

# ***Special Olympics*** *Prince Edward Island*



## **Request for Proposals (RFP)**

Issue Date: February 18, 2025

Closing Date: March 28, 2025 at 3PM

Please direct questions to:

Matthew McNally at [mmcnally@sopei.com](mailto:mmcnally@sopei.com), 902-368-8919 (office) or 902-393-1078 (cell)

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**Introduction**

Special Olympics PEI (SOPEI) has received funding from the 2023 Canada Games Legacy Fund as such is seeking proposals from qualified consultants or organizations to support the implementation of our Holistic Wellness for People with Intellectual Disability (ID) initiative. This project aims to assess and address gaps in health and wellness for individuals with ID, particularly focusing on equity-deserving groups and school-to-community transitions.

SOPEI has been awarded funding to conduct foundational research, gap assessment, and establish potential pilot programs to support this transition. We invite interested parties to submit proposals detailing their ability to assist in research, community engagement, and transition planning.

We invite qualified vendors to submit proposals to assist with identifying strategic foundations, conducting a research and evaluation options analysis, and gathering data from a variety of partners to understand the current landscape and potential future growth.

**Scope of Work**

The successful vendor will be responsible for the following:

- A. Identifying strategic foundations - logic model and work plan to implement findings
- B. Identify research and evaluation options for the project
- C. Gather data from a variety of partners to understand the current landscape and potential future growth

The vendor will work closely with a small leadership team from SOPEI, but the majority of the data collection and analysis will be the responsibility of the vendor.

**Project Timeline**

This project must be completed no later than September 2025 to ensure sufficient time to use the findings for future funding applications. Key milestones will be determined in collaboration with the successful vendor upon contract award.

**Budget**

The budget for this project is not to exceed \$15,000.

## **RFP Proposal Submission Requirements**

Vendors should submit a detailed proposal that includes the following information:

### *A. Resume*

Tell us about your relevant skills and experiences that will help with this work.

### *B. Work Plan*

Provide a detailed description of the activities to be conducted by the vendor in order to complete the requested scope of work, including

- The specific activities to be completed at each stage
- A timeline for the activities at each stage
- Milestones and deliverables tied to those activities
- A detailed budget for each stage, along with a proposed payment schedule tied to project milestones and/or deliverables

### *C. References*

Include three references of individuals who can speak to their experience with the vendor in conducting projects of similar scope. Information regarding each reference should include the individual's name, address, telephone number, and email address.

### *D. Previous Work Samples*

The proposal should include at least two examples of projects similar to the scope of work requested within this RFP.

### *E. Conflict of Interest*

Disclose any conflicts or perceived conflicts of interest.

## **Application Review Criteria**

The proposals will be reviewed and evaluated based on the following criteria:

- A) Experience and Qualifications (30 %)
- B) Approach (30%)
- C) Value and cost (40%)

**Deadline and Delivery**

Proposals shall be submitted electronically in PDF format to

Special Olympics PEI  
Attention: Matthew McNally  
Email: [mmcnally@sopei.com](mailto:mmcnally@sopei.com)

The deadline for the submission of a proposal is March 28, 2025 at 3PM. Selection will follow before April 11th, 2025 at 12PM.

Inquiries or questions can be directed to Matthew McNally at [mmcnally@sopei.com](mailto:mmcnally@sopei.com) or 902 393-1078

**Acceptance or Rejection of Proposal**

SOPEI reserves the right to accept or reject any or all proposals and may waive minor errors or omissions in any proposal.

**Ownership of Intellectual Materials**

All data collected and all resulting materials prepared by the vendor will be the exclusive property of SOPEI which reserves ownership rights to all ideas and concepts developed.

**Termination of Contract**

Either the vendor or SOPEI may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the vendor will be paid for services up to and including the date of termination.