



Request for Proposal

Alpine Canada Alpin **National Points** **Database**

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TABLE OF CONTENTS

GLOSSARY OF TERMS 2
ORGANIZATION BACKGROUND 3
OVERVIEW OF CURRENT PROGRAM..... 3
PROPOSAL GUIDELINES..... 4
PROJECT DESCRIPTION & REQUIREMENTS 4
SELECTION CRITERIA 7
APPLICATION PROCESS & TIMELINE..... 8
INCLUSIONS FOR SUBMISSION 8

GLOSSARY OF TERMS

- ACA- Alpine Canada Alpin
- PTSO – Provincial/Territorial Sport Organization
- FIS – International Ski Federation
- NAT- National
- INT – International
- ROC – Race Organizing Committee
- REC – Recreational

ORGANIZATION BACKGROUND

Alpine Canada Alpin (ACA) is a national, not-for-profit sports organization responsible for the development of world class athletes in three of Canada's fastest and most exciting snow sports: alpine, para-alpine and ski cross.

Alpine Canada's mandate includes promoting skiing at every level, including racing and recreational ski programs for all ages.

With the support of valued corporate and government partners, Alpine Canada develops Olympic, Paralympic and World Champions who stimulate and inspire participation and excellence in skiing.

OVERVIEW OF CURRENT PROGRAM

ACA Points currently manages three main subsections of the ACA membership and domestic services area; athlete/member registration, national race registration/management and national race scheduling (calendar).

Below is a brief description of the current platform. Please visit www.acapoints.ca to view the current website including further details on its deliverables.

Athlete/member registration:

ACA Points provides the current database platform to register all active entry level, recreational and national level athletes including all applicable profile information. The system maintains the appropriate methodology for adding new members and assigning new profile information. Non-competitive membership categories can also be registered annually into the database including general members, coaches and officials.

National race registration:

ACA Points provides the platform for all competitive national level athletes to register into club, provincial and national series races as per the presented race calendar. Race registration includes athlete profile details, discipline information as well as club and coach information. The race registration process / access rights are determined by time and permission parameters.

National race calendar:

ACA Points provides the current platform where races for national points are scheduled and available to be entered by current members. The race calendar can be added throughout the season and each race scheduled is provided a unique 'codex'.

ACA Points also publishes weekly points list and calculation of race points.

Further detailed information on the current database may be requested during the application process.

National Point Allocation & Tracking (Alpine)

National competitor points are used for:

- Establishing quotas
- A basis for the grouping and draw of competitors at competitions
- Establishing the race penalty

National points are allocated based upon athlete results and the appropriate penalty.

Once the points have been updated for the race series and competitor they are published as race results and linked to the athlete's profile.

ACA points is responsible for hosting, updating and ensuring that the information uploaded is accurate.

The ACA Points system is updated weekly with regards to race results and competitor points.

National point allocation and publication is similar to the FIS system.

Archived Materials:

ACA Points currently archives athlete data including profile information, point details and for annual membership rollover support.

PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process.

All costs included in the proposal must be all-inclusive to include any outsourced or contracted work.

The proposal is presented as a 4-year contract, with the conditions to be negotiated upon selection of the winning proposal.:

PROJECT DESCRIPTION & REQUIREMENTS

Alpine Canada is seeking to overhaul the current ACA Points database to ensure that all ACA members are provided the best service possible. In order to accomplish the best service possible, ACA believes that new elements need to be considered above and beyond the current platform.

The request for proposal includes new elements that will increase efficiencies, decrease user frustrations and errors and overall provide value to its membership base.

One of the main focuses of the overhaul is also to ensure that the current and future membership of ACA is provided a user friendly, one stop shop, for all of their membership needs when in relation to competitive and non-competitive items.

Currently ACA operates a variety of different member benefit, online resources of which will be addressed within this request for proposal, to encompass one streamlined opportunity moving forward.

For ease of proposal the request has been broken into two components; existing and new.

Existing platform

Maintenance

In order to meet minimum project standards, the current platform must be maintained including athlete/member registration, national race registration, national calendar programming, athlete point calculation, registration and archival elements.

In addition to direct services to maintain the existing platform, it is expected that the provider remains up to date and engaged with the environment in which Alpine Canada operates in to ensure optimum collaboration.

New Elements

To further improve the current ACA Points database the following elements for introduction are sought:

- Mobile friendly
- Archived race results accessible by all users (available historic data to be provided for statistical use)
- Introduction of ski cross national points (point formula to be provided by Canada Ski Cross)
- Streamlined entry upload process
- Duplication recognition
- Non-competitive membership section with unique identifier number (volunteers, officials, general members)

New platform(s)

As identified, ACA is seeking to broaden its services to its members. Below are the new projects in which are to be added to the current ACA Points Program.

