

REQUEST FOR PROPOSALS

Translation Services for Mental Health in Sport eLearning

Submission Deadline: September 18, 2022

The Coaching Association of Canada (CAC) is issuing a Request for Proposals (RFP) to procure one or more translation services to translate its Mental Health in Sport eLearning module into seven languages.

1 Translation Services: Mental Health in Sport eLearning

1.1 About the Project

The CAC currently offers an eLearning (online, asynchronous) module, *Mental Health in Sport*, to coaches in English and French. To amplify the impact on communities who have been disproportionately affected by COVID-19, this resource will be updated and promoted to coaches, teachers, and community sport leaders in the following groups:

- Remote communities
- Indigenous communities
- Newcomers to Canada
- Low socio-economic communities
- Persons with disabilities
- Canadian Armed Forces families

The Mental Health in Sport module will be shared on a digital hub and be adapted to meet the needs of these communities. This includes translating the module into 7 additional languages:

- Three Indigenous languages;
- The top four languages spoken by immigrants, landed immigrants, and persons new to Canada (Punjabi, Chinese (Traditional Chinese (text) / Mandarin (video)), Arabic, and Tagalog)

1.2 Project Overview

The CAC will provide the selected candidate(s) with an English, Microsoft Word copy of the module's transcript, transcripts of the embedded videos, all embedded resources, as well as the module's graphics. The selected candidate(s) will return the translation(s) to the CAC in Microsoft Word, or another compatible format.

After the translation is transferred over into the online module by the CAC's developer, the selected candidate(s) will be asked to review the online module to verify the translation has been integrated correctly.

1.3 Project Scope:

- Translation of the module, which is approximately 9,500 – 10,000 English words and includes:
 - Main content transcript
 - Video transcripts
 - Graphics and their ALT-TEXT
 - Resource tools
 - Website copies of the landing page where the module will be accessed:
 - The CAC website (coach.ca)
 - The CAC eLearning hosting system, The Locker

- The eLearning module needs to be translated and provided in Microsoft Word (or other compatible format) into the following seven languages:
 - 3 Indigenous languages: Cree, Inuktitut, Dene (specific dialect or region to be confirmed)
 - Punjabi
 - Chinese (Traditional Chinese (text) / Mandarin (for video transcripts))
 - Arabic
 - Tagalog (Filipino)

NOTE: Interested candidates are welcome to submit a proposal for any number of the above languages based on experience and expertise.

- The contract will also require some translation for any web copy, (www.coach.ca) or copy on our Learning Management System (The Locker) eLearning landing pages (80 – 100 words maximum), and copy for marketing materials
- Quality assurance: selected candidate(s) will review their translation(s) in its online format and report back to CAC’s developer any corrections to be made.

1.4 Project Timeline

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

RFP Deadline of submissions	September 18, 2022
Selected candidate	September 26, 2022
Project Kick-off and preliminary files sent to selected candidate(s)	October 3, 2022
Final translation files	November 1, 2022 – January 15, 2023
Quality assurance: Review online translated module as developed	November 21, 2022 – February 10, 2023

2 Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **20:00 Eastern Time September 18, 2022**. Your proposal must include, at a minimum:

- Experience/background
- Description of process for translation
- Capacity to do the project
- Pricing profile for all aspects of the project
- Hourly rate for subsequent work
- Samples of previous work (unless previously provided)
- Contact information for 2 References

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 and Evaluation Process

- Submissions must be received before **20:00 Eastern Time September 18, 2022** and emailed to the attention of Andrea Johnson: ajohnson@coach.ca.
- Submission must indicate which language(s) are being quoted on (candidates are welcome to bid anywhere from 1 to all 8 languages)
- Elements of the proposals that will be evaluated (but not limited to), include:
 - Expertise/qualifications
 - Creative approach and direction
 - Project budget and costs
 - Ability to manage the project within timelines
- The successful candidate will be notified no later than September 26, 2022. 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 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.

4.3 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:

Andrea Johnson
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Coaching Association of Canada
ajohnson@coach.ca
613-235-5000 extension 2391

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