



SPORT BC
GOVERNANCE and OPERATIONAL
RESOURCES REVIEW 2024

REQUEST FOR PROPOSAL

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TABLE OF CONTENTS

- SPORT BC SERVICES..... 4
- SPORT BC PROGRAMS 5
- GOVERNANCE and OPERATIONAL RESOURCES REVIEW 6
- 1 PROJECT GOAL..... 6
- 2 PROJECT SCOPE 7
- 3 PROJECT DELIVERABLES 9
- 4 PROPOSAL EXPECTATIONS10
- 5 PROPOSAL SUBMISSION PROCESS AND TIMELINE11
- 6 PROJECT BUDGET.....12

ABOUT SPORT BC

SPORT BC MISSION

Sport BC, as a member-based organization, facilitates the growth of sport in BC and provides leadership through delivery of its programs and services for members.

SPORT BC VISION

Sport in British Columbia is thriving through the leadership of Sport BC and our members and the value of sport is well established as a central pillar of social development.

SPORT BC VALUES

Central to all that we do, you should expect to see our values in action when you work with us: Integrity, Transparency, Collaboration, Creativity and Innovation.

While Sport BC, does not have direct role in Safe Sport, we work to support our members' efforts to execute all safe sport requirements and obligations.

LAND ACKNOWLEDGEMENT

While the work of Sport BC takes place throughout BC, we gratefully acknowledge that our offices are located on the traditional, ancestral, and unceded lands of the Coast Salish, xʷməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

SPORT BC SERVICES

Sport BC champions sport participation and our member organizations through key programs and services, advocacy, and signature sport recognition events.

SPORT BC MEMBER SERVICES Sport BC supports its members by providing a wide range of services and supports. We are proud to be the collective voice for amateur sport in the province and are actively taking a leadership role in advocacy for the sector.

PAYROLL AND BENEFITS Services are available to all not-for-profit sport and recreational associations and can be tailored to suit the specific needs of the client's organization. A full range of payroll services and benefits are available for non-sector clients as well.

SBC INSURANCE (SBCI) is the only insurance brokerage in Canada that is owned by a not-for-profit society. SBCI profits stay local, providing revenue to Sport BC and furthering the programs and charitable organizations associated with amateur sport in BC. A full range of insurance products are available through SBCI.

SPORT BC PROGRAMS



KIDSPORT BC

KidSport believes sport participation powerfully promotes the development of children’s social, mental, and physical well-being. Through the provision of assistance for sport registration fees, KidSport eliminates financial barriers, helps families, and strengthens BC communities.

BC AMATEUR Sport Fund

BC AMATEUR SPORT FUND

The BC Amateur Sport Fund is a philanthropic gift-giving program that provides our member organizations the opportunity to raise funds for specific causes and projects that promote the development of amateur sport in British Columbia.



BC WOMEN & SPORT

BC Women & Sport provides expertise in gender equity and recognition to Sport BC members and community at large through communication activities, education initiatives, and specialty programs.

GOVERNANCE and OPERATIONAL RESOURCES REVIEW

1 PROJECT GOAL

- A. Sport BC is seeking a strategic consulting partner to ensure Sport BC is working within a defined, complete and effective governance framework that is:
 - 1. Compliant with all applicable regulations;
 - 2. Aligned in all its parts and thereby avoids contradictory or inconsistent guidance to the Board; and
 - 3. Supported and adhered to by the organization's Management, Staff, Board and Members.

- B. To ensure that Sport BC is working within an operational framework that is:
 - 1. Resourced appropriately; and
 - 2. Compliant with legislation, law and regulations.

2 PROJECT SCOPE

- A. To review and provide recommendations for any changes needed to ensure compliance as well provide proposals for updates for, but not limited to, the below:
1. Bylaws (reviewing completeness, compliance, omissions, contradictions or inconsistencies).
 2. Board (size, composition, qualifications, term limits, terms of reference including but not limited to, roles and responsibilities, authority, expectations, conduct, confidentiality, conflict, minute taking, parliamentary procedures, reporting etc.).
 3. Standing committees (size, composition, qualifications, term limits, terms of reference including but not limited to, roles and responsibilities, authority, expectations, confidentiality, conduct, conflict, minute taking, attendance, parliamentary procedures, reporting etc.).
 4. Operational working groups (roles, composition, authority of participating board members (if involved), reporting, etc.).
 5. Election procedures and nomination packages.
 6. Relationship guidelines and communication expectations between the Board and Management and Board and Membership (reporting methods, protocols, processes, procedures, rate of occurrence, timing/schedules, resources, etc.).
 7. Relationship guidelines and communication expectations between the for-profit entity SBC Insurance, of which Sport BC is the sole owner and shareholder. *(Please see Notes 1 and 2 below)*
- B. In addition to the above, the Proponent is expected to provide Sport BC with a plan and timeline for any implementations, communications or other actions to be undertaken by the Board, Management and/or Staff independent of involvement of the Proponent.
- C. To review, action and provide recommendations for the creation of and/or changes to:
1. Organizational resources (organizational chart, job descriptions, roles and responsibilities, etc.).

