



Ontario Volleyball Association

OVA Support and Services Delivery to Clubs

Prepared August 16, 2018

Proprietary and Confidential

R E Q U E S T F O R P R O P O S A L

Table of Contents

INTRODUCTION AND BACKGROUND.....	3
PURPOSE OF THE REQUEST FOR PROPOSAL (RFP).....	5
ADMINISTRATIVE	6
CONTACT	6
DUE DATES	6
SCHEDULE OF EVENTS.....	6
GUIDELINES FOR PROPOSAL PREPARATION	7
PROPOSAL SUBMISSION	7
DETAILED RESPONSE REQUIREMENTS	8
EXECUTIVE SUMMARY	8
SCOPE, APPROACH, AND METHODOLOGY.....	8
DELIVERABLES	8
PROJECT MANAGEMENT APPROACH	8
DETAILED AND ITEMIZED PRICING	8
APPENDIX: REFERENCES.....	8
APPENDIX: PROJECT TEAM STAFFING	8
APPENDIX: COMPANY OVERVIEW.....	8
EVALUATION FACTORS FOR AWARD	9
CRITERIA	9

INTRODUCTION AND BACKGROUND



Mission

The OVA is an athlete-centred association where dedicated volunteers and professional staff provide leadership in the growth and development of volleyball for all Ontarians.

Vision

The OVA is the leading sport organization in Canada.

Since 1929, the Ontario Volleyball Association (OVA) has been at the forefront of promoting, educating and ensuring the quality of the sport of volleyball in Ontario. As the official governing body for volleyball in the province, we are involved in every facet of the sport by offering programs at all levels for indoor, beach and sitting volleyball. Over the years the game and sporting world has evolved and so too have the programs and services we offer, strongly reflecting our belief in "Volleyball for Life."

The OVA's Strategic Plan – Volleyball for Life 2016-2020 will provide further information about our commitment to deliver the mission of our vibrant sport. Here is the link to our plan:

<https://www.ontariovolleyball.org/strategic-plan-2016>

The OVA's Annual Report outlines the success and breadth of our organization. Here is our latest report: <https://www.ontariovolleyball.org/annual-report>

The OVA is recognized by the Ministry of Tourism, Culture and Sport (MTCS) as the governing body for the amateur sports indoor, beach and sitting volleyball. As the official governing body our primary function is the development of the athletes, coaches and officials through our member clubs and direct programming. The OVA and our clubs play an important role in the sport system by developing volleyball across Ontario and encouraging participation in recreational and competitive volleyball programs.

There are over 90 OVA clubs and they range in size from a few competitive teams to some clubs with more than 20 teams. Our club listings and their respective websites can be found on our website, see: <https://www.ontariovolleyball.org/find-a-club>

A Club Presidents Advisory Council was recently created and has been meeting and providing some feedback to the OVA on club-related topics. See Appendix A, with the Draft Terms of Reference.

For the general public, a provincial recognized sport body provides assurance that the organization:

- Operates in a safe and effective manner
- Follows national standards when developing and offering a sport
- Offers high quality programs
- Has certified coaches and officials, and
- Has established risk management policies (discipline & complaints, harassment, anti-doping, screening, concussion, code of conduct –including parents, etc.)

Being a recognized provincial sport body requires compliance by the organization and its members with Ministry dictated requirements and mandates. Along with Ministry requirements, our national sport body, Volleyball Canada, governs all provincial associations and institutes further rules for the OVA and its members to follow.

PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The OVA is committed to servicing and supporting the integral role our member clubs play in the ongoing development of our sport. Currently the clubs are experiencing obstacles and not receiving sufficient support from the OVA to operate optimally. The OVA's objective is to improve upon its service and support levels provided to the clubs.

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

- Review the OVA's current regional model, the applicable committees, e.g. Club Presidents Advisory Council, policies, e.g. Tryout Window Policy, operational practices and processes.
- Identify strengths and weaknesses of communication methods, including timing and opportunity for feedback from club executives.
- Solicit feedback from the community and OVA staff to review relationship and communication between the OVA and the clubs.
- Define the roles and responsibilities of the OVA and the clubs
- Provide recommendations how the OVA can improve its service and support to member clubs including a communications strategy.
- Provide operational plan to implement recommendations.
- Present recommendations and operational plan to the OVA Senior Management, Board of Directors and Club Presidents Advisory Council.

The result of the relationship and communications review will provide OVA and its clubs a framework to improve our effectiveness and alignment, with a stronger, more cooperative working relationship.

Please note, the regional structure, some committees and policies are to be reviewed. The OVA has no desire and it is out of scope for this project to propose a comprehensive governance structure review.

ADMINISTRATIVE

CONTACT

Any questions concerning requirements, contractual terms and conditions or proposal format please direct to:

Name	Jo-Anne Ljubicic
Address	60 Scarsdale Rd, Unit 111 Toronto ON, M3B 2R7
Phone	416-426-7414
Email	jljubicic@ontariovolleyball.org

DUE DATES

A written confirmation of the Vendor's intent to respond to this RFP is required by August 22, 2018. All proposals are due by 5pm on September 12, 2018. 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	Date
1. RFP Distribution to Vendors	August 16, 2018
2. Written Confirmation of Vendors with Bid Intention	August 22, 2018
3. Questions from Vendors about scope or approach due	August 29, 2018
4. Responses to Vendors about scope or approach due	September 5, 2018
5. Proposal Due Date	September 12, 2018
6. Target Date for Review of Proposals	September 17, 2018
7. Final Vendor Selection Discussion(s)--Week of	September 17, 2018
8. Anticipated decision and selection of Vendor(s)	September 24, 2018
9. Anticipated commencement date of work	October 1, 2018

GUIDELINES 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 Ontario Volleyball Association in terms of cost, functionality, ability to meet the deliverables and other factors as specified elsewhere in this RFP.

