



**GYM**nastics  
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CANADA

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## **Gymnastics Canada Request for Proposal:**

### **NCCP Competition Stream Coach Education Rhythmic Gymnastics Competition 1 (Introduction) Course**

Contact:  
Suzanne Fisher  
Program Manager, Education  
Gymnastics Canada  
1900 City Park Drive, Suite 120  
Ottawa, Ontario  
Phone: 1.613.748.5637 ext. 221  
Email: [sfisher@gymcan.org](mailto:sfisher@gymcan.org)

# Contents

|  |   |
|--|---|
| <b>Overview and Objective</b>          | 1 |
| <b>Qualifications</b>                  | 1 |
| <b>Deliverables</b>                    | 1 |
| Deliverable Requirements               | 2 |
| <b>Reporting</b>                       | 2 |
| <b>Contents of Proposal</b>            | 2 |
| <b>Timelines</b>                       | 2 |
| <b>Assessment Criteria</b>             | 3 |
| <b>Responsibility</b>                  | 3 |
| <b>Inquiries</b>                       | 3 |
| <b>Termination and Cancellation</b>    | 3 |
| <b>Payment</b>                         | 4 |
| <b>Appendix A: Milestone Deadlines</b> | 5 |
| <b>Appendix B: NCCP Pathway</b>        | 6 |
| <b>Appendix C: Terms of Agreement</b>  | 7 |

## **Overview and Objective**

Gymnastics Canada is currently requesting proposals from content developers to create a National Coaching Education Program (NCCP) Competition 1 (Introduction) course for Rhythmic Gymnastics coaches. This content is to be created in accordance with the provisions included in this request for proposal.

A content developer is required to establish the technical content and course materials necessary to deliver a 2-3 day coach education course, which may include pre-work modules, classroom learning, group activities, formative and summative evaluations and post-course work, along with the necessary coach developer materials to assist in the course delivery and evaluation process.

## **Qualifications**

The minimum qualifications required of personnel involved in this project:

- Demonstrated experience in teaching and learning; adult learning considered an asset
- Skilled in technical writing (manuals, training processes/documentations, assessment tools, etc.)
- Subject matter expert
- Experience in curriculum development considered an asset

## **Resourcing and Staffing**

GCG will support this project, and provide volunteer subject matter experts to review all developed content.

## **Deliverables**

The deliverables defined for this project have been divided into two categories:

### **Course Content - curriculum may include but is not limited to:**

- Copies of presentation/slide deck used by Learning Facilitator
- Reference videos
- Workbook or activity templates
- Examination/assessment material
- Pre/post-course assignments
- Coach Evaluation Guide

### **Coach Developer Tools – content must include but is not limited to:**

- Seminar presentation/slide deck with speaking notes
- Learning Facilitator Guide
- Learning Facilitator Training Guide
- Coach Evaluator Training Guide
- Examination/assessment guidelines and answer keys

Defined Production Needs – Video components of the course are to be defined in writing. The contractor will be required to manage the content/products produced.

## **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 A.
- Creation of all materials in the English language
- Gymnastics Canada editorial standards must be followed in the creation of all written content
- All final products will be produced by the national office (translation, graphic design, branding, publication, etc.)
- Course content must be developed in accordance with the GCG NCCP pathway (Appendix B)

## **Reporting**

The contractor shall submit to Gymnastics Canada materials related to the phases of the project requirements to Suzanne Fisher, Program Manager, Education.

## **Contents of Proposal**

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:

- Estimated number of days to be assigned to each proposed segment of the project;
- Approach to be taken to determine the project plan and critical path;
- Approach to be taken to create the content;
- Fee structure detailing cost of project; not to exceed total allotted budget for this project, \$5,000.00

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. 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)

## **Timelines**

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

|  |                    |
|--|--------------------|
| Proposal due to Gymnastics Canada      | September 25, 2017 |
| Gymnastics Canada review and decisions | September 30, 2017 |
| Notification                           | October 2, 2017    |

Gymnastics Canada 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 Suzanne Fisher, Program Manager, Education, [sfisher@gymcan.org](mailto:sfisher@gymcan.org), by 12:00 noon ET on Monday, Sept 25, 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. Gymnastics Canada is not responsible for any loss or delay with respect to the delivery of the proposals. Gymnastics Canada reserves the right to reject any or all proposals not submitted by this deadline.

## **Assessment Criteria**

Proposals submitted will be evaluated by the national office staff and recommended for approval based on the following criteria:

- Successful interview via phone or in-person;
- Background and experience of Bidder;
- Proposed timeline for work and final reporting;
- Proposed fee structure for these services, with projected costs;
- References and work samples from comparable projects, if any;
- Cost and value for money.

## **Responsibility**

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

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

Gymnastics Canada 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 Gymnastics Canada's questions, or any other related activities shall be borne by Bidders. The rejection of any or all proposals shall not render Gymnastics Canada liable for any costs, expenses or damages incurred by any Bidder. All proposal documents will become the property of Gymnastics Canada.

