



Coaching Association of Canada  
Association canadienne des entraîneurs

2451, promenade Riverside  
Ottawa (Ontario)  
K1H 7X7

613.235.5000  
Télécopieur : 613.235.9500

2451 Riverside Drive  
Ottawa, Ontario  
K1H 7X7

613.235.5000  
Fax: 613.235.9500

## REQUEST FOR PROPOSALS

### **NCCP Multisport Module revisions Design a Basic Sport Program, Performance Planning and Advanced Practice Planning Submission Deadline: May 20, 2024**

The Coaching Association of Canada (CAC) is issuing a Request for Proposals (RFP) to procure professional development services to update three NCCP multisport modules in English and in French: Design a Basic Sport Program, Planning a Practice and Advanced Practice Planning .

#### **1. Multisport module revisions**

##### **1.1 About the Project.**

The CAC is updating the following NCCP multisport modules: Design a Basic Sport Program, Planning a Practice and Advanced Practice Planning.

##### **1.2 Project Overview**

The task involves collaborating with a team at the CAC to update three multisport modules in both English and French. This revision will incorporate feedback from coaches and input gathered from consultations with various partners. The goal is to ensure that the modules adhere to the CAC's standards for instructional design using adult learning principles.

##### **1.3 Project Scope**

The project involves the revision updates of the 3 following NCCP multisport modules:

- NCCP Design a Basic Sport Program
- NCCP Performance Planning
- NCCP Advanced Practice Planning

The final deliverables include the Learning Facilitator guides, Coach Workbooks, Home Study Coach Workbooks, PowerPoints and Reference Materials.



Coaching Association of Canada  
Association canadienne des entraîneurs

2451, promenade Riverside  
Ottawa (Ontario)  
K1H 7X7

613.235.5000  
Télécopieur : 613.235.9500

2451 Riverside Drive  
Ottawa, Ontario  
K1H 7X7

613.235.5000  
Fax: 613.235.9500

The modules must be updated in English and French. Updated documents will be translated by a third-party organization contracted by the CAC. Copyright of all materials reside with the Coaching Association of Canada.

### 1.4 Project Timeline

Below are the CAC’s projected 2024-2025 timelines and will adjust slightly to accommodate circumstances that may arise:

RFP Deadline of submissions	May 20, 2024
Developer selected	May 24, 2024
Content review and analysis	June – July 2024
Update 3 multisport modules	August – December 2024
Ready for launch	January 2025

## 2. Contractor’s Responsibilities

The successful contractor will be responsible for:

- Project management as it relates to the analysis and learning design plan, instructional design and graphic design;
- Finalizing the instructional design for each learning module to align with the specified learning objectives using content provided by the CAC, with minor updates anticipated. Ensuring all modules meet the Accessibility for Ontarians with Disabilities Act (AODA: <https://accessontario.com/aoda/>);
- Ensuring all modules follow the CAC’s branding guidelines and the [Canada.ca](#) Content Style Guide;
- Delivery of all source files and assets to the CAC, including a single PDF document that shows all content for at-a-glance reference and future template for revisions;
- Attending meetings with CAC staff, or small working groups who are convened to support revisions.

## 3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **May 20, 2024**. Your proposal must include, at a minimum:

- Experience/background;



Coaching Association of Canada  
Association canadienne des entraîneurs

2451, promenade Riverside  
Ottawa (Ontario)  
K1H 7X7

613.235.5000  
Télécopieur : 613.235.9500

2451 Riverside Drive  
Ottawa, Ontario  
K1H 7X7

613.235.5000  
Fax: 613.235.9500

- Pricing profile for all aspects of the project;
- Hourly rate for subsequent work;
- Samples of previous work, **unless previously provided to CAC**, and
- Contact information for 2 References, **unless previously provided to CAC**.

All fees must be itemized to include an explanation of all fees. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CAC and will include scope, budget, schedule, and other necessary items pertaining to the project.

## 2 Deadline for Submission

- Questions for the RFP will be answered until **May 14, 2024**. To ensure a fair and transparent process, questions and answers will be shared with all parties asked to participate in this process and those known to be interested in this process. Please direct questions to Gerard Lauziere [glauziere@coach.ca](mailto:glauziere@coach.ca) and Peter Niedre [pniedre@coach.ca](mailto:pniedre@coach.ca)
- Submissions must be received before or on **May 20, 2024** and emailed to the attention of [glauziere@coach.ca](mailto:glauziere@coach.ca)
- Proposals will be evaluated during the period of **May 21 to 24, 2024**, which could also include a follow-up with shortlisted candidates. Elements of the proposals that will be evaluated (but not limited to), include:
  - Expertise/qualifications;
  - Creative approach and direction;
  - Ability to meet CAC standards, and all standards noted in this document;
  - Project budget and costs;
  - Ability to manage the project within timelines.

\*Experience working with InDesign files is an asset.
- The selected developer will be notified by **May 28, 2024**. Unsuccessful developers will not be formally notified.



Coaching Association of Canada  
Association canadienne des entraîneurs

2451, promenade Riverside  
Ottawa (Ontario)  
K1H 7X7

613.235.5000  
Télécopieur : 613.235.9500

2451 Riverside Drive  
Ottawa, Ontario  
K1H 7X7

613.235.5000  
Fax: 613.235.9500

### 3 About the CAC

The Coaching Association of Canada (CAC) unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

#### Equity, Diversity and Inclusion at CAC

As an organization in a diverse and multicultural country, the CAC embraces the principles of equity, diversity and inclusion. We recognize the importance of respecting and representing the diverse experiences, perspectives and backgrounds of every Canadian and ensuring that this diversity is reflected in our workplace and projects. By leveraging the diversity of the country, we can have a positive impact on the sport community, better train coaches and athletes and play an important role in Canada's growth and success as a sport nation.

We want to work with like-minded people and organizations. [Read the Equity, Diversity and Inclusion Policy](#) to learn more about CAC's commitment.