# Request for Proposals
## Education & Training

## Background & Company Overview

The Whistler Chamber is the leading business association in Whistler, representing over 700 members across a diverse range of business sectors. We are a welcoming not-for-profit, member-driven organization that is committed to helping our members achieve business success. Our vision is to see thriving businesses in a resilient mountain resort community. As the voice of business in Whistler, the Whistler Chamber advocates on issues of importance to local businesses, the economy and our workforce. We provide access to resources, services and programs that support talent development and successful business operations. Services include professional development, networking events, panel lunches and workforce resources.

As part of our commitment to offer high quality, affordable and locally accessible learning opportunities to the Whistler community, the Whistler Chamber launched The Whistler Business Academy; a dynamic hub of training workshops, engaging in-person events, and webinars designed to build the foundation of successful business operations.

## Program Purpose

The Whistler Chamber of Commerce is requesting proposals from interested, qualified, and experienced professional firms or individuals to provide educational workshops to support Whistler business owners, and teams. The goal of these workshop sessions are to provide educational opportunities to the local business community so that they can:

- support their team by growing knowledge and skills
- demonstrate investment in people and career growth
- develop a next generation of leaders in Whistler
- confidently and successfully nurture their business
- advance business operations / grow their business

## Course Content

We are seeking proposals for a number of areas. Proponents are invited to submit proposals for one or more areas. The list below is not exhaustive and we welcome additional subject matter submissions.

- Social media & marketing
- Media relations & communications
- Human resources
- Sustainable business practices
- Microsoft Office programs (Excel, PowerPoint, etc.)
- Leadership & Business Strategy
- Diversity & inclusion in the workplace
- Finances & business management
- Mental health in the workplace

## Contractor Role

Contractors are responsible for developing and delivering leading-edge training, including the creation of any workbooks and materials. Content should be considerate of community values and the Whistler Chamber brand.

The Whistler Chamber will be responsible for registration, marketing, sales and event logistics.

## Submission Requirements

Proposals must be submitted containing the following information:

- Workshop topic(s)
- Workshop description, outlining goals, objectives, learning outcomes and content outline, and ideal number of participants.
- Workshop format (it is envisaged that workshops will be either webinars hosted via an online webinar platform, or held in-person in Whistler, approximately 2-3 hours in length, with flexibility based on the complexity of the workshop topic).
- Include the necessary qualifications and experience of the vendor or supplier, including the contractor's biography and two business testimonials / references.
- Tools required (e.g. AV, flipchart)
- Timeline from contract award to delivery
- Detailed costs

## Timeline Key Dates

- Proposal Deadline: August 31, 2025
- Review of Proposals: September / October 2025
- Contracting: November 2025
- Workshops & training to take place: 2026

## Evaluation and Selection Process & Criteria.

Proposals will be evaluated on experience, familiarity with the Whistler business community, and quality of the proposed content. All things being equal, contracts will be awarded to a member of the Whistler Chamber.

For more information about this project, reach out to

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Whistler Chamber

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