

Request for Proposal

AUGUST 24, 2018

1. INTRODUCTION

From Sep 2018 - Aug 2019 the Whistler Chamber of Commerce (WCC) will be offering a new series of workshops and trainings as part of their commitment to offer high quality, affordable and locally accessible learning opportunities to the Whistler business community.

2. PURPOSE

The purpose of this RFP is to engage contractors who can facilitate high quality training for the business community. Workshops need to be both customized to the Whistler market and address common business challenges. Courses are facilitated face-to-face, either in half-day/full-day or multi-day format.

Audience: business owners, marketing managers, marketing assistants, supervisors.

Topics of greatest interest include:

- Marketing: social media, digital advertising
- Finance: Excel, taxes for small business, quickbooks
- Business strategy: leadership, strategic planning, succession planning

(Note: WCC welcomes further ideas for business related workshops.)

3. CONTRACTOR ROLE

Contractors are responsible for developing and delivering leading-edge training materials to the local business community in an interactive learning environment. This includes the creation of workbooks which need to be submitted to the WCC at least 3 business days prior to the workshop date.

4. WCC ROLE

- Registration: WCC will handle the registration process.
- Sales: WCC will promote all workshops to its membership although contractors are encouraged to promote to their network.
- WCC will print workshop material.
- Location & equipment: Most workshops will be held in the WCC Boardroom with access to available equipment. Some workshops might be held in other locations in Whistler.
- Evaluation: WCC will distribute, collect and track workshop evaluation.

5. REMUNERATION

To be determined on individual workshop basis.

6. SUBMISSION REQUIREMENTS

Proposal must contain the following:

- Contractor's biography
- Workshop topic(s)
- Goals, objectives and learning outcomes for each workshop
- Content (outline)
- Tools required (audiovisual, flipchart, television, etc)
- List of additional workshop costs (if required)
- Courses taught in the past
- Two business testimonials/references that speak to their instructing capabilities
- Proposal may also include evaluations from students.

7. SUBMISSION EVALUATION

Proposals will be evaluated on:

- Qualifications & experience
- Familiarity with the unique challenges of Whistler's business community
- Quality of proposed content
 - Customized to the audience
 - Should be based on a 3 hour training session. However, there is opportunity for multiple 3 hour sessions or shorter/longer sessions depending on complexity of the workshop topic
 - Learning environment

8. ASSUMPTIONS AND AGREEMENTS

- All workshop materials developed by the contractor are the property of the contractor. WCC has the right to refer and use the material at any time provided credit is given to the contractor.
- Billing for services and products completed are required to be submitted at the end of each month.
- All things being equal, the project will be awarded to a Member of WCC.

9. SUBMISSION AND DUE DATE

Interested parties are encouraged to submit their expression of interest by Friday, September 7.
Contractors will be notified no later than Friday, September 28.