

## **REQUEST FOR PROPOSALS**

### **NCCP Multi-sport Revisions: Coaching and Leading Effectively**

**Submission Deadline: June 23, 2021**

The Coaching Association of Canada (CAC) is issuing a Request for Proposals (RFP) to procure professional instructional design and writing services to revise the current **Coaching and Leading Effectively** coach training module for the National Coaching Certification Program (NCCP).

## **1 NCCP Coaching and Leading Effectively Revision Project**

### **1.1 Module overview**

The current training module, which was last revised in 2008, is an 8.75-hour in-class workshop that is designed to enable coaches to take leadership action that improves the conditions that support athlete performance. After completing the workshop, coaches will be able to:

- Make interventions that enhance learning and aim to improve athletes' performance
- Intervene to promote group and skill development
- Promote a positive image of sport and model the image to athletes and those supporting their performance
- Deliver clear messages and explanations when communicating with athletes and those supporting their performance
- Create opportunities to interact with all athletes
- Use feedback to improve and correct performance and behaviour

The training is offered in both official languages, English and French.

The current coach training module includes a Coach Workbook, Learning Facilitator Guide, Reference Manual, and PowerPoint. There is also a home study version of the Coach Workbook for those who cannot attend the in-class training.

### **1.2 Project overview and scope:**

The scope of this project includes:

- Working with the CAC and its NCCP Revision Task Force to identify the exact areas in need of revising and updating. This will include:
  - 1 virtual meeting in early August 2021 (optional): Task Force discusses in detail exact content to be updated in order to produce a Task Force Report. This meeting is optional for the instructional designer and for observation only. The final Task Force report will be provided to the instructional designer.

- **1-2 virtual sessions** led by the instructional designer to discuss and gather information and activity ideas to begin drafting materials . Follow-up meetings may be required to review draft materials (see Project Timeline below).
- Working with assigned subject matter experts to ensure the content is relevant, accurate and referenced accordingly.
- Developing a draft of the revised in-class training module that includes adaptations for synchronous online delivery.
- Support 2 synchronous online delivery tests with coaches and coach developers to revise and finalize the instructional design of the module.
- Adapting the finalized module for independent home study.
- Providing support to the copyeditor and translator (third-parties) and the CAC as needed during the finalization of the module

The successful candidate will be responsible for writing in one of the official languages (English or French), using [Canada.ca Content Style Guide](#) and adhering to the [NCCP brand guidelines](#). The writer must be able to maintain version control of all their document revisions.

Final material will be copyedited by a third-party for quality assurance, and translated. Copyright of all NCCP materials reside with the Coaching Association of Canada.

### 1.3 Project Timeline

Below are the CAC's projected 2021-22 timelines and may adjust slightly to accommodate circumstances that may arise:

RFP Deadline of submissions	June 30, 2021
Selected candidate	July 9, 2021
Task Force Meeting (Observation only)	August 3-13, 2021
Task Force Report due to CAC	August 25, 2021
Virtual meetings with Task Force (x2) – Interactive discussion sessions to	Early to mid-September 2021
Draft deadline of the materials	October 22, 2021
Task Force review period	October 25 – November 5, 2021
Instructional design tests x 2	Late November to early December 2021
Final copy deadline	January 7, 2022

## 2 Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **11:59 PM EST June 23, 2021**. Your proposal must include, at a minimum:

- Experience/background
- Pricing profile for all aspects of the project including consultation, writing, testing

- 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 costs must be itemized to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the successful candidate 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.

### **3 Submission Process**

- Access to the NCCP Coaching and Leading Effectively training materials will be provided to those candidates who submit a letter of intent to submit a proposal. Letters of intent are to be sent to Claudia Gagnon: [cgagnon@coach.ca](mailto:cgagnon@coach.ca)
- Submissions must be received before **11:59 PM, Eastern Time, on June 23, 2021**, and emailed to the attention of Claudia Gagnon: [cgagnon@coach.ca](mailto:cgagnon@coach.ca).
- Elements of the proposals that will be evaluated (but not limited to), include:
  - Expertise/qualifications
  - Creative approach and direction
  - Ability to meet CAC eLearning standards, and all standards noted in this document
  - Project budget and costs
  - Ability to manage the project within timelines
- The successful candidate will be notified no later than July 9, 2021. Unsuccessful candidates will not be formally notified.

## **4 About Us**

### **4.1 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.

### **4.2 National Coaching Certification Program**

The National Coaching Certification Program (NCCP) is a competency-based coach training and certification program for 65 different sports and is offered in both official languages across Canada. The NCCP curriculum is designed and delivered in partnership with the Government of Canada, 65 National Sport Organizations (NSOs), 13 Provincial/Territorial Coaching Representatives (PTCRs), and the Coaching Association of Canada™.

### **4.3 Equity, Diversity and Inclusion**

As an organization in a diverse and multi-cultural country, the CAC embraces equity, diversity, and inclusion. We recognize that it is important to respect and reflect the diversity of experiences, perspectives and backgrounds of people in Canada and reflect that in our

workplace and our projects. By leveraging Canada's diversity, we can positively impact the sport community, better develop coaches and athletes, and play an important role in Canada's continued growth and success as a sporting nation.

We seek to work with individuals and organizations that embrace the same values. Please review our [Equity, Diversity and Inclusion Policy](#) to learn more about the CAC's commitment to providing opportunities to priority groups.

#### **4.4 CAC Contact Information**

For any questions regarding this RFP document or additional information, which will be made available to all parties to ensure a fair and transparent process, please contact:

Claudia Gagnon, NCCP Projects & Product Manager  
Coaching Association of Canada  
[cgagnon@coach.ca](mailto:cgagnon@coach.ca)  
613-235-5000 extension 2350