2. Policies (human resources, health and safety, operations, financial, budget, procurement, insurance etc.).
3. Practices, processes and procedures (budget and financial management, payroll, recruiting, on-boarding, terminations, performance reviews, performance management, workplace safety, salary rationale, bonus structures, customer relationship management, customer service, complaints management, client satisfaction assessment, contracting, etc., as well as supporting documents, forms, software, etc.).
4. Risk management (assessment and mitigation).

Note 1: An RFP for a “SBC Insurance Governance and Organizational Review” is currently also out for bid. The successful Proponent of this proposal will be expected to communicate and cooperate with the successful proponent of that RFP.

Note 2: Respondents to this RFP are welcome to bid on the “SBC Insurance Governance and Organizational Review” RFP, but the bids must be submitted separately.

3 PROJECT DELIVERABLES

- A. Three (3) printed copies and electronic submission of an “Executive Summary and Detailed Report on Findings, Recommendations, and Implemented Changes”. The report must also include an “Outline of Proposed but Unimplemented Changes” with an accompanying proposed schedule for implementation.

Electronic format for report must be an MS Word-based pdf. Spreadsheets must be in MS Excel

- B. All updated and/or new data, materials, and resources developed in the process of project.

4 PROPOSAL EXPECTATIONS

A. In the submission, Proponent will be expected to:

1. Provide comprehensive examples of experience in assisting organizations with governance reviews and organizational assessments.
2. Demonstrate proven expertise in not-for-profit governance legislation, law and regulations.
3. Demonstrate or have access to expertise in for-profit governance legislation, law and regulations.
4. Outline methodologies, resources and tools that will be utilized by the Proponent to deliver the project.
5. Provide biography(ies) and qualifications of team member(s) and role(s) and responsibility(ies) in the delivery of the project.
6. Provide examples of approach to work, as the successful Proponent will be expected to engage and work collaboratively with Sport BC's Board, Management and Staff where needed.
7. Provide proposed timeline for delivery of project, including phases, dependencies and reliance on client input and reviews.
8. Provide detailed, transparent budget for project delivery.
9. Confirm good standing status, insurance, workers compensation status, and any other regulatory licensing or compliance.
10. Explain rationale for any omissions in scope of proposal and/or outline any concerns with the project.

5 PROPOSAL SUBMISSION PROCESS AND TIMELINE

A. IMPORTANT INFORMATION

This proposal is only open to Canadian entities with a physical presence or office situated in BC.

Bidders outside of the Metro Vancouver area should factor in the possibility of travel to Sport BC's Vancouver office.

B. STATEMENT OF INTEREST

The accompanying "Statement of Intent to Propose" (Appendix A) must be submitted to the attention of the Proposal Coordinator at proposals@sportbc.com no later than **11:59 PM on Tuesday, December 10, 2024**.

C. SUBMISSION OF PROPOSAL

Proposals should be in a pdf format. File size must not exceed 6MB.

Complete proposals must be submitted to the attention of the Proposal Coordinator at proposals@sportbc.com no later than **11:59 PM on Friday, January 10, 2025**

Inquiries should be directed to the attention of the Proposal Coordinator at proposals@sportbc.com. *Please note that inquiries will not be answered from December 21, 2024 to January 1, 2025.*

D. NOTICE OF AWARD

The award of work is scheduled for **Monday, February 10, 2025**. Sport BC reserves the right to amend that date if necessary.

Sport BC Representatives may contact the Proponent for clarification, meetings and/or for the collection of references.

6 PROJECT BUDGET

A. Proposals exceeding \$25,000 CDN, inclusive of taxes, will not be considered.

Per section 4.A.8 of the RFP, Proposals must include a detailed budget showing all costs, fees, charges and/or applicable taxes.