## **Inquiries**

Inquiries concerning the request for proposals and the subject of the request for proposals must be made no later than Friday, September 22, 2017 to:

Suzanne Fisher, Program Manager, Education

[sfisher@gymcan.org](mailto:sfisher@gymcan.org)

613-748-5637 ext. 221

Gymnastics Canada may request additional information or clarification about a Bidder's Proposal by sending a written inquiry to an email 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, Gymnastics Canada 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: Milestone Deadlines**

October 2, 2017 – Content developer contracted

October 13, 2017 – Project plan finalized (include definition of production needs)

November 16, 2017 – First draft of course content due

November 17, 2017 – Draft of course content sent to external reviewers

December 8, 2017 – First draft of coach developer tools due

December 2017 – First pilot course

January 2018 – Coach developer training

February 18, 2018 – Revised draft of course content and coach developer tools due

March 2018 – Second pilot course / coach developer training (if required)

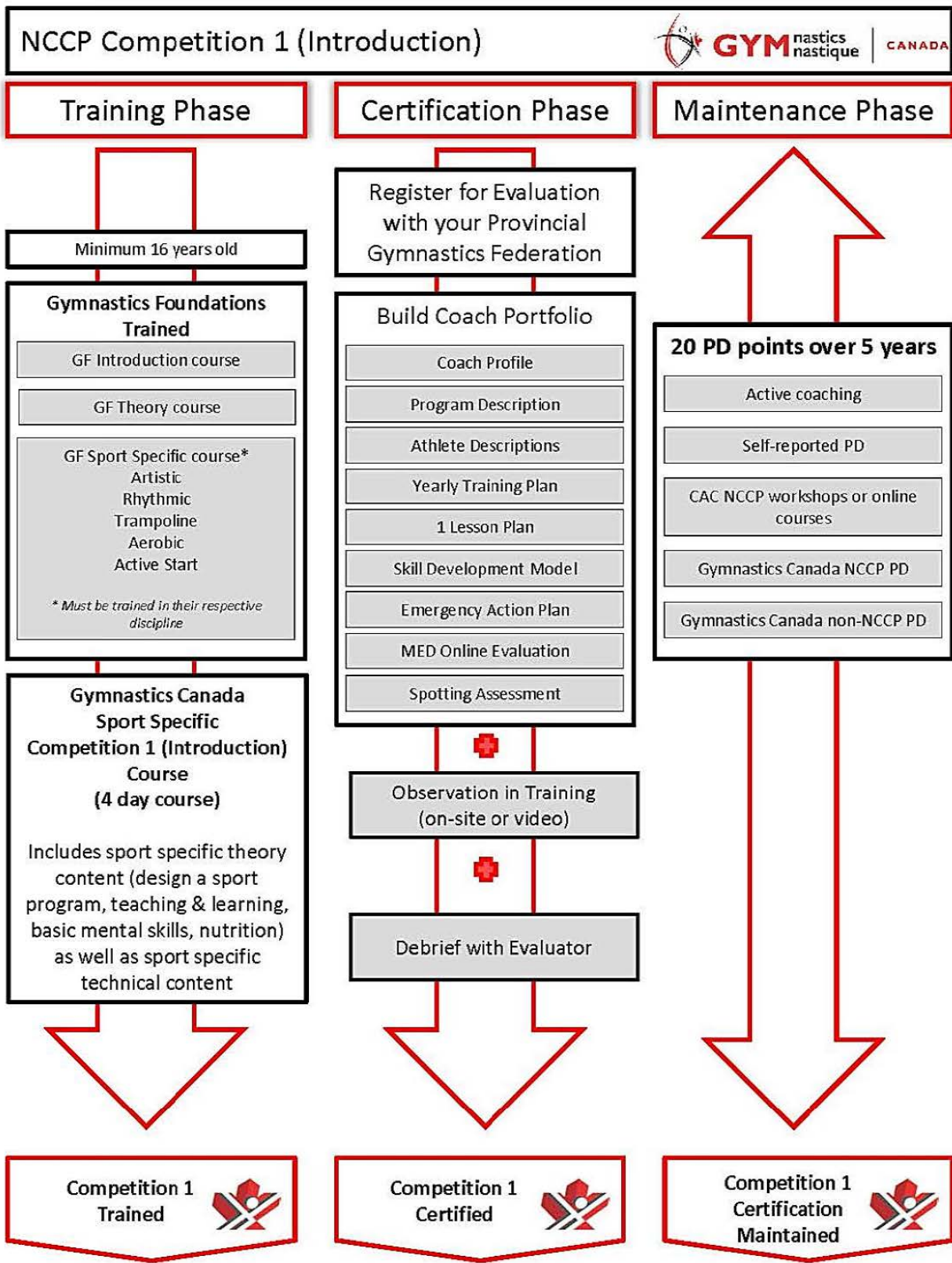
March 30, 2018 - All written materials finalized in English

April-May 2018 – Gymnastics Canada translation and graphic design

June 2018 – All written materials published (EN/FR)

Gymnastics Canada reserves the sole right to modify dates in the above timetable.

## Appendix B: NCCP Pathway





## **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.