

**Request for Proposal (RFP):
Training Needs Assessment for the
Recreation Facility Association of
Nova Scotia (RFANS)**

**Recreation Facility Association of Nova Scotia
Sport Nova Scotia Building
Attn: Jennie Greencorn, Executive Director
5516 Spring Garden Road, 4th Floor
Halifax, NS B3J 1G6
rfans@sportnovascotia.ca
902-425-5450 ext. 330**

1.1 Overview:

Project Name	Request for Proposal: Training Needs Assessment for the Recreation Facility Association of Nova Scotia (RFANS)
Organization	Recreation Facility Association of Nova Scotia
Contact Name	Jennie Greencorn
Contact Phone	(Office) 902-425-5450 ext. 330 (Cell) 902-870-7634
Contact Email	rfans@sportnovascotia.ca
Begin date	August 21 st , 2023
End date	Sept 15 th , 2023

1.2 Organization Background:

In January 1992, the Recreation Facility Association of Nova Scotia was formed through the amalgamation of the Arena Managers and the Aquatic Managers Associations of Nova Scotia. This not-for-profit provincial organization is dedicated to providing leadership in developing, promoting and advocating excellence in all recreational facilities, operations and personnel. RFANS is the industry resource for coursing, training, and educational opportunities.

RFANS is committed to:

- Promoting and encouraging the professional development of recreation facility personnel and providing opportunities for this development.
- Acting as a unified voice for recreation facility operators.
- Improving communication between facilities; and
- Promoting the provision of high quality, safe recreation facilities.

1.3 Project Scope:

As a leader and advocate for recreation facilities within the industry, RFANS commitment to promoting and encouraging professional development is crucial to producing excellence in facility operations. RFANS is seeking proposals from consultants, businesses, or organizations that can support the association in performing a Training Needs Assessment for recreation and sport facilities in relation to facility operations within the province. As outlined in our commitment, RFANS wishes to provide opportunities for professional development and to promote the provision of high quality, safe facilities. It is recognized that there are training needs and requirements not being met that RFANS aspires to address.

The Board of Directors would like to focus on the following goals/objectives:

1. Determine industry requirements and/or need for recreation facility operations training and coursing.
2. Investigate training needs within both recreation facilities and municipalities.
3. Explore what other provincial recreation facility associations are offering for

- training and courses.
4. Investigate potential partnership opportunities with the Nova Scotia Apprenticeship Agency and other organizations.
 5. Research trends regarding recreation facility training and management.
 6. Look into industry standards across the country to help set best practices in Nova Scotia.

1.4 Project Tasks and Deliverables:

RFANS is accepting proposals from qualified consultants to lead a Training Needs Assessment process through collaboration with the board, staff, and stakeholders. The consultant would be expected to plan and facilitate the assessment including the following tasks and deliverables:

1. Identify the requirements and/or needs and issues around recreation facility operations training in Nova Scotia.
2. Determine the design of the Needs Assessment.
3. Plan, organize and facilitate data and information collection.
4. Develop a strategy to analyze and interpret data.
5. Using the research findings and the data gathered the consultant will develop a report identifying requirements, needs and opportunities pertaining to recreation and sport facility operational courses and training.

1.5 Requirements for Proposal:

Please provide RFANS with the following documents to be considered for the RFP:

- An overview of your company/organization, including relevant experience.
- Proof of qualifications (Certification from accredited association).
- A quote documenting all costs associated with completing the needs assessment.
- References from sources who have experience working with, or dealing with you in relation to needs assessments. Please include contact information for each reference.

1.6 Project Timelines:

The successful candidate will work closely with the RFANS Training/Education Committee and Bud MacInnis, Technical Director. Additionally, Jennie Greencorn, Executive Director, will provide support, as required throughout the needs assessment process, and act as the main point of contact for the successful candidate.

See below the projected timelines, which are subject to change.

Key Milestones	Estimated Due Date
Deadline for Submissions	Friday, September 15, 2023
RFP Evaluation and Selection	Monday, October 2, 2023
Contract Start up	Monday, October 16, 2023
Collaboration with Board/Stakeholders	Ongoing throughout contract
Needs Assessment Complete and presented to BOD	Friday, January 12, 2024
Project End Date	Friday, January 19, 2024

2.0 RFANS Responsibilities:

- Provide consultant with staff and committee support as agreed upon.
- Provide consultant with documentation as agreed upon at the start of the contract and/or required throughout the contract.
- Provide input, respond to queries, facilitate access to stakeholders and assist to coordinate required meetings.

