



# Cross Country Ski Ontario

## **Request for Proposals**

**By: Cross Country Ski Ontario (XCSO)**

**For: Para-Nordic Program Development**

### **1. Description of Requirement:**

Cross Country Ski Ontario, the Provincial Sports Organization for cross country skiing & para-nordic skiing in Ontario, is seeking to procure a consultant to develop a sustainable para-nordic program.

### **2. Background:**

Divided into four geographical districts, XCSO is an incorporated not-for-profit organization governed by a volunteer Board of Directors. It represents approximately 74 cross country ski clubs and 22000+ individual members in 2021. In addition to providing a framework for Ontario cross country ski clubs and their individual members to participate in national programs established by the Nordiq Canada, our National Sports Organization, Cross Country Ski Ontario provides direction, oversight and support to cross country skiing's para-nordic program and able bodied high performance program in Ontario.

Cross Country Ski Ontario's para-nordic program has been in existence since 2007 and has been largely driven by dedicated volunteers as well as a contract coordinator. The program is supported by XCSO staff the following areas:

- Administration
- Grant writing & reporting
- Ontario Para-Nordic Team criteria development
- Quest for Gold Ontario Athlete Assistance Program

The COVID-19 pandemic has paused provincial programming. XCSO is looking to take this time to create a sustainable program which is multifaceted engaging new participants, athletes and volunteers.

Accordingly, the Board of Directors has approved the issuing of this RFP for outside expertise.

### **3. Objective:**

Cross Country Ski Ontario seeks to procure a consultant to guide the development of a sustainable para-nordic program which encompasses new participant experiences and the recruitment of athletes into the high performance stream. The consultant will work with a

small sub-committee that will provide direction, access to resources and support as required. Some support will also be provided by Cross Country Ski Ontario administrative staff as appropriate.

#### **4. Description, and Scope of Work, and Methodology:**

The purpose of the human resource review is to assess XCSO's current para-nordic program structure, capacity and, in consideration of XCSO's mandate and responsibilities as a Provincial Sport Organization, recommend options for program(s) with the existing staff structure or an alternative staff structure.

The following activities or tasks are within the Scope of Work:

- a) Research/review of organizational structures and human resources capacities of para programs in Ontario and other provinces.
- b) Review of existing XCSO staffing structure and job descriptions.
- c) Interviews with XCSO staff, XCSO Board members, and selected (approx. 3) XCSO para-nordic volunteers.
- d) Review of volunteerism: human resources support provided by volunteers
- e) Recommendation of best model for para programming for XCSO.
- f) Financial considerations for required human resources related to program recommendations

#### **5. Deliverables:**

- The selected consultant will provide XCSO with a work plan at the start of the contract that outlines proposed activities and timelines.
- XCSO envisions a program review (assessment and recommendations for sustainable programming) to be submitted by the Consultant in a report form with the results of research (e.g. best practices review of other PSOs and other relevant research).

#### **6. Contractor Qualifications:**

XCSO is seeking to procure a contractor with experience working with national and/or provincial sports organizations, and with experience, skills and knowledge of para programming, developmental and high performance, including staffing requirements.

#### **7. Application Procedures**

Please submit completed RFP to [admin@xcskiontario.ca](mailto:admin@xcskiontario.ca) by **5pm Monday, April 26, 2021.**

Q & A:

1. How many employees does XCSO have?  
**XCSO**  
*1 full time Executive Director*  
*.85 FTE Coaching Development Coordinator*  
*.75FTE Technical Director*  
*.25-.4 FTE Contract Para-Coordinator (since retired)*

2. How many volunteers does XCSO have??

*The organization has many volunteers in multiple roles. XCSO has a volunteer Board of Directors (10) and internal volunteer committees comprised of community members (15).*

3. What is the selection process? Criteria?

*Depending on the number of submissions, we will inform the successful proposal, alternatively, we may need to re-post or ask for an adjustment.*

4. What is the expected start and end date?

*As soon as reasonably possible (early fall). The duration will likely depend on the scope of the review, as well as timing.*

5. Does XCSO have a budget in mind for this initiative?

*We chose not to include a budget figure in the RFP. We do not want to limit the submissions.*

6. Does the successful proponent have to be a resident of Ontario?

*No*