



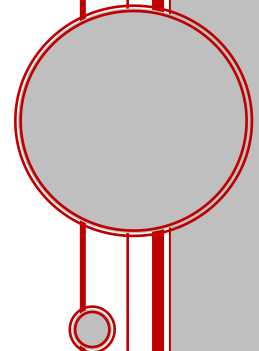
GYMnastics
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CANADA

REQUEST FOR PROPOSAL

For Technical Contractor – CanGym Revitalization

1900 City Park Drive, Suite 120
Ottawa, ON
K1J 1A3



Request for Proposal

For Technical Contractor – CanGym Revitalization

Gymnastics Canada (GCG) is a non-profit, member based, national sport organization where dedicated volunteers and professional staff provide leadership in the growth and development of gymnastics for all Canadians. As a leader in Gymnastics in Canada, Gymnastics Canada works with our partners to build programming and organizational capacity.

This document constitutes a Request for Proposal (RFP), which specifies Gymnastics Canada’s requirements for the Technical Contractor. Please feel free to address any additional services not specifically mentioned in the RFP that may be of potential benefit to the organization.

Background and Objective

Gymnastics has been known as a “foundation sport” with strong connections to “physical literacy” long before these became buzzwords in the Canadian sporting community. To strengthen our position as a foundation sport and establish ourselves as leaders in the area of physical literacy, GCG is committed to developing a first involvement program that appropriately addresses the needs of the participant at the earliest stages of development.

In order to achieve this goal, “CanGym” in its current state must be revitalized. CanGym has been GCG’s skill testing program for developmental level gymnasts since the late 1970’s. The program (formally known as “Red, White and Blue”) was created as an incentive based avenue for the non-competitive gymnast to stay active in the sport while earning badges for mastering benchmark skills. Although the program was originally developed by technical gymnastics experts, very few updates have occurred to align the program with the evolving Canadian sport landscape.

The objective in the call for proposals is to select a Technical Contractor to lead the development of the technical program content for GCG’s CanGym Revitalization Project.

Terms of Contract

The term of the contract is a two (2) year term (June 7, 2017 – May 31, 2019) with the possibility of extension. Thirty (30) days written notice must be provided if either party wishes to terminate the agreement prior to the contract’s expiry date.

Submission of Proposals

The following timelines have been established by Gymnastics Canada for the RFP Process:

Deadline	Date
Proposal due to GCG	May 29
Proposal review and decisions	May 31
Notification	June 5
Announcement	June 7

GCG intends to proceed expeditiously but reserves the sole right to modify dates in the above timetable.

To be considered, the Bidder's proposal must be received by Meredith Warner, Program Manager, Sport Development, mwarner@gymcan.org, by 12:00 noon ET on Monday, May 29, 2017. The proposal must be submitted in electronic format for ease of distribution. Each Bidder shall assume full responsibility for delivery of the completed proposal no later than the specified due date above. GCG is not responsible for any loss or delay with respect to the delivery of the proposals. GCG reserves the right to reject any or all proposals not submitted by this deadline.

Termination of Contract

GCG reserves the right to terminate the agreement with thirty (30) days written notice to the chosen contractor subject to the following:

- The contractor fails to perform in accordance with specified service requirements as outlined in the RFP;
- The contractor fails to provide any product or service as specified in the agreement without written explanation;
- The contractor otherwise violates the provision of the RFP to a significant degree.

Bidder Qualifications

The minimum qualifications required of the personnel involved in this project include:

- Subject matter expert: developmental stages of GCG's LTAD (Active Start, Fun, Fitness, Fundamentals, Building the Skills of Gymnastics, Gym for Life – GCG LTAD);
- Experience in curriculum development (technical gymnastics);
- Skilled in technical writing (manuals, assessment tools, etc.);
- Demonstrated knowledge of grassroots and developmental artistic gymnastics, trampoline gymnastics and rhythmic gymnastics;
- Experience in adaptive and/or inclusive sport programming considered an asset

Resourcing and Staffing

Bidders may wish to source additional consultants to fulfil the specifications outlined under qualifications.

