**RFP – Manitoba High Performance Strategy**

**March 2022**

The Canadian Sport Centre - Manitoba (CSCM) and Sport Manitoba (SM) seeks Proposals from qualified consultants interested in assisting it in the development of a High-Performance strategic plan for sport in Manitoba in this Request for Proposal (RFP). An overview of the purposes and nature of both organizations can be found in the Schedule B.

**1. INVITATION**

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To be accepted, the responding proposal will be accepted in electronic (.pdf) or hard copy format until 16:00 hours, Manitoba local time, March 31, (the “**Submission Deadline**”) by SM. Proposals must be valid for a minimum 45-day period from the Submission Deadline.

The proposal shall be marked: Request for Proposal – March 2022 High Performance Sport Strategy

The Proposal can be emailed, mailed or hand delivered to:

Sheri Barnes

Executive Assistant

145 Pacific Ave

Winnipeg, MB

R3B 2Z6

(204) 925-5604

Sheri.barnes@sportmanitoba.ca

It is solely the Proponent’s responsibility to ensure that the Proposal is received by SM at the designated location prior to the Submission Deadline.

**2. PURPOSE**

CSCM and SM desire the Consultant to lead a High Performance Strategic planning process as per Schedule A - Terms of Reference, which provides a description of the work and services contemplated (including independent contractor obligations/responsibilities and deliverables), and other matters that CSCM and SM anticipate will be required under any services agreement that may be awarded in respect of this Request for Proposal.

**3. ENQUIRIES**

All enquiries for this Request for Proposal should be provided in writing to:

Kylo Harris

Partner Development Manager, Sport Manitoba

145 Pacific Ave

Winnipeg, MB

R3B 2Z6

(204) 470-7448

Kylo.harris@sportmanitoba.ca

Enquiries should be submitted early to permit evaluation and potential response.

CSCM and SM have the sole discretion to respond, or not, to an enquiry. Responses may be issued to the enquiring party only, or to any or all prospective Proponents.

A Proponent shall not be entitled to rely on any response or interpretation received in respect of an enquiry unless that response or interpretation was provided via an addendum to this Request for Proposal.

**4. FORM OF PROPOSAL**

The Proponent is requested to use the Form of Proposal attached hereto. If any Form of Proposal page is found to have insufficient space, the Proponent is requested to attach a sheet or sheets immediately after such page.

The Proponent is encouraged to include in their proposal thorough and sufficient information concerning matters under consideration.

**5. ADDENDA**

CSCM and SM may, at any time prior to the date and time of closing, issue addenda changing this Request for Proposal, and such addenda shall be an integral part of this Request for Proposal.

**6. PROPONENT’S EXPENSES**

The Proponent shall be responsible for all expenses relating to the preparation of its proposal and for any subsequent negotiations and discussions with CSCM and SM. CSCM and SM shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting CSCM and SM exercising (or failing to exercise) any of its express or implied rights under this RFP.

**7. LANGUAGE**

Proposals and all communication required or permitted in respect of Request for Proposal shall be in English.

**8. PROPOSALS**

CSCM and SM make no representation or warranty that responding to this Request for Proposal will result in any services agreement. CSCM and SM are under no obligation to enter into a services agreement with any Proponent or other person.

CSCM and SM reserve the right to cancel this Request for Proposal either before or after the date of closing and regardless of whether any proposals have been received for any reason whatsoever, in CSCM and SM’s sole and absolute discretion.

CSCM and SM reserves the right to re-issue or tender all or any part of the work and services contemplated in this Request for Proposal at any time, including after the date of closing, for any reason whatsoever, in CSCM and SM’s sole and absolute discretion.

If any proposal is accepted, in whole or in part, CSCM and SM shall notify the Proponent in writing.

A Proponent may withdraw a submitted Proposal at any time throughout the RFP process prior to the execution of the a definitive services agreement.

Proposals, once submitted, become the property of CSCM and SM. All Proposals will be kept in confidence by CSCM and SM subject to such disclosure as may be required for internal approvals and process or under the provisions of applicable legislation.

**9. PRIVILEGE/DISCRETION**

Notwithstanding any industry or trade custom or past practices of CSCM and SM to the contrary, CSCM and SM do not represent that they will necessarily, and CSCM and SM shall not be obliged to, accept any proposal, accept the lowest proposal, or be precluded from accepting any proposal or other offer or negotiating further in respect of any proposal submitted. CSCM and SM reserve the right, and the Proponent acknowledges that, CSCM and SM has the right, to reject any or all proposals, for any reason, or to accept any proposal which CSCM and SM in its sole discretion deems advantageous to itself.

