



REQUEST FOR PROPOSALS

SKILL DEVELOPMENT PROGRAM MATERIALS

Inquiries, Ordering & Handling

Cross Country Ski Ontario (XCSO) is the provincial sport organization for cross country skiing. XCSO provides the framework for Ontario cross country ski clubs and their individual members to participate in national programs established by the National Sport Organization, Nordiq Canada (formerly Cross Country Ski de Fond Canada).

We are divided into four geographical ski districts, Southern Ontario, Northern Ontario, Lake Superior, and National Capital and represent 76 clubs and 14000+ individual members. Of those 76 clubs, 29 operate a Skill Development Program with 2200+ participants. XCSO maintains an online store to facilitate the ordering of Skill Development Program materials.

Goals and Scope of Services

XCSO invites an interested club/party to bid on the management of our Skill Development Program Materials inquiries, ordering and handling. The contract will be awarded to a responsive club/individual well integrated in the Ontario cross country ski community sharing a common vision of engaging youth in sport and promoting cross country skiing as a life long activity.

Storage Space & Location Requirements:

- 150-200 sq ft locked room for storage of material
- Access to computer, printer etc for order processing
- Location accessible for Purolator pick up/drop off

Work flow:

August/September (~ 5 hours)

- Place order with Nordiq Canada for materials (stickers, booklets, etc)

October (~ 6 hours)

- First contact to clubs via email welcoming coordinators to a new season
- Send out sample package (included welcome sheet, toque, buff, other promotional items)
- Receive new product, and add to existing inventory

November to February (~10 to 13 hours a month)

- Contact Club SDP coordinators by email encouraging orders
- Fill orders weekly (print order, package items up, print labels for mailing, deduct inventory, file orders)
- Respond to enquiries and emails



March (~ 2 hours)

- Wrapping up last minute orders, back orders and emails
- End of season inventory

Amended Timeline:

Request for RFP deadline:

September 1, 2020

Awarding of RFP

September 11, 2020

Elements of Proposal

A submission must, at a minimum, include the following elements:

- A 1-2 page narrative outlining:
 - the club's strengths and capabilities as they might relate to XCSO.
 - Description of the club and programming which includes a general overview, names of working team
 - Examples of club's capacity to manage similar or related activities.
 - At least one innovative suggestion to promote Skill Development Programs in Ontario

Evaluation Criteria

The successful respondent will:

- Have been offering a Skill Development Program for youth for a minimum of 3 years
- Have a strong understanding of the Ontario ski community and athlete development pathway.
- Be willing work with XCSO to develop new strategies for engaging youth in learn to ski programs

Budget

Payment for service is 5% of sales. (Average gross sales is \$35K-40K per year)

Note: XCSO covers the cost of materials and shipping

Submission Instructions

Submit to admin@xcskiontario.ca as a single PDF document with a subject line of XCSO Skill Development Program RFP