



## REQUEST FOR PROPOSALS PROGRAM IMPROVEMENT AND IMPLEMENTATION (EKCP)

**Submission deadline:** February 8, 2025

### 1. Introduction

Ringette Alberta has championed sport and created opportunities for female athletes to excel and benefit their communities for over 40 years (established in Alberta in 1976). Our mission is to empower young female athletes by fostering a safe, inclusive, and supportive environment that nurtures life skills such as teamwork and leadership in communities. We aim to inspire the next generation of female leaders and athletes in Alberta.

With grant funding through the Every Kid Can Play initiative, Ringette Alberta will improve and expand three programs:

1. **Flex Ringette:** Addresses barriers faced by adolescent females, such as lack of access, decreased quality of experience, and demanding time commitments. Flex ringette offers flexible schedules to balance academics, part-time jobs, and social activities while enjoying the sport.
2. **Learn to Play Ringette:** Bridges the gap between initial exposure and skill development, providing structured learning to help new players confidently join teams and participate at each level.
3. **AA Program Alignment:** Focuses on competitive equity and high-performance programming within the AA ringette program. This project aims to create a more accessible and affordable program for high-level athletes to ensure engagement and lifelong participation.

### 2. Objectives

The primary objective is to evaluate and improve programming for Learn to Play, Flex ringette, and the AA programming. Specific goals include:

1. Engaging stakeholders, including the Athlete Advisory Committee, association members, leagues, and officials, to gather insights for program improvements.
2. Providing actionable recommendations to enhance growth, efficiency, affordability, and participant experience while adhering to long-term athlete development principles.
3. Ensuring alignment with best practices in youth sports to support athlete development.
4. Developing an implementation plan with timelines, milestones, cost estimates, and strategies to minimize transition disruptions. The plan will serve as a roadmap for future associations and leagues.

### 3. Background Information

Ringette Alberta currently supports approximately twenty six associations delivering Learn to Play (Active Start) programming and seven associations offering AA programming or tiered teams. Flex ringette teams are not active this season.

Participation in ringette has grown consistently since 2022, reflecting diverse athlete needs. Our objective is to provide tailored experiences, from weekly recreational play to high-performance pathways, while preserving ringette's core values and uniqueness.

Expanding Learn to Play programming across the province will also retain athletes introduced through Come Try Ringette (CTR) initiatives.



#### 4. Consultation and Engagement

The project will be directed by Ringette Alberta staff and involve comprehensive engagement with the ringette community, including:

- Athlete Advisory Committee:** Gather insights from athletes across divisions and family perspectives.
- Coaches:** Understand coaching needs across recreational and competitive levels.
- Referees:** Consider officiating perspectives and potential impacts of changes.
- Associations and Administrators:** Address challenges and organizational impacts.
- Community Representatives:** Assess operational implications with facility operators.
- Ringette Alberta Staff:** Ensure strategic alignment and feasibility.

Engagement methods may include online meetings, town halls, surveys, interviews, and focus groups.

#### 5. Timeline

March 2025 – June 2026

##### Key Phases:

- Consultant Appointment (February 2025):** Initiate project objectives and expectations.
- Stakeholder Engagement:** Conduct a comprehensive feedback process.
- Enhancement and Implementation Plan:** Develop recommendations and assess feasibility.
- Communication Plan:** Create a detailed communication strategy with key stakeholders.
- Implementation:** Roll out programming changes and training across the province.

#### 6. Submission Requirements

- a) Proposals may address all three projects or focus on individual projects.
- b) Submissions should include:
  - Vision for each project
  - Methodology and timeline
  - Team qualifications
  - Examples of relevant past projects
- c) Proposals must include a detailed budget reflecting the scope and financial considerations of this non-profit initiative.
- d) Ringette Alberta values inclusivity and invites proposals from diverse individuals and organizations, recognizing the importance of varied perspectives to our community's success.
- e) Proposals must be submitted by February 8, 2025.



## 7. Proposal Evaluation Criteria

Proposals will be assessed based on the following rubric. A critical factor across all criteria is the consultant's demonstrated ability to engage respectfully and effectively with diverse groups, forming the foundation of their work.

### **Project Understanding (20%)**

- Comprehension of the project's objectives, challenges, and Ringette Alberta's goals.
- Recognition of the project's scope and specific needs.

### **Proposed Method/Approach (25%)**

- Thoroughness, innovation, and feasibility of the proposed approach.
- Integration of community engagement, data analysis, and actionable recommendations.

### **Qualifications and Experience (20%)**

- Expertise and credentials of team members, particularly in youth sports and long-term athlete development.

### **Past Project Examples (15%)**

- Relevance and success of prior projects similar to this RFP.
- Proven ability to address comparable challenges and deliver results.

### **Cost Proposal (10%)**

- Budget, alignment with nonprofit considerations, and overall value for money.

### **Understanding of Youth Sports and LTAD Principles (10%)**

- Demonstrated knowledge and application of youth sports environments and long-term athlete development principles.

## 8. Evaluation Process:

Each proposal will be scored on a scale of 1 (low) – 5 (high) for each criterion, with total scores determining rankings. Weightings reflect the relative importance of each criterion and provide guidance for proposal preparation. All proposals will be evaluated fairly and without bias by a selection committee.

## 9. Interviews and Selection:

Shortlisted candidates may be invited for a brief interview as part of the final selection process. Ringette Alberta reserves the right to select the proposal that best meets its needs and objectives, which may not necessarily be the lowest-cost option. Decisions will be based on alignment with values, proposal quality, and demonstrated understanding of requirements.

## 10. Reservation of Rights:

Ringette Alberta is under no obligation to award a contract and may terminate this RFP process at any time. Options include re-tendering, sole-sourcing, or completing the work internally.

## 11. Communication:

Only shortlisted or successful candidates will be contacted.



Telephone: 780-415-1750  
Website: [www.ringettealberta.com](http://www.ringettealberta.com)

## 12. Legal Terms

- a) **Confidentiality:** By submitting a proposal, consultants agree to keep all information provided by Ringette Alberta confidential. Information may only be used for the preparation or submission of the proposal.
- b) **Ownership of Materials:** All materials submitted become the sole property of Ringette Alberta and may be used, edited, published, or repurposed without further compensation. Consultants must assign all copyrights to Ringette Alberta.
- c) **No Compensation for Participation:** By submitting a proposal, consultants waive any claims for compensation related to their participation in the RFP process.
- d) **Cancellation Rights:** Ringette Alberta reserves the right to cancel this RFP at any time and is not liable for any costs incurred by consultants as a result of cancellation.
- e) **Compliance Requirements:** Consultants must adhere to Ringette Alberta policies, including the Code of Conduct and Conflict of Interest policies. All individuals must provide a valid Criminal Record Check and complete a Screening Disclosure Form.

## 13. Contact

Interested individuals may direct any questions to Carolyn Reich at [executivedirector@ringettealberta.com](mailto:executivedirector@ringettealberta.com).

Proposals must be submitted by **February 8, 2025**

Interview/selection completion date target: **February 25, 2025**