Deliverables

- 1. CanGym Technical Curriculum based on the 4 non-competitive stages of LTAD:**
 - Active Start - Developmental Target Skills + Developmental Progressions based on the 7 FMP's (may include discipline specific Developmental Target Skills)
 - Fun, Fitness, Fundamentals - Developmental Target Skills + Developmental Progressions based on the 7 FMP's (include discipline specific Developmental Target Skills)
 - Building the Skills of Gymnastics - Benchmark Skills + Developmental Progressions based on the discipline specific apparatus (separate curriculum for AG, RG and TG)
 - Active for Life - Conditioning Activities/Skills and Benchmark Skills + Developmental Progressions based on the discipline specific apparatus (separate curriculum for AG, RG and TG)

Note: An example of "Developmental Target Skills + Developmental Progressions" can be found in Appendix A.

2. Inventory of Resources:

- Lesson Plans and Circuit Templates
- Games/Activities
- Theme Days
- Action Songs/Rhymes

3. Defined Production Needs:

- Video and/or photo components of the technical program are to be defined in writing. Execution of the Production Requirements will be considered a separate project outside the scope of this RFP.

Deliverable Requirements

- All written materials created in support of this project must be submitted in Microsoft office format(s);
- Draft submissions are required throughout the duration of the project and must adhere to the milestone deadlines defined in Appendix B;
- Submission of all materials in the English language;
- Collaboration throughout development with the CanGym Resource Team and in alignment with their program delivery and design recommendations (official documentation from Resource Team available upon request);
- All final products will be produced by the national office (translation, graphic design, branding, publication, etc.);
- May require communication/presentation to organizational stakeholders (i.e. working group/council updates, Board of Directors presentation, etc.). Travel and/or living costs associated with this requirement will be covered by GCG.

Proposal Content and Format

The proposal should set forth a work plan, including an explanation of the development methodology to be followed, to perform the services as outlined in this request for proposal.

Bidders are required to provide the following information in their proposal:

- Proposed segmentation of project phases and approach to be taken to determine the project plan;
- Estimated number of days to be assigned to each proposed segment of the project;
- Type and extent of analytical procedures to be used in the project;
- Approach to be taken to create the content (should adhere to the milestone dates outlined in Appendix B);
- Fee structure detailing cost of project including fees and deliverables schedule.

The proposal submission should also include:

- Title page showing the request for proposal's subject and Bidder's name and contact information;
- Experience and qualifications of Bidder and any proposed sub-contractors, team members or consultants. Resume(s) should be included along with work samples and references from comparable projects, if available.

- A signed letter of transmittal briefly stating the Bidder's understanding of the work to be done, the commitment to perform the work within the time period and a statement of why the Bidder believes to be the best qualified to perform the project.
- Signed terms of agreement (Appendix C)

Basis of Awarding

Proposals submitted will be evaluated by GCG staff and recommended for approval by the CEO/President based on the following criteria:

- Background and experience of Bidder(s) as it relates to the minimum qualifications;
- Proposed project plan;
- Proposed fee structure;
- References and work samples from comparable projects, if any;
- Successful interview via phone or in-person;
- Statement of the Bidder's understanding of work to be performed and commitment to collaboration with the CanGym Resource Team.

Responsibility

Bidders are solely responsible for the completeness and accuracy of their proposals and the answers to GCG's requests for clarification. GCG accepts no responsibility for any incompleteness or inaccuracy of any proposal or clarification no matter how caused.

Submission of the proposal indicates acceptance by the Bidder of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between GCG and the Bidder selected.

GCG may withdraw this RFP at any time and shall not be liable for any expenses, costs, loss or damage incurred or suffered by any Bidder as a result of such withdrawal.

Bidder's Costs and Expenses

Any and all costs incurred in responding to this RFP, responding to the GCG's questions, or any other related activities shall be borne by Bidders. The rejection of any or all proposals shall not render GCG liable for any costs, expenses or damages incurred by any Bidder. All proposal documents will become the property of GCG.

Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made no later than Tuesday, May 23, 2017 to:

Meredith Warner, Program Manager, Sport Development

mwarner@gymcan.org

613-748-5637 ext. 228

GCG may request additional information or clarification about a Bidder's Proposal by sending a written inquiry to an address that the Bidder shall provide in its Proposal. Bidders shall provide a timely written response, within three (3) working days of receipt of the inquiry and such requests and responses shall form part of the proposal.

Termination and Cancellation

Notwithstanding any other provisions in this RFP, GCG can, at its sole discretion: accept any Proposal; accept parts of more than one Proposal; reject any Proposal; and reject all Proposals.

Payment

Payment will be made upon performance of contractual services/specific milestones described in the contract and receipt of a satisfactory invoice duly supported by specified release documents and other documents called for under the Contract.

Appendix A – Sample of Active Start Curriculum

Fundamental Movement Patterns

LANDING

Developmental Target (DT) identified in CAPS & BOLD; Detailed Progression (DP) identified in ITALICS; Age/Stage identified under B (Baby), T (Toddler) or I (Independent) and Safety identified by *.

* 1	Safe LANDING POSITION (SLP)	B	T	I
*	<i>Supported bounce on both feet seated on adult's legs (bending knees is prerequisite for landing)</i>	✓		
*	<i>Assisted rocking chair to stand (bending knees)</i>	✓		
*	<i>Underarm torso hold and lightly bounce on feet (bending knees)</i>	✓		
*	<i>Underarm torso hold and lower to take weight on feet (bending knees), from low beam, seat on box, etc.</i>	✓		
	<i>Stop and Go game - adult showing SLP (carrying baby)</i>	✓		
	<i>Safe landing position (motorcycle) on marker mat</i>		✓	✓
	<i>Stop and Go game using marker mat showing SLP</i>		✓	✓
	<i>Jump on and off marker mat showing SLP, in and out of hoops</i>		✓	✓
	<i>Creative SLP – motorcycle position, play drums on knees</i>		✓	✓
	<i>Stop and Go / Freeze / Stick It games focussing on SLP</i>		✓	✓
	<i>Jump over low objects, fwd & bwd with a SLP</i>		✓	✓
	<i>Jump off a low surface with a SLP</i>		✓	✓
	<i>Refine SLP landings by include verbal cues "toes, heels, knees, squeeze"</i>		✓	✓
	<i>Practice SLP after jumping, hopping, running</i>		✓	✓
	<i>SLP from long hang on bar</i>		✓	✓
*	<i>TR & MT SLP on mini jogger (flat mini) and trampoline and from controlled small bounce</i>		✓	✓
*	<i>SLP landings from progressing heights (max child's waist level)</i>		✓	✓
	<i>Experiment with landing bases, show wide base, narrow base, staggered bases for SLP</i>			✓
	<i>SLP landing onto various surfaces – FX mat, floor mat, landing mat, soft-sided mat, mat on pit/tramp bed</i>			✓
	<i>SLP landing when jumping from knee height bwd and swd</i>			✓
*	<i>SLP at back from swing from bar</i>			✓
	<i>Jump combination & show SLP</i>			✓
*	<i>MT SLP when landing from Mini Trampoline jumps - onto firm block - onto raised landing mat</i>			✓
*	<i>TR SLP when stopping after any skill on TRAMPOLINE (i.e. straight jump, bounce, stop bounce (SLP))</i>			✓

Note: Do not use foam cube or resi pits to teach SLP to Active Start participants.

* 2	MELTING (absorbing and platforming)	B	T	I
	<i>Melting down slowly on floor together</i>	✓	✓	
	<i>Melting slowly to patches (large body parts) on mat</i>		✓	✓
*	<i>Melting quickly to mat - Melting slowly to floor</i>			✓

Appendix B – Milestone Deadlines (GCG reserves the sole right to modify dates outlined.)

June 7, 2017 – Technical Contractor Hired.