CSCM and SM reserve the right in its sole discretion to accept, waive, or reject any non-compliance or irregularity, including, without limitation, the right to accept, waive, or reject non-compliance or irregularity with the proposal process and/or the requirements of this Request for Proposal.

**10. CLARIFICATIONS/FURTHER INFORMATION**

CSCM and SM may, in their sole and absolute discretion, request one or more Proponents to provide further information or documentation concerning their proposal(s) or clarifying any matter(s) contained in their proposal(s).

In respect of any such further information, documentation, and clarifications, CSCM and SM shall have no duty or obligation to advise any other Proponent of any of the same, or to allow them to vary their proposal because of any of the same.

**11. PROPOSAL EVALUATION CRITERIA**

Proposals received will be evaluated in accordance with the following criteria (in no order of preference):

(a) Related qualifications, capability, and experience of the team to perform all aspects of the project

(b) Previous experience

(c) Proposed methodology, deliverables and understanding of project requirements

(d) Costs

(e) Proponent’s schedule for performance of the Services

If necessary, CSCM and SM may rank proposals to create a short-list and to arrange interviews with one or more Proponents thus short-listed to clarify and confirm CSCM and SM’s understanding of various aspects of one or more preferred proposals evaluated. CSCM and SM may choose to visit one or more Proponents facilities, or request one or more Proponents to make presentations to CSCM and SM.

Proponents will be provided with five (5) days’ notice of the interview session and a list of questions that will be asked during the interview so that responses can be prepared. Proponents will bear the cost of attending the interview. Presentations may be in person or via Zoom (or equivalent) at the discretion of CSCM and SM. Key personnel that will be part of the project should attend the interview.

CSCM and SM reserve the right to negotiate with one or more of the Proponents short-listed to discuss and possibly seek modifications of proposed plans, strategies, schedules and other matters proposed in a proposal, including possible modifications of proposed work and services, products, and prices. CSCM and SM may select any Proponent other than the Proponent whose proposal reflects the lowest cost to CSCM and SM. CSCM and SM may reject any or all proposals received.

The purpose of any such negotiations will be to obtain the most promising proposal for successful performance and delivery of work and services, and to obtain the best value for CSCM and SM.

Results from any such negotiations which produce possible modifications to the proposal submitted which, together with the proposal so revised, may be reduced to a written form of memorandum and signed by the Proponent for use with its proposal, and may form part of any contract awarded to that Proponent.

**12. SUBSEQUENT AGREEMENT**

Any agreement between the CSCM and SM and the successful proponent (the “**Services Agreement**”) will clarify all matters related to:

1. Confidentiality
2. Ownership of the services provided
3. Indemnification
4. Contractor status
5. Advertising and promotion

The services shall be completed by the Proponent for CSCM and SM in accordance with the terms and conditions set out in the Services Agreement.

**13. WAIVER**

By submitting a proposal, the Proponent acknowledges CSCM and SM’s rights under this Request for Proposal and absolutely waives any right, or cause of action against CSCM and SM, its officers, directors, employees and/or agents by reason of CSCM and SM’s failure to accept the proposal submitted by the Proponent, whether such right or cause of action arises in contract (including fundamental breach), negligence, bad faith, or otherwise.

CSCM and SM Request for Proposal – March 2022 HP Strategic Plan

**TENDER FORM**

This tender is submitted by (legal name):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

having its head office at:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(number, street)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(city/town, province/state, postal/zip code, country)

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(telephone) (FAX number)

The Respondent’s principal office dealing with this Tender is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(telephone) (FAX number)

EMAIL COMPLETED TENDER TO:

Sheri Barnes

Executive Assistant

145 Pacific Ave

Winnipeg, MB

R3B 2Z6

(204) 925-5604

Sheri.barnes@sportmanitoba.ca

**HOURLY RATES AND FEE / EXPENSE ESTIMATES**

Proposed workplan and estimated fees are to be set forth below (add additional pages/columns if required).

|  |  |  |
| --- | --- | --- |
| **Task/Phase** | **Total Hours** | **Fee** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| **Expense** | **Fee** |
|  |  |
|  |  |
|  |  |

(GST) and Manitoba provincial retail sales tax (PST) are not included in the proposed price. GST and PST shall be shown as “extra” on each invoice. All other applicable taxes shall be included. Proposed prices shall be stated in Canadian currency and shall include all customs duties, surcharges, insurance premiums, permit and license fees, Workers Compensation and vacation pay assessments, and all other payroll benefits. The total price must also include any travel costs equipment, supplies, overhead and other incidental costs involved in providing the Services.

