



100 - 1995 Olympic Way
Canmore, Alberta T1W 2T6
fastandfemale.com
[@fastandfemale](https://www.instagram.com/fastandfemale)

REQUEST FOR PROPOSALS: FAST & FEMALE ONLINE PLATFORM FOR ROLE MODELS

Key Definitions

F&F: Fast & Female

REAL: Relatable, Empowered, Active, Leaders

RRM: REAL Role Models (self-identifying women aged 21+)

Request For: Professional Web Design and Platform Development

Request Date: March 19th, 2024

Closing Date & Time: April 14th at 23:59 ET

Contact Name: Siobhan Rourke, REAL Role Model Program Coordinator

Address Inquiries to: srourke@fastandfemale.com

1. About Fast and Female's REAL Role Models

Fast and Female is a nationwide charity on a mission to empower girls through sport, physical activity and education! Using our evidence-based curriculum, developed by industry leaders, we aim to build the confidence and leadership skills of girls ages 8-18 through our events and programs. We believe in the power of REAL (relatable, empowered, active leaders) Role Models for our participants and aim to create girl-centered, girl-focused opportunities for our participants to connect with incredible women Role Models who are passionate about sport and physical activity.

2. Project Overview

This project will entail working with a web development provider to modernize and elevate the RRM program through the creation of an RRM Portal. This portal will be a database where our Role Models will have a profile they can sign into, create a personalized profile, upload relevant personal documents, complete training, obtain event-specific information, follow the invoicing procedure, and connect with other Role Models. This platform will modernize and adapt the current program and streamline communications between F&F and our Role Model network of 500+ women from across the country. The newly hired RRM Program Coordinator will oversee the portal upon launch. The Product must meet F&F's standards in terms of diversity, equity, inclusion, accessibility, and portability to mobile devices.

3. Project Objectives

The motivating factor for undertaking this project was the effects of the pandemic on the organization. The results from this project will include the overall investment in the people who allow F&F to deliver its mission – our REAL Role Models. To do this, F&F intends to focus on the sustainability of the organization through RRM recruitment/retention, health/safety, and training/education. Focusing on these three core areas, F&F will modernize its approach, by centering the health and safety and personal development of our





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RRMs at the forefront, which has not always been the case. Since the pandemic affected the overall operations, F&F needs to rebuild and fill the gaps within the current RRM structure and better support and develop this crucial group.

4. Contractor Responsibilities

The successful contractor will be responsible for:

- Project management as it relates to the development of an online RRM portal integrated into the current F&F website.
- Accessibility:
 - Ensuring the new portal is easy to navigate and accessible for individuals with disabilities
 - Ensuring the web design meets the Accessibility for Ontarian with Disabilities Act (AODA: <https://ontario.ca/laws/statute/05a11>)
 - Ensuring the web design meets WCAG 2.0 Level AA other than criteria 1.2.4 (live captions) and 1.2.5 (pre-recorded audio descriptions). More information can be found here: <https://www.ontario.ca/page/how-make-websites-accessible>
- Completing the portal design to enable the outlined requirements and objectives, using content provided by F&F;
 - Ensuring the new portal is responsive, has a search feature, and is mobile-friendly.
 - Ability for Role Models to log in to a personalized portal to upload/download documents, photos, etc.
 - Integration to other applications (Google Suite, specifically Google Drive and Slack)
 - AND/OR the Ability to integrate e-learning training modules (i.e., pre-recorded videos, slide decks) without participants having to download resources onto their personal devices.
 - Ensuring the new portal can be updated by F&F staff after creation, including necessary documentation.

5. Project Scope

- The successful developer must be available from May 1 - July 31, 2024.
- The successful developer will have access to the RRM Program Coordinator, and F&F's Program Manager responsible for approving modifications to the project.
- Relevant content will be provided to the developer by May 31, 2024
- F&F is receptive to ideas for inclusion in the portal, and these should be included in your proposal submission.

5.1 Project Timeline

RFP Submissions Deadline	23:59 ET April 14, 2024
Developer Selected	by April 30th, 2024





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Portal Development	May-July 2024
Pilot launch & release to RRM's	Fall 2024

**F&F is receptive to discuss the timelines with successful candidate(s)*

6. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 23:59 ET on April 14, 2024. Your proposal must include, at a minimum:

- Experience/background;
- Pricing profile for all aspects of the project;
- Hourly rate for subsequent work;
- Samples of previous related work and/or portfolio.

7. Budget & Contract

This project is a grant-funded initiative, funded by the government of Canada's Community Services Recovery Fund. The maximum budget for this project is \$15,000 CAD.

All fees in the proposal must be itemized to include an explanation. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Fast & Female and will include scope, budget, schedule, and other necessary items pertaining to the project.

8. Deadline for Submission

Questions for the RFP will be answered until 17:00 ET on April 12, 2024. To ensure a fair and transparent process, questions and answers will be shared with all parties asked to participate in this process. Please direct questions to Siobhan Rourke at srouke@fastandfemale.com. Submissions must be received before 23:59 ET April 5, 2024 and emailed to the attention of Siobhan Rourke at srouke@fastandfemale.com. Proposals will be evaluated during the month of April 2024 which could also include a follow-up with shortlisted candidates. Elements of the proposals that will be evaluated (but not limited to), include;

- Expertise/qualifications;
- Creative approach/direction;
- Ability to meet FF website and brand standards, and all other standards noted in this document;
- Project budget, timeline, and associated costs;
- Ability to manage the project within prescribed timelines.

The selected contractor will be notified by April 30, 2024.