Race intent system (domestic and international FIS)

Currently ACA operates a variety of different platforms in which users (mostly coaches) must access in order to register athletes in different race series. In order to alleviate the variety, ACA is proposing all race entries are done in one central location regardless of their category (i.e. FIS or NAT)

This platform must be mobile friendly and integrate (to a certain capacity) with any provincial intent program(s) that might be currently in use.

Elements for inclusion:

- Linkage to FIS and ACA national databases for athlete biographies and race calendars
- Ability for authorized individuals to create a 'team'
- Ability to enter a series or individual discipline per race event
- Automated correspondence as per entry intent (confirmation)
- Administration override permissions for entry confirmations (ACA administrator)
- Pre-formatted entry documents for ROC submission

Centralized national calendar

Currently there is no centralized location for ACA and the PTSO's to host calendar events. Seeking to further improve efficiencies and reduce conflicts and confusion, we are seeking to host a centralized national calendar platform accessible by all provinces.

This platform must be mobile friendly and integrate (to a certain capacity) with any provincially used program that might be currently in use.

Consideration to link the calendar with the proposed race intent system should be considered.

Elements for inclusion:

- Real-time application
- Linkage to FIS and ACA Points program for capture of all potential race series
- Section for non-competitive event upload i.e. AGM's, coach education courses, info nights etc.

Document library

To ensure that all members have access to important documents, introduction of a document library is sought to be included in the new 'ACA Points'.

For consistency and accuracy, the document library will be composed of materials from the ACA website, CSC website, LTAD website and FIS website.

Elements for inclusion:

- Must be able to link to documents on the identified websites.
- ACA administrator access to upload documents and edit links if necessary

Statistical reporting mechanism

To further grow the sport of alpine skiing we require to understand the membership including membership numbers, race details etc.

In order to capture this information, the following reports need to be able to be produced from current and archived details.

- Standardized reports for example; membership numbers per province, per age category, per year to show membership grow or recession over a number of years. Top athlete in age category in the nation etc. A full list of reports requested will be provided upon contract issue.

- Specialized reports for example; performance trends by athlete year over year, head to head analysis and any other statistical information on athlete(s) when requested by ACA for tracking purposes.

Bi-lingual platform

As part of ACA's commitment to ensuring that we provide all published materials including web based platforms in both of Canada's official languages (English & French).

To ensure the above can continue to occur, the following services are required:

- Administration services to manage the online database including assurance that all systems and security updates are applied to the appropriate software (operating system, security, communications)
- Data management to ensure the integrity of the data and daily back-ups.
- User support.

On-going user and system support

ACA Points and the proposed new platforms will be required to be accessible by members from across the nation pending their user permission status, of which is dictated by the NSO or PSO.

It is expected that the successful contractor will have a dedicated email address or online method for users to contact them for technical support with the site(s) in conjunction with a user support (FAQ alike) area for common questions and answers. i.e. how to upload a file.

SELECTION CRITERIA

The following criteria will be used to rate the proposals submitted for this project.

Organization/Contractor/Team:

- Demonstrates the previous experience to undertake the contract

Proposal:

- Depth and detail of proposal submission demonstrates understanding of the RFP
- Expected milestones are included in delivery

Schedule:

- Proposed schedule of implementation is realistic and within expected time frames.

Cost:

- Total cost of contract has been presented in detail

APPLICATION PROCESS & TIMELINE

For full consideration, interested parties must submit a proposal that addresses the requirements and criteria of the project.

Support for those applicants who are seeking further information can be obtained through contacting Ashlie Avoledo at aavoledo@alpinecanda.org

Please ensure that clear, concise, questions are included in the email for timely correspondence.

The timeline for the RFP Process is as follows:

** Please note that this request does not commit ACA to award a contract. As such, ACA reserves the right to accept or reject any or all proposals it receives as a result of this RFP.

RFP released	February 1 st , 2018
Proposals due	May 1 st , 2018
Review of proposals	July 1 st , 2018
Contract award	August 1 st , 2018
Contract commence	TBC upon award

Proposals must be submitted in PDF format electronically to aavoledo@alpinecanada.org no exceptions.

INCLUSIONS FOR SUBMISSION

Evidence of ability to manage current system requirements including; maintenance & security elements	<input type="checkbox"/>
Example(s) of race intent system ideas	<input type="checkbox"/>
Example(s) of national calendar program ideas	<input type="checkbox"/>
Sample of statistical reporting methods	<input type="checkbox"/>
Evidence of ability to build & maintain bilingual platform	<input type="checkbox"/>
Timelines for project completion & ongoing maintenance schedules	<input type="checkbox"/>
Budget proposal	<input type="checkbox"/>
Contact details & sub-contractor details if applicable*	<input type="checkbox"/>

*** All proposals are welcomed to include any additional ideas and materials that one believes will enhance the current proposal for members and their bid for the award of a contract.