



REGISTRATION SYSTEM REQUEST FOR PROPOSAL

SUMMARY

This RFP is for a registration system for Canoe Kayak Canada ("CKC").

RFP issued: **December 5th, 2018**

Proposals due: **January 18th, 2019**

System launch date objective: **April 2019**

Proposals and any questions about the RFP should be directed to: **Kevin Lawrie,**
[**KRL@sportlaw.ca**](mailto:KRL@sportlaw.ca)

CANOE KAYAK CANADA

Canoe Kayak Canada (<http://canoekayak.ca/>) is the national governing body for competitive paddling in Canada. CKC is a volunteer-led and staff-driven organization made up of a national community of paddling enthusiasts – athletes, coaches, officials, volunteers, staff, and supporters.

CKC is a member-based organization which includes an intricate network of clubs, provincial/territorial organizations, and divisional paddling associations for the three disciplines of Sprint, Whitewater and Marathon.

CKC is recognized by its partners at the International Canoe Federation, the Canadian Olympic Committee, the Canadian Paralympic Committee, and Sport Canada as the designated authority for the sport in Canada.

OVERVIEW

CKC serves over **40,000** participants. These participants are required to register with CKC and currently do so in a variety of ways, including through local clubs, through provincial/territorial organizations and divisions, and directly with CKC.

The main goal of this project is to develop a central registration system so that CKC can more accurately keep track of the number and status of its members. The new system should also



meet the member registration needs, and event registration needs, of clubs, provincial/territorial organizations, and divisions.

NEW REGISTRATION SYSTEM REQUIREMENTS

CKC has developed a comprehensive document of System Requirements located at this link: <http://canoekayak.ca/wp-content/uploads/2018/12/CKC-Registration-System-Requirements-3.0.pdf>

In brief, the new registration system must include the following features:

- Multi-tiered administrator functionality
- Member registration, user accounts, and payment feature
- User-friendly interface
- Event registration and management
- Report generation (accounting, participants, events)
- Protection of privacy and personal information

We would also consider the following features, depending on how they will impact the timeline/budget:

- Document storage (e.g., criminal record checks, discipline decisions, proof of insurance)
- Communication functionality (e.g., email members from within the system)
- Administrator training
- Regular system maintenance

PARTNERSHIP

CKC 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.

CKC further recognizes that, following the selection of the chosen Vendor, the Vendor and CKC will work together to clarify any issues or problems with the System Requirements document. In the proposal, CKC does not expect the Vendor to exactly describe how it will meet all of the System Requirements.

BUDGET AND PREFERRED VENDORS

All reasonable proposals will be weighted on their merits. Proposals that include optional elements, as described above, as well as any other suggested elements should indicate if/how those elements affect the budget.



CKC is a not-for-profit organization and prefers a Vendor that shares our values. CKC is also aware that other national sport organizations have recently developed their own new national registration systems and may prefer a Vendor that has experience in the sport sector.

PROPOSAL REQUIREMENTS

Please include the following:

- Company overview and details about your team
- Registration system development strategy that meets our objectives
- Description of development stages (e.g., with agile software development), if applicable
- Outline of how the Vendor intends to work together with CKC prior to, and during, development
- Experience (i.e., examples of recent registration systems or databases)
- Pricing
- Contact information for at least two references

TIMELINES

RFP issued: December 5th, 2018

Proposals due: January 18th, 2019

Additional vetting (if required): January 2018

Selected Vendor contacted: January 29th, 2019

Project begins: January 2019

New registration system launches: April 2019

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

LEGAL TERMS

1. "Vendor" shall be the term assigned to companies or individuals that submit a proposal
2. CKC may, at its 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. Proposal must clearly state any need for sub-partners, the work they will perform, their names, addresses, telephone numbers, email addresses, and expertise. CKC 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. CKC does not bind itself to accept either the lowest cost proposal or any proposal submitted.
7. CKC 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 CKC against claims and litigation (including legal fees) related to/arising from the activities of the Vendor.
9. CKC reserves the right to and may exercise any or all of the following rights and options with respect to this RFP:
 - i. 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 CKC, and to award or refuse to award a contract on the basis of criteria other than price. CKC will not be required to provide reasons for accepting or not accepting any particular proposal
 - ii. 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
 - iii. Negotiate with one or more companies
10. The selection of any Vendor is conditional upon the negotiation and execution of a satisfactory agreement between CKC and the Vendor. CKC will incur no liability to any company as a result of these discussions, negotiations or modifications.

CONCLUSION

Thank for your interest in responding to this RFP with a proposal. We look forward to your response. Proposals and questions may be directed to **Kevin Lawrie** at KRL@sportlaw.ca.