



Coaching Association of Canada
Association canadienne des entraîneurs

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REQUEST FOR PROPOSALS (RFP)

Mental Health in Sport: Language Update and offline delivery of eLearning Modules

Submission Deadline: September 23, 2022

The Coaching Association of Canada (CAC) is issuing a Request for Proposals (RFP) to procure professional eLearning design and development services to update and reproduce an existing eLearning module, **Mental Health in Sport Update: into 7 additional languages and in an offline format.**

1. Mental Health in Sport: Language Update eLearning Modules

1.1 About the Mental Health in Sport: Language Update eLearning Modules

- The Mental Health in Sport: Language Update eLearning module is being developed to help fill the education gap in this area and provide an opportunity for coaches to learn how to support athletes from a mental health perspective, in the coach's native language.
- This module has been designed and published in English and French. It will now be published in 7 languages, targeting specific audiences based on Statistics Canada data and subject matter experts on Indigenous language and international language use in Canada.
- The project will entail working with a review team at the CAC and Project Manager to redevelop the existing eLearning module in 7 languages based on the existing English and French modules. The 7 languages will be:
 - 3 Indigenous Languages:
 - Inuktitut
 - Cree
 - Dene
 - 4 International Languages:
 - Punjabi
 - Chinese (Traditional Chinese (text) / Mandarin (for video transcripts))
 - Arabic
 - Tagalog (Filipino)
- The eLearning module content will not be updated; however, some contextual changes may be required. The module currently takes approximately 45 minutes to complete.
- Progress can be saved by the user so that they may stop and return to it at a later time.



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- The eLearning modules must meet the CAC’s standards for eLearning in terms of diversity & inclusion, accessibility, and portability to mobile devices.
- The eLearning modules are to be housed on and accessed via the CAC’s Content Hosting System.
- These modules must also be available in an offline format. Users will access the module via download or other means and be able to complete the module while not connected to the internet. The results will be uploaded to the Locker when an internet connection is available. The successful developer will work with CAC’s technical department to ensure all technical standards are met.
- The eLearning modules must be completed, approved and available by **February 28, 2023**.

1.2 Project Scope

The eLearning module must be developed in 7 languages noted above. The content is developed and published in English and French. These modules will serve as the foundation for this project. Other considerations include:

- The successful developer must be available between October 3, 2022 to February 28, 2023.
- The successful developer will have access to the Project Manager and the CAC eLearning Lead.
- English content will be provided to the developer by October 14, 2022. See “Project Timeline” below.

1.3 Project Timeline

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

RFP Deadline of submissions	September 23, 2022
Developer selected	October 3, 2022
Translations provided	November 1, 2022 to January 15, 2023
eLearning module development	November 15, 2022 to January 30, 2023
Project Completed	February 28, 2023
Note regarding translation: Translation will be provided to the successful developer and may come from multiple sources. The successful developer will be required to work with the translator to ensure all questions are addressed. Copyright of all eLearning module materials reside with the Coaching Association of Canada.	



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2. Developer's Responsibilities

The successful eLearning module developer will be responsible for:

- Project management as it relates to the analysis and eLearning design plan, matching existing instructional design, graphic design and storyboard development if applicable, and technical production of the eLearning module, prototype development and testing;
- Completing the instructional design to enable the above outlined learning objectives, using content provided by the CAC;
- Adhering to the CAC's content hosting requirements and technical requirements;
- Ensuring the entire eLearning module meets the Accessibility for Ontarians with Disabilities Act (AODA: <https://accessontario.com/aoda/>), and WCAG 2.1 Level AA (<http://www.w3.org/TR/WCAG21/>);
- Ensuring the entire eLearning module follows the NCCP'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;
- The final deliverable will be an xAPI or SCORM 1.2 compliant file that will be posted on the CAC Hosting System.

3. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until **September 23, 20:00 ET**. Your proposal must include, at a minimum:

- Experience/background;
- Pricing profile for all aspects of the project. Developers are encouraged to consider the 7 modules in their proposal, but can propose to work on any number of the stated modules;
- Hourly rate for subsequent work;
- Samples of previous work, **unless previously submitted**; and
- Contact information for 2 References, **unless previously submitted**.

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.

4. Deadline for Submission

- Questions for the RFP will be answered until **September 21, 2022**. To ensure a fair and transparent process, questions and answers will be shared with all parties asked to



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participate in this process or may have already submitted a proposal. Please direct questions to Wayne Parro at wparro@coach.ca.

- Submissions must be received before 20:00, EDT, on **September 23, 2022**, and emailed to the attention of Wayne Parro at wparro@coach.ca.
- Proposals will be evaluated during the period of **September 26 to September 30, 2022**, 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 eLearning standards, and all standards noted in this document;
 - Project budget and costs;
 - Ability to manage the project within stated timelines.
- The selected developer will be notified by **October 3, 2022**.

5. Mandate of the Project Committee

The project committee is comprised of experts that is brought together by the CAC. It is responsible for providing advice, content recommendations, and feedback to the CAC and its instructional designers based upon current research and stakeholder needs. The outcome of the TF is the creation of an eLearning module script, to be used in the development of the eLearning module.

6. 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.

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