



Coaching Association of Canada
Association canadienne des entraîneurs

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REQUEST FOR PROPOSALS (RFP)

NCCP Sport Nutrition and NCCP Emergency Action Plan – relaunch

Submission Deadline: October 13, 2023

The Coaching Association of Canada (CAC) is issuing an RFP to procure professional eLearning update and re-publishing services for:

NCCP Sport Nutrition and NCCP Emergency Action Plan

About the relaunch of NCCP Sport Nutrition and NCCP Emergency Action Plan eLearning Module

- The CAC is planning to relaunch these modules with little to no content updates.
- The emphasis will be on confirming the accessibility standards for both modules as described below and ensuring the output files meet these standards.
- Original/existing source files will be supplied, mostly in HTML format.
- There are English and French modules for both titles.
- The eLearning modules are to be housed on and accessed via the CAC's Learning Management System (LMS).
- The eLearning modules must be completed, approved and delivered by **February 2, 2024**.

Project Scope

The eLearning module must be relaunched in English and French. Any required French translation will be provided to the successful developer. Other considerations include:

- The successful developer must be available between the project start date and February 2, 2024.
- The successful developer will have access to the Project Manager and the CAC eLearning Lead.
- All content will be provided to the developer by October 18, 2023. See "Project Timeline" below.

Project Timeline

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

RFP deadline of submissions	October 13, 2023
Developer selected	October 16, 2023
Content review and required revisions	October 20, 2023 – January 31, 2024
Review, testing and revisions if required	February 1, 2024 – March 15, 2024
Final SCORM 2004 package and Word documents of storyboards delivered (English and French versions)	March 15, 2024
Note: Copyright of all eLearning module materials reside with the Coaching Association of Canada.	

Developer's Responsibilities

The Coaching Association of Canada is asking you to **provide the costs** for the modules and work described below.

NCCP Sport Nutrition NCCP Emergency Action Plan

The criteria for the final output of the relaunched modules:

1. eLearning File output format

- SCORM 2004 – LMS Version

2. Other requirements to eLearning File Format

- Adaptable to all screen sizes (e.g., desktop, mobile, tablets) and platforms (e.g., iOS, Windows, Google Chrome, Safari, Microsoft Edge)
- Adhere to AODA and WCAG 2.1 AA Standard - minimum requirement

3. Ensure eLearning file can be data scrape with the following data points from LMS to LRS Endpoint

- Data points:
 - Account ID
 - Start Time
 - Finish Time
 - Score
 - Passing Score
 - Event ID



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- Device
- Duration
- Time Accessed

4. Consult/Update Learning Activities within eLearning file

- Consult with Project Manager and/or Project Lead on updating Learning Activities within eLearning file as required to improve user experience. If updating Learning Activities, work with Project Manager and Project Lead to markup eLearning module storyboard (PDF or Word) and make updates to the eLearning file based on the marked-up storyboard document.

6. Produce Final Word document

- Provide final module in Word format

Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until **October 13, 2023, 20:00 ET**. Your proposal must include, at a minimum:

- Experience and background
- Pricing profile for all aspects of the project
- 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 the 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.

Deadline for Submission

- Questions for the RFP will be answered until **October 10, 2023**. To ensure a fair and transparent process, questions and answers will be shared with all parties asked to 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, ET on October 13, 2023**, and emailed to the attention of **Wayne Parro** at **wparro@coach.ca**.
- Proposals will be evaluated during the period of **October 13-16, 2023**, 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



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- Project budget and costs
 - Ability to manage the project within stated timelines.
- The selected developer will be notified by **October 18, 2023**. Unsuccessful applications will not be formally notified.

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 the CAC

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.