

Request for Proposals

Saskatchewan Parks and Recreation Association Inc. Cultural Diversity and Inclusion Study

The Saskatchewan Parks and Recreation Association Inc. (SPRA) is seeking to engage the services of a Consultant to conduct a Cultural Diversity Research Assessment within Saskatchewan, which clearly identifies the needs of members in their coordination and delivery of recreation programs and services in Saskatchewan that support cultural diversity and inclusion.

1. Introduction

SPRA is the recognized leader for a parks and recreation network that builds healthy active communities in Saskatchewan. We provide leadership and support to enhance the quality of the parks and recreation network. Our roles include training, education, advocacy, funding, information management, research and networking. SPRA is a not-for-profit organization and receives funding from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

2. Background

SPRA strives for excellence in the provision of our training programs and services. SPRA's work in the area of cultural diversity and inclusion has included, but not been limited to:

- Recognized programs and resources to educate and assist members in grant writing, recreation board development and holistic cultural awareness
- Offered grants that could be applicable to recreation training and education opportunities
- Provided financial support to members who coordinate recreational opportunities
- Adapted programs and services in support of cultural diversity and inclusion practices

SPRA recognizes it is necessary to create services that address the need for cultural diversity and inclusion in recreation programs and resources. The issues faced by people of many cultures are real and need attention to address the underlying concerns. These issues can lead to unhealthy life style choices, misunderstandings, racism and other negative outcomes. The issues that define an individual and community can provide alternatives to diverse cultural inclusion through targeted recreation programs.

In response, SPRA is seeking to engage the services of a Consultant or Firm to conduct research and clearly identify the needs of members in support of their work to provide cultural, diverse and inclusive recreation programs and services. The objective of the project, recognized as the Cultural Diversity and Inclusion Study, will include findings and recommendations for SPRA's consideration in providing support to members that offer services that improve the health of individuals living in Saskatchewan communities through safe recreation activity and education.

Supported by:



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3. Statement of Purpose

Working in consultation with the designated lead on the program (SPRA Consultant – Aboriginal Support), the Contractee will manage the administration, structure, development and evaluation of the Cultural Diversity and Inclusion Study.

The result will be a completed research report providing SPRA with:

- Identification of members' needs to support their efforts to offer culturally diverse and inclusive services
- Recommendations of new and existing programs to deliver and provide support to members' efforts

Recommendations should show alignment to SPRA's 2014 - 2019 Strategic Plan and *A Framework for Recreation in Canada 2015: Pathways to Wellbeing*.

4. Scope of Work

The following scope of work is intended to act as a guide to assist the interested Contractee in their development of a proposal. Work regarding the Cultural Diversity and Inclusion Study will include, but not be limited to:

a. Review of overall project

1. Attend an initial meeting with the SPRA Consultant – Aboriginal Support to receive orientation and instruction on the requirements and details of the project.

b. Work Plan Development

1. Formulate a work plan, based on submission to the Request for Proposals, representing the project deliverable and the associated timelines. Commencement of the work plan should be as soon as possible - with the project to be completed June 27, 2017, or a date mutually agreed upon between SPRA and the Contractee.

c. Environmental Scan of current state of Saskatchewan communities

1. Consult with SPRA members and key stakeholders (SPRA Aboriginal Advisory Committee, Tribal Councils, Federation of Sovereign Indigenous Nations (FSIN), Métis Nation of Saskatchewan, Open Door Society, The Multicultural Council of Saskatchewan and other related service providers) to gather information on their needs and concerns regarding the delivery of recreation services in relation to cultural diversity and inclusion.
2. Identify and engage key partners and organizations to gather input related to levels of engagement of all ethnic cultures. This should include, but not limited to, researching similar work that has been completed with key stakeholders, Tri-Global partners and Sport, Culture and Recreation Districts offering recreation services.



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d. Reporting

1. Provide reports and updates bi-weekly.
2. Submit a final report describing the activities undertaken, data analysis and the outcomes generated. The final report is to include, but not be limited to: recommended areas on focus, synthesis and interpretation of the data collected, identification of existing and potential programs and services, areas of alignment with the SPRA 2014 - 2019 Strategic Plan and *A Framework for Recreation in Canada 2015: Pathways to Wellbeing* and inclusion documents.
3. Provide orientation to the SPRA Consultant – Aboriginal Support and relevant staff on the findings identified within the final report.

e. Project timelines:

1. Commencement of the work plan should begin as soon as possible.
2. Initial meeting will be held with SPRA prior to start date.
3. Delivery of the work plan developed, environmental scan and resource document developed in accordance with agreed upon dates between the Contractee and SPRA.
4. Provide the final report and orientation to the SPRA Consultant – Aboriginal Support by June 27, 2017, or a date mutually agreed upon between SPRA and the Contractee.
5. Orientation on the findings to selected SPRA staff on a date yet to be determined.

