



## **REQUEST FOR PROPOSAL:**

### **Consulting Services of Strategic Planning**

#### **Purpose**

The Securities Commission of The Bahamas (“the Commission”) is seeking proposals from qualified firms for a strategic planning consultant to assist with the development of a three-year strategic plan for the Commission, to cover the period 2018 through 2020.

#### **Background**

The Securities Commission of The Bahamas (“the Commission”) is a statutory body established in 1995 pursuant to the Securities Board Act, 1995. That Act has since been repealed and replaced by new legislation. The Commission’s mandate is now defined in the Securities Industry Act, 2011.

The Commission is responsible for the administration of the Investment Funds Act, 2003 and the Securities Industry Act, 2011, which provides for the supervision and regulation of the activities of the investment funds, securities and capital markets. The Commission, having been appointed Inspector of Financial and Corporate Services effective 1<sup>st</sup> January 2008, is also responsible for administering the Financial and Corporate Service Providers Act, 2000.

The Commission is mandated to: advise the Minister on all matters relating to the capital markets and its participants; maintain surveillance over the capital markets and ensure orderly, fair and equitable dealings in securities; foster timely, accurate, fair and efficient disclosure of information to the investing public and the capital markets; protect the integrity of the capital markets against any abuses arising from financial crime, market misconduct and other unfair and improper practices; promote an understanding by the public of the capital markets and its participants and the benefits, risks, and liabilities associated with investing; create and promote conditions that facilitate the orderly development of the capital markets; and perform any other function conferred or imposed on it by securities laws or Parliament (Securities Industry Act, 2011, Section 12).

#### **Scope of Work**

The Commission has three overarching objectives it seeks to achieve over the next three years. They are:

- (1) Financial independence and self-funding sustainability;
- (2) Development of technological capacity, enhancement and stream lining of monitoring processes;
- (3) Development of human capital and capacity building.

The consultant's role will be to provide advice and a framework for the development of the strategic plan. The consultant will also assist the Commission in producing the strategic plan, as well as identifying and developing initiatives to accomplish the Commission's objectives. The strategic planning process should include:

- An environmental scan, conducting internal and external interviews and focus groups with key stakeholders;
- A SWOT or similar strategic analysis based on an assessment of the local and international environment as well as internal capabilities;
- A compilation of findings, data analysis, and data interpretation for the Commission's use in identifying desired outcomes and strategies;
- Identification of key planning elements, such as long term strategies, short term goals and activities to achieve them, including identification of the resources needed to implement the plan.

### **Deliverables**

A comprehensive strategic plan for the Commission's approval.

### **Information Required of Respondents**

The content of the request for proposal should include:

- Complete contact information for the submitting firm;
- An overview of the firm and a summary of the corporate structure;
- The submitting firm's professional qualifications, role and past experience with comparable projects;
- A list of the specific individuals from the Company who will work on the Strategic Plan, along with their respective professional qualifications, past experiences, and current work base (location).
- A description of your methodology/ approach to assisting the Commission in developing the Strategic Plan;
- A project schedule (identifying an available date for the commencement of the strategic plan process);
- A proposed project budget, itemized by task and total project cost stated as a firm fixed fee;
- Any additional information deemed relevant and supportive to the proposal; and
- Any deliverables from the Commission to facilitate your processes.

### **Selection Process**

The Commission will review all proposals. In evaluating proposals, the Commission may consider any factor it deems necessary and proper including but not limited to timeline (the Commission's goal of completion is end of third quarter, 2017), costs, proposal comprehensiveness, experience, resources and general reputation.

The issuance of this Request for a Proposal does not commit the Commission to award a contract to or pay any costs incurred in the preparation of a proposal, in response to this request. The Commission reserves the right to accept or reject any or all proposals received.

### **Project Budget**

The Commission has an appropriated amount of \$32,250, budgeted for consultancy services on this project, which is inclusive of Value Added Tax.

### **Proposal Submissions**

Expressions of interest for this project must be received by Friday, 21<sup>st</sup> April 2017. Interest should be communicated to:

Ms. Christina R. Rolle  
Executive Director  
Securities Commission of the Bahamas  
Tel: (242) 397-4100  
E-mail: [info@scb.gov.bs](mailto:info@scb.gov.bs)