Request for Proposals (RFP)

Internal Appeal Processes in Canadian Sport Review and Modernization Options

Questions and Answers

1. Is there an approved budget range or maximum contract value for this assignment, before taxes?

Our maximum budget for the contract is $35,000 before taxes.

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2. What information will be available at kickoff, including policy inventories, prior research, appeal volumes, outcomes, processing times and cost data? Are these materials generally consolidated, or should bidders allow for substantial original collection from participating organizations?

We have links to the web pages containing the NSOs' and MSOs' internal appeal policies. The data we hold on our tribunal's activities is readily accessible, but we do not have data on the NSOs' and MSOs' internal processes.

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3. What arrangements can SDRCC or Sport Canada facilitate for access to anonymized appeal records, including withdrawn, abandoned or informally resolved matters? Who will be responsible for obtaining organizational permissions, and are any material access restrictions anticipated?

Any information from NSOs and MSOs will need to be obtained from them through the consultation process. The SDRCC can assist the consultant in connecting with these organizations to obtain information, but participation is currently voluntary.

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4. Through what channels can the SDRCC help reach athletes and other users directly, particularly individuals who abandoned an appeal or did not initiate one? Are there existing participant networks or mechanisms for circulating invitations without sport organizations selecting or screening respondents?

To reach athletes, the consultant could use channels such as AthletesCAN and other athlete committees, with assistance from the SDRCC.

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5. Beyond the requirement for bidders to propose and justify their sample, does SDRCC have any minimum coverage expectations for the direct review of policies and practices? Specifically, should the sample include national sport organizations (NSOs), multisport organizations (MSOs), and provincial or territorial organizations, or may the perspectives of the latter be addressed through consultation?

The review sample should include national sport organizations (NSOs) and national multisport organizations (MSOs), but not provincial or territorial organizations. The perspectives of provincial and territorial organizations may be addressed through consultation rather than direct reviews of their policies and practices.

Questions and Answers

6. We understand that consultations must accommodate English and French, while SDRCC will arrange translation of the reports. Should bidders provide and price all French-language recruitment and interview capacity, or is bilingual staff or interpretation support available from SDRCC? Is there an anticipated level of French-language participation?

Bidders should provide and price all French-language recruitment and interview capacity. The level of French-language participation cannot be anticipated; ideally, individuals should be able to participate in the official language of their choice.

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7. What organizational and SDRCC cost information can be made available to support the options analysis? Is the expected output indicative comparative costing with transparent assumptions and sensitivity analysis, or a more detailed operating and funding model for each option?

All SDRCC cost information can be made available. The expected output is an indicative cost comparison with transparent assumptions and sensitivity analysis.

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8. What level of SDRCC staff assistance should bidders assume for introductions, document collection and scheduling? What turnaround should be allowed for consolidated SDRCC and Sport Canada comments, final validation and substantive translation-review questions? Could translation-related support extend beyond March 2027?

The level of assistance required from SDRCC staff should be specified in the submission and justified in light of the costs. Bidders should allow two to three weeks for consolidated comments from the SDRCC and Sport Canada, followed by final validation. All translation-related questions can be deferred until after March 2027.

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9. If a proposed team also undertakes the separate Canadian Sport Dispute Resolution Code revision engagement, would SDRCC expect any specific safeguards beyond disclosure, conflict screening and exclusion from reviewing matters in which team members participated?

We do not foresee any conflicts of interest if the same bidder is awarded both contracts.

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10. Would SDRCC roster membership, or prior work as an Independent Third Party or counsel in sport appeals, by members of a bidding organization be treated as a conflict for this assignment, given that dispute resolution professionals are among those to be consulted?

The scenarios raised in the question will not constitute conflicts of interest for this project.

Questions and Answers

11. Which types of disputes are in scope (e.g., selection, carding, discipline, eligibility, governance)? Are appeals arising from maltreatment matters under the UCCMS, or from anti-doping matters, included?

The sport disputes covered are primarily those involving selection, carding, discipline, eligibility and governance. Under the funding agreements between Sport Canada and NSOs/MSOs, these disputes must go through internal appeal processes. They may then be appealed to the SDRCC, where the proceedings are funded by Sport Canada. Appeals arising from maltreatment matters under the UCCMS or from anti-doping matters are not included.

Other internal appeal processes related to NSO/MSO policies, such as those concerning maltreatment matters that do not fall under the UCCMS, are not explicitly included in this project, but bidders may choose to address them. Expectations for analysis and recommendations concerning these processes are considerably lower, and including them could create opportunities for further research in a future project.

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12. What SDRCC case data will be available to the consultant, for example statistics on matters filed without an internal appeal having been exhausted?

The consultant will have access to the case information tracked by the SDRCC, including:

- Case details: division, type of dispute, sport, language, association to Major Games.
- Processes and outcomes: ADR process used (arbitration, mediation, med/arb) and result.
- Key dates: request received, and decision received or outcome date, as applicable.
- Party and representative information: parties' roles and languages; whether representatives are counsel.
- Financial information: roster invoices, translation and interpretation costs, legal aid, hearing-related costs, and conference-call costs where applicable.

The SDRCC does not track whether an internal appeal was conducted or exhausted before a matter was filed. Consequently, statistics on matters filed without first exhausting an internal appeal cannot be generated directly from the data currently tracked.

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13. Will Sport Canada or the SDRCC encourage NSOs to share records of completed internal appeals with the consultant?

The SDRCC will encourage NSOs and MSOs to share information. For now, participation is expected to be voluntary.

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14. Given the November 5 closing and kickoff the week of November 9, when does SDRCC anticipate holding interviews and notifying the successful bidder?

If necessary, interviews will take place during the week of November 9. Ideally, the service provider would also be selected that week. Depending on the timing of the interviews and selection, the kickoff meeting could take place the following week.