5. Knowledge and skill requirements

- Deadline orientated
- Ability and willingness to work with diverse cultures and individuals
- Knowledge of Saskatchewan's diverse cultures and peoples
- Knowledge of historical backgrounds and origins
- Ability to develop documents and evaluation materials
- Knowledge of multicultural concepts
- Knowledge of research techniques and methodologies
- Strong organizational skills
- Excellent written and oral communication

6. Provision of Content

SPRA will provide the following items to the Contractee:

- Tri-Global contacts for Sask Sport Inc. and SaskCulture Inc.
- Contacts for Federation of Sovereign Indigenous Nations (FSIN), Tribal Council Coordinators, Métis Nation of Saskatchewan, Open Door Society and The Multicultural Council of Saskatchewan
- 2014 - 2019 SPRA Strategic Plan and *Mid-Term Evaluation Membership Engagement Final Report*
- *A Framework for Recreation in Canada 2015: Pathways to Wellbeing*



- Awareness of all SPRA programs and services relevant to the concept of cultural diversity and inclusion



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7. Working Agreement

- The successful Applicant will enter into a Contract for Services with SPRA, based upon the information contained in this Request for Proposals and the successful Applicant's submission and any modifications thereto
- The Contractee will provide four (4) hard copies of the final report, as well as an electronic copy in Microsoft Word format
- SPRA shall hold the total ownership and intellectual rights to all information and material resulting from the Contract
- The Contractee may include their standard Terms of Engagement

8. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to SPRA against conformance to the following criteria:

- The experience and qualifications of the Applicant in conducting similar work
- The ability of the Applicant to make recommendations that will improve the overall project
- The ability to complete the work within the proposed time frame
- The Contractee's evaluation, process, methodology of the proposed framework, including suggestions regarding the proposed scope of the project with the project application
- The cost of the project, based on the key deliverables listed above
- A review of references
- An interview (if required)
- Ability to complete the scope of work on or before June 27, 2017, or on a date mutually agreed upon between SPRA and Contractee
- Knowledge and understanding of First Nation lifestyle, governance structure and learning concepts

SPRA may request a meeting with an Applicant, prior to awarding the Contract, to clarify details including the scope, expected results, roles and responsibilities of the Contractee, project deliverables and the expected timelines for completion.

9. Remuneration

The contract amount allocated for this project is \$7,000 and is inclusive of all applicable taxes and disbursement costs. Applicants are asked to provide details regarding the work that will be delivered. Applicants may also include an outline for any additional work - including anticipated costs, over and above the \$7,000, that they feel would significantly enhance the Cultural Diversity and Inclusion Study and SPRA's knowledge.

10. Submission Details

The Applicant will:

- Outline their relevant experience and qualifications, including references, as it relates to the project.



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- Provide a project map outlining timelines, key decision making cornerstones, methodology and relevant items to aid in the decision making process.
- Provide SPRA with a sample of prior work pertaining to this project, if available (i.e. previously developed educational manuals).
- Provide SPRA with the total cost to perform the work outlined in this Request for Proposals (which will include and identify all taxes and expenses). Cost for disbursements, photocopying, mileage, accommodations, etc., if necessary, are to be itemized and included in the total cost to perform the work. The expected payment schedule is to also be included.
- Application must be received by: May 17, 2017 at 12:00 p.m.
- Questions and further consultation regarding this Request for Proposals are welcome.

If further details are required, contact Tim Haywahe, Consultant - Aboriginal Support with the Saskatchewan Parks and Recreation Association at (306) 780-9276.

Submit proposals by 12:00 p.m. on May 17, 2017 to:
 Attention: Tim Haywahe, Consultant – Aboriginal Support
 Saskatchewan Parks and Recreation Association
 #100-1445 Park Street
 Regina, Saskatchewan
 S4N 4C5
 Fax: (306) 780-9257
 Email: thaywahe@spra.sk.ca

SPRA reserves the right to cancel this Request for Proposals for any reason, without any liability to any Agency, or to waive irregularities at its own discretion. The lowest priced proposal may not necessarily be accepted.

Proposals shall be irrevocable until SPRA awards this Contract, cancels this Request for Proposals, or a period of ninety days has elapsed since the deadline for submission.

All prices are to be in Canadian Funds.



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