

Ontario Early Years Centre  
Kawartha Lakes Sport and Recreation Council  
Request for Proposal  
For  
*Physical Literacy Network for Early Learning Providers Consulting*

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# 1 REQUEST FOR PROPOSAL

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## 1.1 PHYSICAL LITERACY CHAMPIONS NETWORK CONSULTING

On behalf of the Ontario Early Years Centre (OEYC), please find attached a Request for Proposal for the Physical Literacy Network for Early Learning Providers (PLNELP) for the City of Kawartha Lakes (CKL) region. You are requested to provide information in accordance with the attached documentation to Ontario Early Years Centre Haliburton Victoria Brock.

## 1.2 SUBMISSION REQUIREMENTS

Submit one copy of your proposal in a sealed envelope or via email marked:

**“Confidential Submission for Physical Literacy Network for Early Learning Providers”**

## 1.3 SUBMISSION DATE

Submissions to this RFP are due by December 14, 2018, 4:30pm

The proposal must be submitted to the offices of:

**Ontario Early Years Centre**

**Suite 106, 55 Mary St W,**

**Lindsay, Ontario K9V 2N6**

**Or by email to: [exec.director@oeyc.ca](mailto:exec.director@oeyc.ca)**

## 1.4 SPECIAL NOTES

- Late submissions will not be accepted.
- OEYC reserves the right to not accept the lowest or any proposal.
- The final selection process will be based on the proposal pricing, related work experience, references, and all the information submitted by the Proponent.
- OEYC may request an interview with the most suitable/qualified Proponents.
- Any questions by the Proponents regarding clarification of the attached Request for Proposal must be made directly to Pippa Stephenson, ED, Ontario Early Years Centre, tel. 705-324-7900, email [exec.director@oeyc.ca](mailto:exec.director@oeyc.ca)

## 2 PROJECT OVERVIEW

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OEYC is calling for Proposals from qualified Consultants to develop materials and facilitate workshops regarding physical literacy (PL) for early learning educators and registered early childhood educators (RECE) in the CKL Region.

## 3 INTRODUCTION

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OEYC is working in partnership with the Kawartha Lakes Sport and Recreation Council (KLSRC) to implement this project.

The OEYC promotes, supports and enables healthy development of children and families by providing accessible, responsive and educational programs and services for children, parents and caregivers. The OEYC operates EarlyON Child and Family Centres which provide opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs, and support parents and caregivers in their roles. These centres offer safe and welcoming environments open to all families across Ontario, with qualified professionals and quality programs. Families and caregivers are able to find support, advice, make personal connections and access a network of resources.

KLSRC strives to support the growth of sport and recreation in CKL by providing a network for sport and recreation organizations to share resources and expertise. KLSRC is built on four strategic pillars: Organizational Development, Communication, Physical Literacy and Access and was founded on five Guiding Principles:

- *Collaboration* – Facilitate improved communication and cooperation between groups committed to sport, health and active recreation
- *Communication* – Promoting the benefits of participation in sport and recreation
- *Advocacy* - Be a united voice to advocate for the sport and recreation community
- *Inclusion* – Strive to ensure sport and recreation is accessible to all
- *Physical Literacy* - Promote ‘cradle to grave’ participation and the importance of a strong foundation in the fundamentals of movement

### PROJECT BACKGROUND

In 2016, the KLSRC hosted two ‘Becoming a Sport for Life Community’ workshops. The workshops created a forum for community stakeholders of sport, recreation, health and education to identify priorities, create plans for collaborative action, and to establish the groundwork for inter-sectoral alignment around the integration of physical literacy (PL) and Long-Term Athlete Development (LTAD) principles. Workshop results indicated that there is a gap in knowledge of and training in PL and LTAD of early learning providers.

In 2006, 14.2% of children in Senior Kindergarten in the CKL were identified by the Early Development Instrument as not developmentally ready for grade 1. As of 2015, that number has increased to 20.9%. Children need quality physical activity experiences to develop gross motor and fundamental movement skills that provide the foundation for future learning success and the tools necessary for lifelong

participation. Children who have more well-developed movement skills are also more likely to do better overall in school and demonstrate a higher level of wellbeing.

