Request for Proposals (RFP)
Communications Support Services

1. Introduction

The Rural Municipality of Sherwood No. 159 (RM) invites proposals from qualified communications consultants to provide strategic and operational communications support services.

2. Background

The RM of Sherwood is a growing municipality surrounding Regina. The RM requires effective communications to support Council decisions, public engagement, and service delivery.

3. Objectives

- Improve clarity and consistency of communication
- Enhance public engagement
- Provide strategic communications advice
- Support crisis and issues management
- Strengthen digital presence

4. Scope of Work

The successful proponent may provide:

- Strategic Communications: Strategy development and messaging
- Media Relations: Media releases and inquiries
- Content Development: Website, newsletters, reports
- Digital Communications: Social media strategy and analytics
- Public Engagement: Consultation support and facilitation
- Crisis Communications: Issues management and response

5. Deliverables

Deliverables may include communications strategies, media materials, engagement plans, and performance reports.

6. Qualifications

Proponents should demonstrate municipal experience, strong writing skills, media relations expertise, and knowledge of Saskatchewan context.

7. **Proposal Requirements**

   Include company profile, approach, relevant experience, work plan, and fee structure.

8. **Evaluation Criteria**

   Experience (25%), Approach (30%), Past Work (20%), Pricing (20%), Local Knowledge (5%).

9. **Term**

   Initial term of 1 year with renewal options.

10. **Submission**

    Submit proposals electronically by July 30, 2026 to cao@rmofsherwood.ca

11. **Terms and Conditions**

    The RM reserves the right to accept or reject any proposal and negotiate terms.