



Coaching Association of Canada  
Association canadienne des entraîneurs

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## REQUEST FOR PROPOSALS

### Revisions to NCCP Fundamental Movement Skills Submission Deadline: July 16, 2024

The Coaching Association of Canada (CAC) is issuing a Request for Proposals (RFP) to procure professional development services to update the NCCP Fundamental Movement Skills module

#### 1. About the Project.

The CAC is seeking proposals from qualified learning developers to support the revision of the NCCP Fundamental Movement skills a foundational, gateway workshop in the pathway of a coach that sets the stage for confidence and competence in the young person setting the stage for retention in sport and physical activity. FMS is maintained and updated by the CAC and delivered by the 13 Provincial / Territorial Coaching Representatives (P/TCR) across Canada.

##### 1.1. Project Overview

The NCCP Fundamental Movement Skills Revision Project aims to comprehensively update the Coach Workbook, PowerPoint presentation, and Learning Facilitator Guide in both English and French. This initiative is a collaborative endeavor involving a task force comprising subject matter experts, a content writer, other vendors supporting project and an internal team from the Canadian Coaching Association (CAC). The project will integrate insights gathered from a thorough literature review and consultations with stakeholders to ensure alignment with CAC's instructional design standards rooted in adult learning principles.

Key objectives include:

- Enhancing inclusivity through the integration of content tailored for participants with disabilities.
- Ensuring content is current with pedagogical and skill development practices
- Updating terminology to ensure inclusivity across diverse abilities and reflecting Canada's demographic diversity.
- Potentially incorporating videos that authentically represent diverse abilities and highlight female participants.



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## 1.2. Project Scope

This project encompasses the following activities:

- Working with an in-person task force meeting to gather input and insights.
- Learning design and writing support to update the Coach Workbook (CW), PowerPoint presentation (PPT), and Learning Facilitator Guide (LFG).
- Updating learning design methodologies as required to meet project objectives.
- Testing and refining updates based on stakeholder feedback.
- Potential:
  - Shooting new technical videos (b-roll) to enhance module content and learning outcomes.
  - Finalizing production of technical videos, materials, and designing new graphics.

## 1.3. Deliverables

- Revised Coach Workbook, PowerPoint presentations, and Learning Facilitator Guide.
- Workbook, LF guide, PPTs, maybe reference material
- A High School adapted version. A resource for high school teachers to deliver the module in 5, 1 hour lessons.
- Align content and learning design with updating of support videos
- B-roll footage for technical video.

## 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	July 16, 2024
Developer contract award	July 26, 2024
Working Group Meetings / consultation	August - October 2024
Update the NCCP Fundamental Movement Skills module.	November – December 2024
Video filming & production	November 2024
Copyedit/translation	December 2024
Ready for launch	January 2025



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## 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 the module to align with the specified learning objectives using content provided by the CAC, with minor updates anticipated.
- Ensuring the module components meet the Accessibility for Ontarians with Disabilities Act (AODA: <https://accessontario.com/aoda/>);
- Ensuring the module follows the CAC's branding guidelines and the [Canada.ca](https://www.canada.ca/content/style-guide) Content Style Guide (not copy-edit);
- Delivery of all source files and assets to the CAC, including a Word and PDF document that shows all content for at-a-glance reference and future template for revisions;
- Attending meetings with CAC staff, or task force 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 **July 16, 2024**. Your proposal must include, at a minimum:

- Company overview and qualifications, experience/background;
- 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.

## 4. Deadline for Submission

- Questions for the RFP will be answered until **July 16, 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.



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Please direct questions to Bukola Enaboifo [benaboifo@coach.ca](mailto:benaboifo@coach.ca) and Peter Niedre [pniedre@coach.ca](mailto:pniedre@coach.ca)

- Submissions must be received before or on **July 16, 2024** and emailed to the attention of [benaboifo@coach.ca](mailto:benaboifo@coach.ca)
- Proposals will be evaluated during the period of **July 17 to 23, 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
  - Quality and clarity of proposed methodology
  - Approach to inclusivity and understanding of adult learning principles.
  - Ability to meet CAC standards, and all standards noted in this document
  - Project budget and costs
  - Ability to manage the project within timelines.
- The selected developer will be notified by **July 26, 2024**. Unsuccessful developers will not be formally notified.

## 5. 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.

### 5.1. 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.