No payment shall be made to the Contractor for sales tax (if any) which may be imposed by Canada or Manitoba in respect of the Contractor’s plant, tools and any other items not included in the Services.

All invoices shall be in writing and satisfactory to CSCM and SM in both form and content. The Consultant shall also provide to CSCM and SM such supporting documents, vouchers, statements, and receipts as may be requested by CSCM and SM.

**SUBMISSION REQUIREMENTS**

The Proponent will provide as a minimum the following information in its proposal:

1. Provide a description of the Proponent, its business activities and undertakings, capacity, future initiatives, history, and other information, that demonstrates ability to successfully perform, deliver and execute the Services and meet and exceed SM ’s expectations.

1. Provide a detailed work plan including all processes and all deliverables that will result in the development of the strategic plan that includes outcomes described in Schedule A - Terms of Reference. Indicate in the workplan if the timeline in Schedule A will be met.
2. Provide a list of work that the Proponent has previously performed, which is like that described in this Request for Proposal. Provide at least two (2) references including type of work performed, name of the entity, name of the primary contact, phone number and email.

In addition to contacting the references for the purpose of checking the Proponent’s record of past performance, the CSCM and SM, at its discretion, reserves the right to check the Proponent’s record of past performance with any other sources identified by CSCM and SM without prior notice to the Proponent.

1. Provide information concerning the project manager and other key project team members, demonstrating their ability to successfully perform, deliver and execute the Services and meet and exceed CSCM and SM’s expectations. Include resumés for each individual proposed. Persons proposed and accepted shall not be removed from the Services or replaced without the prior consent of CSCM and SM.
2. When delivering the Services, the Consultant is required to have commercial general liability insurance coverage and/or professional liability insurance and Worker’s Compensation coverage where the Consultant’s industry is included in the scope of *The Workers Compensation Act.* Proof of insurance and WCB will be required before an Agreement is signed.

**Schedule A – Terms of Reference**

**Scope**

The Consultant shall conduct/lead a High-Performance Strategic Planning process that will result in a roadmap for high performance development for the Province of Manitoba.

This should include the following, (non-exhaustive):

1. The Consultant conduct a broad-based stakeholder (athletes, coaches, sport partners, educational entities, sport science and medicine service providers, board, and staff) engagement using appropriate means (interviews/surveys/focus groups) in order to provide broad input to and guide the development of a HP strategic plan for Manitoba sport. Stakeholder engagement should consider the future of the HP development in the province, the current state of HP and the opportunities/threats within the HP environment and plan for advancement.

2. The Consultant shall develop and lead appropriate planning sessions with selected participants to consider stakeholder input while developing the core components of the plan including as a strategic framework of priorities, values, goals, objectives, and tactics.

3. The Consultant shall document all relevant outcomes of the planning sessions and format into a usable and coherent strategic plan. The Consultant shall provide such documents in electronic editable format and suitable for public presentation as well as internal use.

4. The Consultant shall provide implementation recommendations for the strategy

NOTE 1: Suggested considerations:

1. Alignment with Sport Canada HP strategic plan.

https://www.canada.ca/en/canadian-heritage/services/sport-policies-acts-regulations/high-performance-strategy.html

2. Alignment with Sport Manitoba Action Plan for Sport strategic plan. https://www.sportmanitoba.ca/wp-content/uploads/2020/09/MAPS\_2020.pdf

1. Canadian Sport Policy Renewal 3.0

https://sirc.ca/canadian-sport-policies/canadian-sport-policy-3-0-renewal/

1. Canadian Sport Centre Atlantic as a multi-sport High Performance delivery organization

csaatlantic.ca

4. Other international High-Performance take strategies (Iceland, Norway, Dutch) the Consultant may consider relevant.

**Work Schedule**

The following dates are targets only and are subject to change at the sole discretion of CSCM and SM:

Submission Deadline: March 31, 2022

Selection of Consultant April 8th, 2022

Commencement of Project April 15th, 2022

Stakeholder consultations complete May 15, 2022

Planning sessions May/June 2022

Project complete July 2022

**SCHEDULE B**

https://cscm.ca/who-we-are/our-story/

https://www.sportmanitoba.ca/about/