



Field Hockey BC Organizational Review

Prepared Thursday, April 1, 2021
Proprietary and Confidential

REQUEST FOR PROPOSAL

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INTRODUCTION AND BACKGROUND

Field Hockey BC is the Provincial Sports Organization (PSO) dedicated to supporting and developing **field hockey** in the province of British Columbia. In partnership with **Field Hockey Canada (FHC)**, Field Hockey BC provides opportunities for British Columbians to experience the challenges and rewards of the exciting sport of field hockey. Whether you are a player, official, coach, administrator or spectator, Field Hockey BC is committed to operating with integrity, openness and respect to ensure that our tradition of field hockey excellence is preserved in British Columbia and that our sport is open to people of all ages, skill levels and abilities.

MISSION STATEMENT

We are dedicated to provide British Columbian with opportunities to experience the rewards and challenges of field hockey.

VISION

To be recognized as leaders and innovators in sport throughout Canada and the World. To further develop the infrastructure to provide effective governance and leadership for the sport of field hockey in British Columbia, and promote partnerships to increase participation in the province.

VALUES

- To ensure that excellence is the cornerstone of all programming
- To create a field hockey experience that is fun, rewarding, and challenging for all participants
- To be inclusive: our sport is open to people of all ages, skill levels and abilities
- To operate with integrity, openness, and respect
- To be responsible and accountable to our field hockey community in all we do on behalf of our sport
- To uphold the tradition of field hockey excellence in British Columbia

Field Hockey BC plays an important role in providing essential services to our membership and up to date information for anyone interested in becoming involved with the sport of field hockey. These services include the provision of support, management and opportunity at a number of progressive levels for athletes, officials, and coaches alike.

PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

FHBC is seeking to identify and select an independent, qualified consultant to undertake the following tasks:

- **Review the FHBC current governance and operations structures, including the applicable committees and board structure, staff roles and communication.**
- **Review the strategic plan and its implementation. Assess the extent to which FHBC has met its intended goals and objectives.**

- **Identify key stakeholders and collect information and feedback on the relevance and performance of FHBC to each of these groups (examples of stakeholders include the Provincial Government, funding partners, community based clubs, members, federations, schools, facility providers, and leagues).**
- **Review practices in similar organizations across Canada. What are other organizations doing that we aren't? What are we doing that we shouldn't be? What trends are happening in amateur sport?**

The result of the organizational review will provide FHBC a framework to improve our effectiveness, both highlighting our successful processes and identifying areas for improvement with recommendations based upon specific fact gathering within the FHBC partner framework network and best practices from similar organizations.

ADMINISTRATIVE CONTACT

| | |
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| Any questions concerning requirements, contractual terms and conditions or proposal format please direct to: Name | Denise McGeachy, FHBC Vice-President |
| Address | Field Hockey BC, Suite 101-7455 132 nd Street, Surrey, BC V3W 1J8 |
| Phone | 1-250-588-8948 |
| Email | denisemcgeachy@fieldhockeybc.com |

DUE DATES

A written confirmation of the Vendor's intent to respond to this RFP is required by April 13, 2021. All proposals are due by 5pm on May 18, 2021. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

SCHEDULE OF EVENTS

| Event | |
|---|----------------|
| 1. RFP Distribution to Vendors | April 6, 2021 |
| 2. Written Confirmation of Vendors with Bid Intention | April 13, 2021 |
| 3. Questions from Vendors about scope or approach due | April 20, 2021 |
| 4. Responses to Vendors about scope or approach due | May 4, 2021 |
| 5. Proposal Due Date | May 18, 2021 |
| 6. Target Date for Review of Proposals | May 21, 2021 |
| 7. Final Vendor Selection Discussion(s)--Week of | May 17, 2021 |
| 8. Anticipated decision and selection of Vendor(s) | May 24, 2021 |
| 9. Anticipated commencement date of work | June 1, 2021 |

FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the Vendor whose offer will be the most advantageous to FHBC in terms of cost, functionality, ability to meet the deliverables and other factors as specified elsewhere in this RFP.

FHBC reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for FHBC's evaluation of the Vendor's proposal.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between FHBC and the selected Vendor. The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Scope, Approach and Methodology
3. Project Deliverables
4. Project Management Approach
5. Detailed and Itemized Pricing
6. Appendix: References
7. Appendix: Project Team Staffing
8. Appendix: Company Overview

The detailed requirements for each of the above-mentioned sections are outlined below.

Submit proposal via email to Denise McGeachy at denisemcgeachy@fieldhockeybc.com, or via mail c/o Denise McGeachy, Field Hockey BC, Suite 101-7455 132nd Street, Surrey, BC V3W 1J8.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

SCOPE, APPROACH, AND METHODOLOGY

Include detailed approach and methodology for the project. This section should include a description of each major type of work being requested of the vendor. All information that is provided will be held in strict confidence.

DELIVERABLES

Include descriptions of the types of reports used to summarize and provide detailed information on performance and process gaps, along with the communication method evaluation and the recommended corrective actions.

At the conclusion of the assessment, FHBC requires written documentation of the approach, findings, and recommendations associated with this project. A formal presentation of the findings and recommendations to senior management and the FHBC Board of Directors.

PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown by project phase and estimates of travel expenses, if applicable.

APPENDIX: REFERENCES

Provide three current corporate references for which you have performed similar work.

APPENDIX: PROJECT TEAM STAFFING

Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members.

APPENDIX: COMPANY OVERVIEW

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.)
- Key contact name, title, address, direct telephone and email address.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been provided consulting services.

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Vendor's proposed solution fulfills the OVA's stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor's proposal.

FHBC may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.