



World Flying Disc Federation Request for Proposals

Notice to prospective bidders for the relationship as
WFDF Official Coaching Resource Partner

14 September 2022



SECTION 1

Action Items/ Deadlines

1	WFDF Request for Proposal (RFP) released on or around 14th September 2022 .
2	Submit your questions relating to the RFP by the end of the day on 26th September 2022 ("RFP Question Time") .
3	Submit your final proposal to WFDF by the end of the day on 30th September 2022 ("Closing Time") .
4	WFDF to evaluate proposals received, select and notify shortlist (if any) by 16th October 2022 ("First Round Date") .
5	Start of negotiations for refinement of proposals with those shortlisted (if necessary) from 19th October 2022 ("Decision Date") and make a final decision by the 26th of October 2022 .
6	Sign and complete agreement with preferred bidder by 31st October 2022 ("Closing Date") . Public announcement shortly thereafter.

WFDF may change any of the above, and may change or end this RFP process, at any time for any reason. All communications should be directed to the WFDF Contact Person.

	Brian Gisel, Vice President and Chair of WFDF Ultimate Committee
WFDF CONTACT PERSON	World Flying Disc Federation 5825 Delmonico Drive, Suite 370 Colorado Springs, CO 80919 USA
	Brian Gisel brian.gisel@wfdf.sport +1 604-764-1311

Who are we?

The World Flying Disc Federation is the international sports federation responsible for world governance of flying disc (frisbee) sports, including Ultimate, Beach Ultimate, Disc Golf, Freestyle, Guts, and Overall/Field Events. WFDF is a federation of 107 member associations, which represent flying disc sports and their athletes in more than 103 countries. WFDF is an international federation recognized by the International Olympic Committee (IOC), the International Paralympic Committee (IPC), a member of ARISF, GAISF and the International World Games Association, and is a registered not-for-profit 501(c)(3) corporation in the state of Colorado, USA. More info is at www.wfdf.sport.

What is the term of the contract covered under the RFP?

1st November 2022 through 31st December 2023

Process Overview

SELECTION REVIEW

All bids will be reviewed by the WFDF Ultimate Committee with a final approval upon their recommendation by the WFDF Board of Directors.

REQUIREMENTS

WFDF's requirements and/or specifications for the services are explained in section 2 of this RFP – "Scope of Partnership and General Information."

PROPOSAL SUBMISSION

You must email an electronic copy of your proposal to the WFDF Contact Person on or before the Closing Time.

PROPOSAL VALIDITY

WFDF may choose to exclude any bid for any reason and late proposals may be excluded.

SECTION 2

WHAT WFDF OFFERS

- Designation as “Official WFDF Coaching Resource Partner,” with exclusive rights to market On-Line Coaching Materials and Education through WFDF
- Visibility and hospitality at all WFDF events during the term of the agreement
- Exclusive rights to sell products/services during WFDF events during the term of the agreement
- Visibility on various WFDF media (website, publications, digital communications, etc.)
- Proactive promotion of partner with national member associations and other relevant organizations
- Visibility with potential WFDF television or Internet streaming partners (content provided by selected partner)
- Total WFDF budget for initial term is US\$2,000, payable in two instalments (50% upon signing, 50% on 31st March 2023)

SCOPE OF PARTNERSHIP AND GENERAL INFORMATION

WFDF is seeking bids from already established providers who are able to deliver on-line access to ultimate coaching resources to individuals from around the world who are interested in becoming coaches for our sport with the goal of increasing coaching capacity in WFDF member and non-member countries, particularly in less developed countries.

Access to the resources should be through licenses provided to and distributed by WFDF, within WFDF’s budget. Resources accessed should be geared towards coaches who may have only a rudimentary to mid-level knowledge of the sport of ultimate. It is expected that the materials will be geared toward developing countries, with a focus on coaching theory from playing essentials and offensive and defensive strategies, conditioning, practice organization, and incorporation of spirit of the game. For the coaches certifications discussion, we would ask that the partner review programs that are already existing within our sport and in other sports and make a recommendation on what should be included in a proper multi-level certification program, included things like concussion protocols and other medical awareness, anti-doping, athlete safeguarding, etc. in addition to coaching theories, strategies, and practical applications.

Resources ideally would be available in multiple languages so licences can be distributed to the widest range of countries and participants as possible. Key languages include English, Spanish, French, German, Mandarin, Japanese, Hindi, Arabic, Russian, and Portuguese. Not required.

The selected partner will also be expected to work with WFDF over the course of the agreement to develop a coaches certification program and a mechanism to recognize already established coaches’ certification programs administered in various national member federations.

The selected provider will receive the exclusive recognition as the “Official WFDF Coaching Resource Partner” for the term of the agreement.

