



REQUEST FOR PROPOSAL NATIONAL PARTICIPANT DATABASE & REGISTRATION SYSTEM

SUMMARY

This RFP is for a national participant database and registration system (“System”) for Wrestling Canada Lutte (“WCL”).

RFP Issued: January 31, 2020

Proposals due: March 13, 2020

Database & system launch date: October 2020

Proposal and any questions about the RFP should be directed to:

Tamara Medwidsky

Executive Director

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WRESTLING CANADA LUTTE

WCL is a not-for-profit association and the national sport governing body for Olympic style wrestling in Canada. Among its responsibilities, the association selects and prepares Canada’s teams that participate in international competitions including Continental Championships, World Championships and major multi-sport Games (ie. Olympic Games). WCL’s mission reads:

“In cooperation with our members and partners, WCL provides leadership and support to athletes, coaches, officials and support staff in the pursuit of national and international podium success.”

WCL is recognized by its partners at United World Wrestling, the Canadian Olympic Committee and Sport Canada as the designated authority for wrestling in Canada.

OVERVIEW

There are over 10,000 participants in wrestling in Canada. WCL’s membership is composed of thirteen provincial / territorial wrestling associations (PTSOs) with participation in five major tiers – athletes, coaches, officials, staff and supporters (medical, team leaders, delegates, volunteers, directors, etc.). Participation is largely based on an intricate club network that is not mutually exclusive:

- Within PTSOs (grass roots, development & high performance)
- Within U SPORTS (varsity league)
- Within secondary schools (school league)





The main objective is to develop a national participant database and central registration system so WCL can more accurately keep track of the number and status of its participants and register participants for all WCL and / or PTSO sanctioned events. WCL's membership agreed to use a January 1st to December 31st registration term for the System.

The new system should also meet the registration needs of WCL's participants, ideally helping track all wrestling participation across the country and providing one location for participant interaction, for annual registration, event registration and membership communication.

SYSTEM REQUIREMENTS

WCL has developed a document of [system requirements](#)

In brief, the System must include the following features:

- Multi-tiered administrator functionality (NSO, PTSO, club)
- Participant and club registration, user accounts, payment with split payment options
- Bulk import of participants
- User-friendly interface
- User-friendly backend administration
- Event registration and management (tournaments, camps, clinics, HP programs, meetings, etc.)
- Report generation – NSO, PTSO, club level reporting (validation of participants, accounting, events)
- Protection of privacy and personal information as per Canadian legislation
- Accessible and responsive administrator technical support
- Bilingual with support for both official languages for the end user
- Document collection and storage (eg. photo, passport, criminal record check, respect training, etc.)
- Communication functionality across all levels
- Unique participant ID and transfer of existing participant information
- Administrator training
- Regular system maintenance

PREFERRED VENDOR & BUDGET

All reasonable proposals will be weighted for their merits. WCL is a not-for-profit association and prefers vendors that share our values and those with experience in the sport sector.

WCL recognizes that the objectives and features described in the systems requirement document are numerous and expects to work closely with the chosen vendor to discuss development and implementation strategies. The budget will vary depending on what system WCL will eventually accept.

WCL further recognizes that following the selection of the chosen vendor, the vendor and WCL will work together to clarify any issues or problems with the system requirements document. In the



proposal, WCL does not expect the vendor to exactly describe how it will meet all of the system requirements.

PROPOSAL REQUIREMENTS

Please include the following:

- Company overview and details about your team (including contact information)
- System overview
- System strategy that meets WCL’s objectives
- Description of development stages and how the vendor will work with WCL throughout the process
- Pricing
- Implementation timelines
- Relevant sport experience
- Contact information for at least two (2) references

TIMELINES

RFP issued: January 31, 2020

Proposals due: March 13, 2020

Additional vetting (if required): March 2020

Selected Vendor contacted: April 2020

Project begins: April 2020

New registration system launches: October 2020

The selected vendor will enter into a Vendor Agreement with WCL that outlines the work to be performed, compensation, use of intellectual property, and terms.

LEGAL TERMS

Vendors must follow these guidelines and requirements when preparing and submitting proposals:

1. “Vendor” is the term used to represent a company or individual that submits a proposal.
2. WCL may, at their discretion and without explanation to the prospective vendors, at any time choose to discontinue this process without obligation to such prospective vendors.
3. The statements made in the proposals are binding; therefore an authorized representative of the vendor’s company, preferably an officer, must sign the proposal.
4. The proposal must clearly state any need for sub-partners, the work they will perform, their names, addresses, telephone numbers, email addresses, and expertise. WCL will not refuse a proposal based upon the use of sub-partners; however we retain the right to refuse the sub-partners you have selected.
5. By submitting a proposal the vendor agrees to all the terms and conditions of this Request for Proposal.





6. WCL does not bind itself to accept either the lowest cost proposal or any proposal submitted.
7. WCL will not be liable for any costs or expenses incurred in the preparation of a proposal.
8. The vendor, if chosen, shall undertake to indemnify WCL against claims and litigation (including legal fees) related to/arising from the activities of the vendor.
9. In participating in this proposal, the vendor will not discuss or communicate, directly or indirectly, with any other company/vendor or any director, officer, employee, agent or representative of any other company, the preparation or presentation of their proposals.
10. WCL reserves the right to and may exercise any or all of the following rights and options with respect to this RFP:
 - a) To reject any and all proposals, to seek additional proposals, to enter into negotiations and subsequently contract with more than one company if such action is in the best interests of WCL, and to award or refuse to award a contract on the basis of criteria other than price. WCL will not be required to provide reasons for accepting or not accepting any particular proposal;
 - b) At its sole discretion to cancel or withdraw this RFP with or without the substitution of another RFP, to alter the terms and conditions of this RFP (including, without limitation, extending the times and deadlines referred to in this document), and to conduct investigations as to the qualifications of each company at any time;
 - c) Negotiate with one or more vendors.
11. The selection of any vendor is conditional upon the negotiation and execution of a satisfactory contract between WCL and the vendor. WCL will incur no liability to any vendor as a result of these discussions, negotiations or modifications.

CONCLUSION

Thank you for your interest in responding to this RFP. We look forward to your proposal. Questions and proposal may be directed to:

Tamara Medwidsky
Executive Director
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