In 2015, a Physical Literacy Champions Network (PLCN) was developed in Peel Region. Grant funds will be used to adapt this PLCN model to promote physical activity and physical literacy, and provide training and network support for early learning providers in the CKL region. The CKL network will be developed to meet the specific needs of the local setting. The project will train up to 20 champions to promote physical literacy by enabling children in early learning settings to develop movement skills, competence and confidence through a variety of physical experiences. Through open communication, learning and mentorship, and leadership development, the CKL PLCN will build a sustainable shared leadership model to support the healthy physical development of children.

The project will include an introduction to physical literacy in a workshop setting. Grant funds will be used to purchase essential equipment – included as a take-away for participants – that will support the delivery of physical literacy enriched programming. Utilizing a train-the-trainer model, champions trained in the initial stages will be engaged in follow-up workshops and on-site support. Champions will be supported to actively engage in the learning process by facilitating portions of follow-up workshops and training for their colleagues.

## 4 OBJECTIVES

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The primary objective for this RFP is to obtain Proposals for the development of a PLCN within CKL.

The OEYC and KLSRC will provide the following services for the project:

- Work with hired consultant to develop and coordinate delivery of up to 4 physical literacy training opportunities;
- Identify and purchase equipment that supports program delivery;
- Develop and implement evaluation plan;
- Coordinate the development of the physical literacy network.

## 5 PROCEDURE

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The Project will be approached in two stages. The Consultant will report directly to the OEYC Executive Director and work with the KLSRC Coordinators through the duration of the Project.

### 5.1 DEVELOPMENT

- Step 1 – OEYC Executive Director and KLSRC Coordinators will provide hired consultant with feedback regarding best-practices in other communities (e.g. Peel Region) to identify an appropriate platform for the PLCN. The hired consultant will also be provided with feedback from community partners regarding appropriate training opportunities, resources, and supporting equipment.

- Step 2 – Hired Consultant to work with OEYC Executive Director and KLSRC Coordinators to develop training content for early learning providers.
- Step 3 – Hired Consultant to work with OEYC Executive Director and KLSRC Coordinators to develop participant evaluation tools for physical literacy training sessions.

## 5.2 PROGRAM IMPLEMENTATION

- Step 4 – Hired Consultant to work with OEYC Executive Director, KLSRC Coordinators and community partners to oversee program implementation. Using evaluation tools, develop and refine training delivery throughout.
- Step 5 – Assist KLSRC Coordinators to provide ongoing support to community partners and participants to develop the physical literacy support network.
- Step 6 - Advise KLSRC Coordinators on opportunities to maintain and/or grow the program.

# 6 SCHEDULE

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## 6.1 MATERIAL DEVELOPMENT

- The material for the PLCN workshops should be completed by end of Feb 2019
- The material will be reviewed by the OEYC Executive Director and KLSRC Coordinators

## 6.2 CHAMPIONS NETWORK WORKSHOPS

- Workshops are to be held during the months of March to May of 2019
- Up to 4 workshops will be held depending on the level of participation and the material to be covered

# 7 VENDOR QUALIFICATIONS

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Please summarize relevant experience. Letters of Reference from current/past customers would be an asset.

# 8 SELECTION CRITERIA

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The selection of the successful Vendor will be based on the factors listed below:

- Demonstrated experience with similar contracts in similar sized communities
- Demonstrated knowledge of physical literacy and early childhood education
- Knowledge of the CKL community
- Capability and capacity to perform the required services within the projected time frame

## 9 PROPOSED FEE FOR SERVICES

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Include full fee for services using the following template.

	<b>Total Cost</b>
Physical Literacy Champions Network Material Development	\$
Physical Literacy Champions Network Workshop Facilitation	\$
<b>H.S.T.</b>	\$
<b>Total (CDN)</b>	\$