

## **REQUEST FOR PROPOSALS ELDERS IN MOTION TRAINING DEVELOPMENT**

**Issue Date:** August 2, 2016

**Closing Time:** Proposals must be received **before** 5:00 PM on: September 16, 2016

### **NWT RECREATION AND PARKS ASSOCIATION**

The NWT Recreation and Parks Association (NWTRPA) is a non-profit organization that works with communities across the Northwest Territories (NWT) to promote healthy living through active recreation. The mission of the NWTRPA is: "To promote the inclusion of recreation and parks as key to our way of life. We do this by supporting leaders, communities and partners through training, advocacy and networking." The NWTRPA works in the areas of active living, water-safety, community recreation leadership, and on the land programming.

### **OVERVIEW OF PROJECT**

The Elders in Motion (EIM) program aims to improve access to recreational opportunities for older adults in the NWT. Elders in Motion works to help older adults be engaged in their communities and maintain their independence, functional mobility, well-being, and safety. The program currently includes training and support for communities, groups and individuals interested in developing, delivering and sustaining a recreational program for older adults.

Elders in Motion is a partnership program between the NWT Recreation and Parks Association, NWT Seniors' Society, and the NWT Department of Health and Social Services with support from the Dene Nation and the Canadian Centre for Activity and Aging (CCAA). Together we have developed a series of training programs for northern communities.

Current EIM training includes the Active Living Exercise Program, a Balls and Balance workshop and a programming workshop. Based on requests, a bands workshop has also been presented on several occasions at the EIM Training Gathering.

The Active Living Exercise Program is base program for Elders in Motion. It is a training program for people who are interested in instructing, encouraging and monitoring ten simple and progressive exercises. The exercises were designed to enhance and maintain the functional fitness, mobility, balance and independence of Elders. This course was modified from the Canadian Centre for Activity and Aging's (CCAA) Home Support Exercise Program to better fit the needs of the NWT.

The Balls and Balance workshop is also based off a longer CCAA workshop. Participants learn how to incorporate several ball exercises into their program. The programming workshop includes examples of successful NWT Elders programs or activities, tips for starting a program and offers help to create a program plan.

The NWTRPA is looking to further develop and improve the existing training offered in order to best suit the needs of Elders and programmers. This request for proposals articulates the goals and activities to be completed, assumptions, requirements and timeframe.

## **PURPOSE AND GOALS**

The purpose is to improve the quality of the current EIM program by developing a standardized certificate training program with supporting resource materials for culturally appropriate, safe recreational programming for older adults. An outcome based approach with measurable indicators inclusive of physical, cultural/traditional and social activities and concepts, should be used.

Goal:

1. Develop a standardized and outcome-based EIM training program with supporting materials.

## **PROJECT DELIVERABLES:**

The specific deliverables include but are not limited to:

1. A detailed outline of the methodology;
2. Create an EIM learning matrix that includes:
  - a. Identifying and developing training competencies for EIM leaders, supervisors and partners
  - b. Developing indicators to describe each competency
  - c. Developing curriculum/content
  - d. Developing training tools and resources

## **ASSUMPTIONS:**

- NWTRPA will provide copies of all current EIM program materials and previous EIM reports to the contractor.
- The NWTRPA will also be available to work with the contractor.
- NWTRPA will facilitate meetings with the EIM steering committee to gain their input and direction into this project.
- The NWTRPA will not be responsible for any cost associated with the preparation and/or submission of a proposal.
- Documents and materials produced through this contract are the property of the NWTRPA.

## **PROPOSAL REQUIREMENTS**

All submissions must include the following:

- Demonstrate an understanding of and experience with adult learning, northern cultural awareness and the benefits of recreation;

- Background information about the bidder including northern work experience, curriculum design experience, experience in the health care sector, any fitness related experience and any previous work with elders;
- proposed project overview and outline of the process for carrying out the work;
- work plan/critical path, including timeline;
- budget;
- Full contact information.
- Provide references for similar projects that have been completed

#### **DEADLINES**

1. Request for proposals: August 2, 2016
2. Proposal Submission: September 16, 2016
3. Proposal selection: September 19, 2016
4. Project start date: October 3, 2016
5. First draft to be completed by January 16, 2016
6. Final report to be completed by February 6, 2016

#### **PROPOSAL EVALUATION:**

All proposals will be screened according to the following criteria:

- Quality of the proposal;
- Demonstrated understanding of the scope of the project;
- Experience in developing education/training resources;
- Experience working on NWT based projects;
- Proposed approach to the project;
- Work plan; and
- Projected budget

The NWTRPA reserve to right to:

- Reject any proposals received;
- Enter into negotiations with one or more applicant on any aspect of this proposal;
- Accept a proposal in whole or in part;
- Cancel, modify or reissue this document at any time; and
- Verify any or all information provided in the proposal.

#### **RECEIPT OF PROPOSAL**

Please submit your proposal by email by September 16, 2016 to:

Sheena Tremblay  
 Active Communities Coordinator  
 Phone: (867)669-8381  
 Email: [stremblay@nwtrpa.org](mailto:stremblay@nwtrpa.org)