The OVA 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 the OVA's evaluation of the Vendor's proposal.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between the OVA 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 Jo-Anne Ljubicic, jljubicic@ontariovolleyball.org.

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. In particular the club engagement approach needs to be adequately defined. 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, the OVA requires written documentation of the approach, findings, and recommendations associated with this project. A formal presentation of the findings and recommendations to senior management, the OVA Board of Directors and the Club Presidents Advisory Council is required.

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. All consultants will be required to complete the OVA screening requirements. (Police Record Check and Screening Disclosure Form).

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.

The OVA 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.

Appendix A

DRAFT

**Club Presidents Advisory Council
TERMS OF REFERENCE**

Club Presidents Advisory Council TERMS OF REFERENCE	
NAME & TYPE	<i>Advisory Council</i>
PURPOSE	<p>The overall role of the Club Council will be to collaborate with OVA to grow the sport of volleyball in Ontario by integrating strategⁱes into programs and drawing on expertise within the region and clubs to strengthen programming.</p> <p>The Council will act as an advisory body to the OVA's Board of Directors and to the Executive Director with respect to regional and club issues of significance; ensure that the Board and Executive Director understand regional and club issues; and that the regions understand the Board and Executive Director's perspectives. The OVA and the Club Council will ensure effective sharing of information with regions, clubs, Board of Directors and all OVA staff.</p> <p>The purpose of this Council is to:</p> <ul style="list-style-type: none">• Encourage and facilitate exchanges of information and experiences about volleyball programs and issues at the regional and club level• Provide advice on program and services design and delivery between regions, clubs and OVA• Communicate information from the Board and Executive Director to regional and club members to ensure an effective two-way flow of information• Provide guidance and input to the Board regarding policy and to the OVA (Executive Director) on operational policies (competitions and programs) and/or standards development• Integrate Ontario volleyball strategies into the regions and clubs and draw on the expertise within the regions and clubs• Review and report to regional/club members on actions taken by the Ontario Volleyball Board and Executive Director and their implications for regions and clubs• Create and support ideas for new policies, competitions and programming• Share best practices across the province
<i>The Council will need OVA to provide the channel for communication to regions and clubs through their database system to ensure information gets to everyone. OVA will set-up group chat forum (ie Google Group) to facilitate the sharing of information in an effective and professional setting.</i>	
COMPOSITION	The Advisory Council will be comprised of 5 Club Presidents that are elected by the Club Presidents.

Club Presidents Advisory Council TERMS OF REFERENCE

NAME & TYPE	<i>Advisory Council</i>
	<p>Council members are elected for two year terms.</p> <p>5 Club Presidents elected as of August 2017 for a two year term are:</p> <ul style="list-style-type: none"> • Kerry MacLean • Brenda Willis • Paul Pavan • Kelly Smith • Jos Nederveen
APPOINTMENT OF CHAIR	Chair is voted by council members from within.
DECISION-MAKING PROCESS	<p>This Council will be tasked with providing guidance and feedback for policies, competitions, programs, and decisions recommended by OVA staff, regarding many aspects of Youth Competitions and the OVA. Which may include:</p> <ul style="list-style-type: none"> • changes to policy • developing modification to structure of competitions and rules • dealing with disputes and determining appropriate responses • reviewing and providing input of tournament formats (both regular season and Ontario Championships) • Other tasks as needed • Enforcing and supporting <i>all best practices</i> and policies • Editing and review of Youth Competitions manual <p>In some circumstances this Council will be presented with a number of options, presented by the OVA staff. Along with their opinions on the options, the council may put forward recommendations on implementation and possible modifications to the options.</p> <p>The council will develop a communications strategy with respect to communicating to the regions and clubs, updates from the meetings.</p>
AUTHORITY DELEGATED	The Council will be advisory to the OVA Board and Executive Director.

Club Presidents Advisory Council TERMS OF REFERENCE

NAME & TYPE	<i>Advisory Council</i>
	The advisory group is in place to advise and assist OVA with policies, strategic direction, operational procedures, including but not limited to competitions and program decisions.
TIMEFRAME/REPORTING/DEADLINE	
MEETINGS	The Council will have a face to face meeting twice per year, June (in conjunction with OVAation Awards) and December (Annual General Meeting). Conference calls are also held at minimum monthly.
REPORTING TEMPLATES	When applicable information will be sent to the Executive Director.
STAFF SUPPORT	The OVA Executive Director any other OVA Staff person as assigned will be supporting the Council.
OTHER RESOURCES	The Council will be asked to gather or seek feedback from persons in their club and/or region to assist with feedback on the topics and policy review. A group chat (electronic bulletin board) will be utilized. Each club president will be provided with a login to provide their comments on topics. OVA staff will answer questions and provide verification to topics along with supporting documentation.
COMMUNICATION WITH BOARD	The OVA Executive Director will be responsible for all communications with the board.
COMMUNICATION WITH EXECUTIVE DIRECTOR/OVA STAFF	The OVA Executive Director will be responsible for all communications with the OVA Staff.