2.1 Consultants Responsibilities:

- Meet with Training/Education Committee and Bud MacInnis, Technical Director to review expectations once contract is awarded.
- Use resources provided to complete tasks and meet deliverables.
- Provide progress reports to the committee.
- Provide draft copies for comment and review.
- Include feedback from RFANS and its membership to develop needs assessment which includes information around facility operations and management, aquatics, arenas, fields/turf, courts, curling and any other recreation and sport facility training identified throughout the assessment.
- Summarize findings by developing next steps and/or recommendations for RFANS to address the gaps identified in the needs assessment process.
- All materials submitted must meet the standards of the Recreation Facility Association of NS and become the property of RFANS.
- Submit deliverables via hard and digital copies.

2.2 Consultants Credentials:

1. The consultant must have experience in facilitating focus groups and data collection.
2. Provide a detailed listing of relevant credentials and experiences related to the requirements of the project RFP.
3. Demonstrated experience working with clients in the recreation facility industry will be considered an asset.

2.3 Application Requirements:

1. The consultant's proposal should demonstrate understanding of the subject matter, but also innovative creative perspectives.
2. Overview of qualifications and experience with similar projects.
3. Summary of the understanding of the scope of work, tasks, and deliverables.
4. Describe the methodology that will be used to facilitate the data collection process.
5. Describe how the results will be captured and recorded.
6. Provide a firm fixed fee quotation for the services outlined in the RFP with breakdowns of costs associated with major tasks and activities. Quote should include fixed price, estimated hours of work and individual hourly cost for all staff with HST identified separately which may be applied to additional work deemed necessary by RFANS that is outside the RFP requirements. *Price may not be the determining factor.*

7. Provide three (3) references (name, address, phone number and email address) of work done in the past five years that is similar in nature to the scope of this project.

2.4 Budget Information:

The budget for this project must fall with a range of \$15,000 - \$20,000 (CDN) excluding HST.

2.5 Consultants Information:

Consultants shall identify themselves, or their company/organization and provide all relevant contact information.

Company's Name	
Contact Name	
Contact Phone	
Contact Fax	
Contact e-Mail	

3.0 Evaluation Criteria:

The project will be tendered at the discretion of the Recreation Facility Association of NS. All applications will be reviewed by the RFANS Training/Education Committee and decisions will be based on a weighted point system considering experience within the sector, overall plan to meet the deliverables and the best value. Nothing in this Request for Proposal mandates that RFANS is obliged to award the contract under this RFP. Furthermore, should RFANS, in its sole discretion, decide not to award a contract under this RFP, RFANS may create a new RFP on the same subject as this RFP. **RFANS reserves the right to reject any/all proposals, for any reason.**

The application must meet all the following mandatory criteria. If the proposal fails to meet any one of these criteria, it will receive no further consideration during the evaluation process and will be deemed non-compliant.

Mandatory Criteria	Pass/Fail
Proposal submitted 4:00pm (AST), Friday, September 15, 2023	
Proposal cost submitted in Canadian dollars exclusive of all taxes within the proposed scale	

Timeline to include submission of final deliverables by Friday, January 19, 2023	
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Evaluation of proposals, which meet the mandatory criteria above, will then be scored using the following criteria. Scores will be recorded for each criterion and a total score will be determined.

Desired Criteria	Weight (points)
Understanding of objectives and scope	10
Qualifications	20
Experience with similar projects/sector	30
Methodology and workplan	10
Budget	20
References	10
Qualifying Score	100

4.0 Submission Requirements:

- All proposals must be received in their entirety on or before **4:00pm, Friday, September 15th, 2023.**
- Applicants are responsible for ensuring their proposal, however submitted, is received on time at the location specified.
- An appropriate authorized official of the company submitting the proposal must sign the proposal.
- Proposals that are not complete or in conformance with the requirements of this RFP, will be eliminated from consideration.
- Proposals received late, or not received completely by closing time will not be considered.

Submission shall consist of one (1) signed hard copy delivered by mail courier or hand delivered, **and** one (1) digital PDF with “RFANS Needs Assessment” clearly stated in the subject line of an email.

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For General Information or if you require further clarification, contact Jennie Greencorn @ 902-425-5450 ext. 330 or via email rfans@sportnovascotia.ca