

# REQUEST FOR PROPOSAL

## START-UP SUPPORT SERVICES FOR SPORT SAFEGUARDING BC

### EXECUTIVE SUMMARY

Sport Safeguarding BC Society (SSBC) is inviting proposals from qualified organizations or consultants to provide start-up support services that will help establish the Society as a new, independent entity dedicated to ensuring safe and respectful participation for everyone in amateur sport across British Columbia.

The successful proponent will work closely with the newly formed Board of Directors to guide the establishment of foundational infrastructure, governance frameworks, operational systems, and a process for the recruitment of the Society's first Chief Executive Officer.

Proposals are due by January 8, 2026, at 5:00 p.m. PST.

### ABOUT SPORT SAFEGUARDING BC

Sport Safeguarding BC Society is a new, independent organization dedicated to ensuring safe and respectful participation for all participants in amateur sport across British Columbia. The Society's role is to provide a trusted space where individuals can voice concerns and to help resolve issues with fairness and integrity.

Through this work, SSBC will strengthen safety, accountability, and well-being throughout the provincial sport system. The Society is committed to collaboration with sport organizations, athletes, coaches, administrators, and community partners to foster a culture of inclusion, respect, and care.

The inaugural Board of Directors has been appointed to oversee the establishment phase of the Society. Their immediate priority is to put in place the foundational elements that will support the organization's long-term sustainability, independence, and impact.

### INSTRUCTIONS FOR PARTICIPATING IN THE RFP

- **Purpose:** The purpose of this RFP is to engage a qualified organization or individual consultant to provide start-up and establishment services to support the creation and early operations of Sport Safeguarding BC Society.
- **Timelines**
  - Proposal Submission Deadline: January 8, 2026, at 5:00 p.m. PST
  - Interviews: Week of January 19, 2026
  - Selection and Notification: By January 30, 2026
  - Commencement of Work: February 2026
  - Completion of Work: July 2026
- **Submission Requirements**
  - Proposals must be submitted in digital format (PDF) and clearly labelled: "RFP – SSBC Start-Up Support Services."
  - Proposals should be sent by email to: [sportsafeguardingbc@gmail.com](mailto:sportsafeguardingbc@gmail.com)
  - Late submissions will not be considered.

- **Confidentiality:** All submissions become the property of Sport Safeguarding BC Society and will not be returned. SSBC will consider all proposals as confidential and will not disclose proprietary information except as required for internal review.

## SERVICE REQUIREMENTS

The selected proponent will provide consulting and operational support services to work with the SSBC Board of Directors in establishing the Society. Services are expected to include:

- Recommendation and establishment of the Society's administrative structure
- Development of budgets, accounting systems, and financial policies
- Design and implementation of administrative and operational infrastructure (including human resources, IT, and records management)
- Development of governance tools, foundational policies, and a process for Board and committee operations
- Creation of an initial communications and stakeholder engagement plan
- Support for strategic planning to guide SSBC's first three years of operation
- Development of a process and supporting materials for the recruitment of a Chief Executive Officer
- Preparation of a transition plan to guide the onboarding of a Chief Executive Officer and permanent staff

*All of the above activities will be done in close collaboration with the SSBC Board of Directors.*

## PROPOSAL CONTENT AND BASIS FOR EVALUATION

Proponents are asked to ensure their proposals include the following information:

- **Organizational Overview and Experience:** Provide a summary of your organization or consulting practice, including relevant experience in non-profit start-up, association management, or sport governance. Highlight qualifications and expertise that demonstrate your ability to successfully deliver the required services.
- **Service Team and Approach:** Describe the team members who would be involved in this project and their respective roles. Provide a description of your approach and methodology for completing the work, including how you would engage the Board throughout the process.
- **Project Plan and Timelines:** Provide a framework for a work plan to outline project phases, deliverables, and milestones.
- **Budget and Fee Structure:** Provide a detailed proposed budget and fee structure, inclusive of all costs and taxes. Identify any optional services or value-added components that may benefit SSBC.
- **References:** Provide three references from comparable projects, including contact name, organization, phone number, and email address.

## EVALUATION CRITERIA

The SSBC Board of Directors will evaluate all proposals and may contact proponents for clarification or to participate in follow-up discussions. Selection is based on a number of criteria, the most significant being:

- Demonstrated experience in non-profit start-up, organizational development, or governance design
- Quality, feasibility, and clarity of the proposed approach and methodology
- Qualifications and capacity of proposed personnel or team
- Ability to deliver within timelines and budget
- Value for money
- Any additional benefits, tools, or innovations that strengthen the proposal

The Society reserves the right to invite short-listed proponents for an interview or presentation prior to final selection.

## TERMS AND CONDITIONS

- All proposals become the property of Sport Safeguarding BC Society.
- The Society reserves the right to accept or reject any or all proposals and to cancel this RFP process at any time without penalty.
- The successful proponent will enter into a service agreement outlining deliverables, reporting expectations, timelines, and payment schedule.
- Costs incurred in preparing a response to this RFP are the responsibility of the proponent and will not be reimbursed by SSBC.