (e.g. fund development, property development, community need, etc.).

RFP PROCESS

Proposal Evaluation

The evaluation of all proposals will be based on criteria and/or presentations to determine the best qualifications and best value package of deliverables. Evaluation is conducted by a Board Committee that consists of Anova board members, volunteers and leadership staff.

Evaluative considerations include but are not limited to:

- Overall quality of the proposal and presentation.
- Experience, qualifications and perceived fit of the proposed organization with Anova and the charitable sector, including alignment with and understanding of Anova's core values and knowledge of trauma-informed care and services.
- Experience and qualifications of staff to be assigned to the project.
- Project approach, including methodology, deliverables and proposed timing.
- Fees – it is expected that the quoted fees will provide for all work associated with the delivery of the business case.
- Value-added services.

Communication Information

Jessie Rodger, Executive Director is the Anova representative for this RFP. For any information relative to this RFP, please direct all inquiries to Jessie via email:

Jessie Rodger, Executive Director | JessieR@anovafuture.org

Notification of Intent to Respond

Please indicate your intention to submit a proposal, by email, to the above email address by Friday, September 26th at 5pm. In addition, please provide the contact details of the individual(s) responsible for coordinating your RFP response.

RFP Questions

Questions regarding this RFP will be accepted up to the date indicated in the Key Dates table that follows (Page 8). Answers to all questions will be distributed to all proponents. Questions can be submitted ONLY by email to JessieR@anovafuture.org

Response Delivery Instructions

Please deliver your proposal via email to JessieR@anovafuture.org by the time and date indicated in the Key Dates table.

Presentations

Anova's intention is to hold presentations with a shortlist of firms on the date as indicated in the Key Dates table. The presentations will be held in person or virtually with the Board Committee, depending on availability (with a preference for in person).

Key Dates and Schedule of Events

DATE	EVENT
Friday, August 29 th , 2025	Posting Request for Proposals
Friday, September 26 th , 2025	Intention to Submit a Proposal (by email)
Friday, October 10 th , 2025	Deadline for questions from all bidders
Friday, October 24 th , 2026	Proposal Submission Date (by email)
Nov. 10-14 th , 2025	Presentations – final date(s) to be confirmed
December 1 st , 2025	Anticipated Project Start Date

Note that Anova reserves the right to cancel or alter the RFP process as described in this document at any time.



Business Case for Major Capital Projects

[Capital Project Name]

Submitted by: Agency Name and Key Contact.

Date of Submission: Date.

Version: [#]

For instructions on how to complete the template, please refer to the Business Case Instructions document.

Section 1: Executive summary

Provide a concise, high-level summary of the key highlights of the business case. It should include what the project is about, the role the project plays in any strategic program service/delivery plans, and the justification for the project; how the project improves the overall efficiency and/or effectiveness of program/service delivery. The Executive summary should be maximum of 2 pages in length.

Section 2: Project description

Description

Add Project Description.

Objective /Outcomes

Add your Objectives/Outcomes.

Scope

Timeframes	Explains specific details about when the project will start and end
Departments/ Organizations	Details the specific locations/sites and the agency /group of partners who will be involved in the project (if applicable)
Program	Describes what program(s)/service(s) the project involves
Out of scope	includes items that are specifically excluded from the project

Anticipated project timeline and deliverables

(Add additional rows as needed)

Deliverable	Estimated completion
Add deliverables	Add estimated completion time
Add deliverables	Add estimated completion time
Add deliverables	Add estimated completion time
Add deliverables	Add estimated completion time
Add deliverables	Add estimated completion time
Add deliverables	Add estimated completion time

Stakeholder

(Add additional rows as needed by right-clicking on the table, and selecting insert row/column)

Stakeholders	Overview of requirements
Primary – Internal	
Stakeholder 1	Add requirements
Stakeholder 2	Add requirements
Primary – External	
Stakeholder 1	Add requirements
Stakeholder 2	Add requirements
Secondary – Internal	
Stakeholder 1	Add requirements
Stakeholder 2	Add requirements
Secondary – External	
Stakeholder 1	Add requirements
Stakeholder 2	Add requirements

Add additional notes

Section 3: Environmental analysis

Add Environmental analysis.

Section 4: Options

Outline the options that are available to address the problem or opportunity taking into consideration the results of the needs assessment.

Section 5: Risk assessment

Purpose of the Risk assessment section

To add more risks/rows for information, hit “tab” key in last cell.

Risk	Description	Risk mitigation strategy
Risk # 1	Add description of risk #1	Add strategy
Risk # 2	Add description of risk #2	Add strategy
Risk # 3	Add description of risk #3	Add strategy

Rationale for the evaluation

Risk analysis	Viable option 1		Viable option 2		Viable option 3	
	Probability	Impact	Probability	Impact	Probability	Impact
Risk 1 – a description of risk 1	Choose one	Choose one	Choose one	Choose one	Choose one	Choose one
Risk 1 General Mitigation Strategy	Option #1		Option #2		Option #3	
Risk 2 – a description of risk 2	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Risk 2 General Mitigation Strategy	Option #1		Option #2		Option #3.	

Section 6: Cost/Benefits analysis

Full cost analysis

Include all costs and expected benefits resulting from this opportunity for each viable option. Any detailed worksheets should be attached as an appendix

Incremental cost analysis

If it is not possible or practical to fully analyze the entire cost or where the incremental project costs are relatively small to the entire cost, an incremental approach may be used.

Qualitative analysis – Non-financial benefits and costs

Viable Option 1

Benefits

Qualitative Summary	Description	Stakeholder(s) Impacted
Benefit #1	Description of benefit #1	Stakeholders
Benefit #2	Description of benefit #2	Stakeholders

Costs

Qualitative Summary	Description	Stakeholder(s) Impacted
Cost #1	Description of cost #1	Stakeholders
Cost #2	Description of cost #2	Stakeholders

Assumptions

Include all assumptions used to determine, both quantitative and qualitative, costs and benefits should be clearly documented. This would include general assumptions as well as assumptions specific to each option.

Section 7: Conclusions and recommendations

Include the recommended option based on the above recap and use the table below to address the impact, risk assessment and cost and benefit analysis.

Option	Business and operational Impact	Project risk assessment	Cost/Benefit analysis
Option 1	Describe overall assessment	Describe overall assessment	Describe overall assessment
Option 2	Describe overall assessment	Describe overall assessment	Describe overall assessment

Recommendations

Add specific recommendations on proceeding with the project. The extent of the recommendation may range from recommending approval for full project implementation to recommending a more detailed requirements analysis be done to validate some key business case components.

Section 8: Implementation strategy

Outline the proposed implementation plan, It should include: major project phases, high-level work plan, deliverables and target dates for completion and identify any personnel required and proposed agency project management structure



Business Case for Major Capital Projects

Ministry of Children, Community and Social Services (MCCSS)

Capital Planning and Delivery Branch

[Ontario.ca/mccss](https://ontario.ca/mccss)