June – August, 2017 – Technical Contractor analytical procedures activated and CanGym Resource Team introductions.

September 2017 – First draft of Developmental Target Skills/Benchmark skills sent to Resource Team for review.

October 2017 – Second draft of Developmental Target/Benchmark skills sent to Resource Team for review (with initial feedback implemented).

November 2017 – Preliminary Developmental Progressions added to the Developmental Target/Benchmark Skills and sent to Resource Team for Review.

December 2017 – “Pilot” version of Developmental Target Skills/Benchmark Skills with preliminary Developmental Progressions included distributed to Resource Team.

January 2018 – Resource Team invited to “pilot” the initial curriculum (depth of involvement will vary depending on realities of club).

February & March 2018 – On-going feedback collected from “pilot” clubs.

April 2018 – Survey to clubs re: initial “pilot” outcomes.

May & June 2018 – Revisions made to the pilot material.

July 2018 – Technical Curriculum (Developmental Target Skills/Benchmark Skills + Developmental Progressions) packaged and available for second round of piloting (“pilot2” = Resource Team + approx. 12 additional pilot clubs).

August 2018 – Webinars with “pilot2” clubs, implementation discussions and clarifications.

September - November 2018 – On-going feedback collected from “pilot2” clubs. Collection of resource inventory items initiated.

December 2018 – Survey to clubs re: “pilot2” outcomes.

January – March 2019 – Draft sample lesson plans and circuit templates (samples for each stage of development).

April 2019 – Draft versions of sample lesson plans distributed to Resource Team for review.

April 2019 – Survey/webinar with “pilot2” clubs re: Technical Curriculum outcomes.

May 2019 – Revised lesson plans and circuits distributed to Resource Team (with initial feedback implemented).

Appendix C – Terms of Agreement

RELATIONSHIP OF PARTIES:

The successful bidder (if any) acknowledge and agree that they are independent contractors in a contract for goods and/or service and no employer – employee partnership nor agency relationship is intended or created by their agreement.

RESPONSIBILITY FOR FILINGS AND PAYMENTS:

The successful bidder (if any) is solely responsible for complying with, and submitting the requisite filings and payments under, all Federal, Provincial and Municipal law. This obligation shall include but not limited to payment of all applicable taxes and compliance with all applicable taxation legislation, employment insurance, pension plan legislation, workers compensation legislation and health insurance legislation.

TERMINATION:

Gymnastics Canada has the right to terminate any contract formed with the successful bidder (if any) upon written notice to the successful bidder.

SUBCONTRACTING:

The successful bidder (if any) may not assign or subcontract any of the contract without the prior written consent of Gymnastics Canada.

OWNERSHIP AND RETURN OF PROPERTY:

The successful bidder (if any) acknowledges that in the course of services performed for or on behalf of Gymnastics Canada, he may develop tangible and intangible property including, without limitation, inventions, know how, techniques and documentation some or all of which property may be protected patents, copyrights, trade secrets and trademarks (collectively referred to as “Proprietary Property”) and agrees that all right, title and interest in and to Proprietary Property shall belong to Gymnastics Canada and will assign to Gymnastics Canada all of his rights in the Proprietary Property and waives all moral rights (as defined in the Copyright Act (Canada)) in any works in which copyright subsists.

CONFIDENTIALITY:

The successful bidder (if any) acknowledges that he may have access to, be entrusted with and acquire knowledge of confidential information which is the valuable, special and unique property of Gymnastics Canada, including without limitation, information concerning Gymnastics Canada’s past, present and future operations. The successful bidder agrees not to make use of or divulge any such confidential information during the term of the contract or thereafter except as expressly required and permitted by Gymnastics Canada. The successful bidder acknowledges that such confidential information is the exclusive property of Gymnastics Canada and agrees that, upon expiry or termination of the Agreement (for any reason or cause whatsoever and upon any basis whatsoever), any writing, document or other material in the possession of the bidder containing such knowledge or information shall be returned to Gymnastics Canada.