SECTION 3

Proposal Contents

Your proposal must include all aspects of this Section 3, in addition to a cover page as follows;

PROPOSAL DETAILS AND BIDDER SUMMARY				
FULL LEGAL NAME OF BIDDER	("Bidder")			
PRIMARY CONTACT (who has authority to legally bind the Proposal)	Name	_____		
	Position	_____		
	Phone	_____		
	Fax	_____		
	Email	_____		
OTHER PARTIES (if any)	No	Name(s)	%	Area(s)
SIGNATURE	As the Primary Contact for the Bidder, I certify that WFDF may rely on all of the information in this proposal as being true and correct in all material respects and that this proposal has been submitted in accordance with this RFP:			
	Primary Contact			

I. ABOUT THE BIDDER

An overview of you and your business

- a) your / company name
- b) legal status
- c) details of your organizational structure and key personnel
- d) some background about your history, capabilities, and experience in relation to WFDF's Scope of Partnership, including your track record as a coaching partner (key relationships, countries of penetration, etc)
- e) Summary statement as to why WFDF should select the provider
- f) References (2-3)

II. CONSTRAINTS OR POTENTIAL CONFLICTS OF INTEREST

Provide a summary of:

- a) any regulatory constraints on you in relation to this RFP and the provisions by you to WFDF
- b) any circumstances or relationships that will or may constitute a potential conflict of interest in relation to your tender, or your obligations under the agreement (if any) reached with you if your proposal is successful.

III. PRODUCT OFFERING

1. Describe what you will offer WFDF, including specifically:
 - a) describe what will be covered in your online sessions and how you will make them available (will there be a suggested program, or just a library of material made available?)
 - b) given the WFDF budgetary constraint (US\$2,000), how many licenses will be made available through WFDF and outline any limitations on their awarding or use
 - c) are the materials available in any other languages besides English?
 - d) would there be any suggested program add-ons for an additional fee or otherwise?
 - e) Will there be any way to monitor who is using the program?

2. Describe how this program will differ from your normal business model:
 - a) Which of your regular customer materials will not be included
 - b) Outline your regular customer pricing/fee schedule

3. Outline what you are prepared to do in assisting WFDF in the development of a coaches' certification program and the timeline for such services. Such a certification program may involve WFDF designating a third party as a for-profit provider of certification services.

IV. CONDITIONALITY OF PARTNERSHIP

Clearly identify any special conditions around exclusivity and competitor vendor activity you expect.

V. OTHER COMMENTS

Feel free to add any comments, suggestions, ideas, aspirations, etc.

SECTION 4

Rules applying to this RFP

CONFIDENTIALITY

WFDF will rely on the assurances of confidentiality in relation to:

- a) information will not be misused, and its confidentiality will be maintained by you and your representatives.
- b) WFDF's operational and documentation requirements will be complied with

WFDF will maintain confidentiality of information you provide as part of this RFP.

INFORMATION

Neither WFDF nor any member of the project team will be liable to anyone who relies on any information provided by WFDF. If further information is required regarding this RFP please contact the WFDF Contact Person.

You may make your own evaluations regarding WFDF's "SCOPE OF PARTNERSHIP AND GENERAL INFORMATION."

ACCESS TO DECISIONS

You have no right to seek any of WFDF's internal documentation or communication regarding unsuccessful proposals or any documentation regarding other bidders' successful or unsuccessful proposals.

Rights & Liability

RIGHTS RESERVED

WFDF may, without restriction:

- a) delete or change any or all of the Scope of Partnership;
- b) change any aspect of (including extend, suspend or cancel) this RFP process;
- c) have and apply any policy or criteria it wishes as to participation or evaluation;
- d) consider any alternative or non-conforming proposal;
- e) freely negotiate or contract with anyone at any time;
- f) not progress or accept the proposal with the highest monetary value; or
- g) hold any preferred supplier meetings.

The Bidder:

- a) may NOT directly or indirectly provide any form of inducement or reward to any employee or volunteer member of WFDF or any of their respective representatives in relation to this RFP;
- b) has no exclusivity in relation to any WFDF requirements or any related information disclosed to you; and
- c) will be responsible to WFDF for any non-compliance by yourself or your representatives.

General

NO AGREEMENT

No agreement will exist between WFDF and you for all or any of WFDF's Scope of Partnership unless and until all applicable parties have signed a formal written agreement.

COSTS

You are responsible for all costs and expenses associated with involvement in this RFP and while carrying out the Scope of Partnership.

HEALTH & SAFETY

WFDF places a strong emphasis on Health and Safety and it is expected that the successful bidder is actively committed to safe work practices.

WFDF events are smoke free.

INSURANCE

The successful bidder shall provide details of the insurance and coverage maintained.

ENVIRONMENT

WFDF is committed to environmental sustainability and minimizing the ecological impact of our operations.