



## **Recreation Facility Association of Nova Scotia**

### **Training Venue Request for Proposal**

The Recreation Facility Association of Nova Scotia (RFA NS) is seeking proposals to secure a partnership with a facility or facilities to provide a training venue for our members in 2018.

Response Due: Monday, December 11<sup>th</sup>, 2017 by 4:00 p.m.

Submissions must be made to:

Recreation Facility Association of Nova Scotia (RFA NS)  
Attn: Brittany Hunter, Executive Director  
5516 Spring Garden Road, 4th Floor  
Halifax, NS B3J 1G6.

Submit in PDF format via email by Monday, December 11<sup>th</sup>, 2017 by 4:00 p.m.

#### **Background**

On January 30<sup>th</sup>, 1992, the Recreation Facility Association of Nova Scotia was formed through an amalgamation of the Arena Managers and the Aquatic Facility Managers Associations of Nova Scotia. We continue today to serve those memberships and all recreational facilities.

The mission statement of RFA NS is to provide leadership in developing, promoting and advocating excellence in recreational facilities, operations and personnel.

RFA NS is committed to:

- Promoting and encouraging the professional development of recreation facility personnel and provide opportunities for this development;
- To act as a unified voice for recreation facility personnel regarding issues affecting facilities and their management;
- To improving communication between facilities;
- And to promoting the provision of high quality, safe recreation facilities.

#### **Scope**

In partnership with the Ontario Recreation Facilities Association (ORFA), RFA NS will be offering two, four-day training courses in April and May of 2018 as part of a new RFA NS accreditation program.

Our course dates:    April 16 – 19, 2018 – Basic Arena Refrigeration  
                                 May 14 – 17, 2018 – Ice Making and Painting Technologies

Our goal is to offer these two courses in 2018 for 30 participants each, but to grow it to multiple courses

in future years – potentially to 3 courses during the same year.

### **Our Audience**

Our primary audiences are facility managers and operators of arenas, pools, turf fields and multipurpose facilities. Some have multi-dimensional facilities that operate year-round, others are seasonally operated.

They tend to be mostly men between the ages of 35-60, however this is evolving as the industry changes. Younger employees and more women are now working in the field of recreation facility roles. As older members retire and move onto to other occupations we must provide training that is current, up to date and relevant for new hires and new people coming into these facilities so they can provide for changing recreational needs of our communities.

This is why we have partnered with an established training organization, who has years of experience in providing this sort training, we are looking to model our training similar to the ORFA.

Our secondary audiences are municipal employees such as Councillors, Recreation Directors or Board members who have employees that operate these facilities.

### **RFP Requirements:**

Please complete Schedule A attached for both April and May 2018 separately.

Please price separately: Room / Catering / Lodging block

- Meeting space – class room format for 4 days (30 participants)
  - 8:00 a.m. to 4:30 p.m.
- Access to a refrigeration plant room on day two in the morning (approximately one hour) – **April 2018 Course**
- Access to an ice sheet on day 2 and 3 for on-ice painting demonstration – **May 2018 Course**
- Technology for presentations (audio visual equipment)
  - Smart board, LCD projector, dry board, flip charts
- Meals:
  - Lunch:
    - Catered: on-site or off-site catering
    - Alternatively: list proximity to restaurants for participants to get lunch with in short distance of facility.
    - Breaks: Tea / coffee in the morning and afternoon sessions
- Lodging:
  - Campus residences if this is available at this time of year
  - Hotels with close proximity to facility

RFA NS is open to exchanging a participant space in the four-day course in lieu of room rental costs etc. If you are open to this arrangement, please indicate on this form. RFA NS anticipates facility rental costs to be around \$1,000.00 per course (does not include catering or lodging costs). While we will seek the most cost-effective solution, all proposals that fall reasonably within this range will be considered. Our preference is to complete all components defined herein within this level of effort.

As we indicated earlier in this RFP it is our intention to add more courses and more people in the future. This could be an added benefit to your facility and community in partnering with RFA NS on this program, increasing exposure and income off shoots.

### **Term of Contract**

The length of this term will be for hosting the course(s) in 2018 only.

### **Evaluation and Award Process**

As previously noted, RFA NS will be seeking the most cost-effective solution, but all proposals that fall within a reasonable range will be considered. RFA NS will evaluate the cost-benefit of the partnership according to the requirements the organization can fulfill and the needs RFA NS will have to meet.

RFA NS reserves the right to accept or reject any or all proposals. All cost incurred in the preparation and delivery of the proposal shall be borne by the proponent. RFA NS may terminate any contract entered into as a result of this RFP at any time by giving thirty (30) days written notice to the successful candidate.

### **Proposal Requirements:**

Please include the following in your proposal response:

- Overview of your facility
  - Type of meeting rooms, furniture and audio-visual equipment.
  - Location in regards to local restaurants and hotels.
  - Lodging - if you are able to offer residence or hostel type accommodation. Please describe the room/living arrangements available (male & female).
  - Catering availability – menus offered and capacity to serve.
  - Indicate all costs, including interest in exchanging a participant space in the four-day course in lieu of room rental costs, etc.

### **Submittal Response:**

Submit in PDF format via email by Monday, December 11<sup>th</sup>, 2017 by 4:00 p.m.

### **Process Schedule**

RFP Sent: Friday, November 24<sup>th</sup>, 2017

Response Due: Monday, December 11<sup>th</sup>, 2017 by 4 p.m.

Successful Candidate Selected & Contacted: Friday, December 22<sup>nd</sup>, 2017

Submissions must be made to:

Recreation Facility Association of Nova Scotia (RFA NS)  
Attn: Brittany Hunter, Executive Director  
5516 Spring Garden Road, 4th Floor  
Halifax, NS B3J 1G6.

Thank you for your interest in this proposal. We look forward to your response.

If you have any questions, please contact Brittany Hunter at 902-425-5450 x 330 or [rfans@sportnovascotia.ca](mailto:rfans@sportnovascotia.ca).

Schedule A	Description - details	Cost
Meeting Room Space	<p>Type of space:</p> <p>Type of chairs:</p> <p>Audio-visual equipment:</p> <p>Security: Can it be locked up over night?    YES        NO</p>	
Catering Ability	<p>Lunch – 4 menus:</p> <ul style="list-style-type: none"> <li>- Day 1</li> <li>- Day 2</li> <li>- Day 3</li> <li>- Day 4</li> </ul> <p>Coffee breaks: coffee, tea, water</p> <ul style="list-style-type: none"> <li>- Each day</li> <li>-</li> </ul> <p>Lunch options if not catered:</p> <ol style="list-style-type: none"> <li>1. _____ distance from facility _____</li> <li>2. _____ distance from facility _____</li> <li>3. _____ distance from facility _____</li> </ol>	
Lodging	<p>Residences: YES _____ NO _____</p> <p>Hotels: Proximity to facility:</p> <ol style="list-style-type: none"> <li>1. _____ distance from facility _____</li> <li>2. _____ distance from facility _____</li> </ol> <p>Does your facility have any block booking standing rate agreements in place with any hotels?</p>	