



INTERNATIONAL CAMPING FELLOWSHIP (ICF) REQUEST FOR SERVICES PROPOSAL

INTRODUCTION

The International Camping Fellowship is a not for profit association incorporated in the province of Ontario, Canada.

The International Camping Fellowship is a worldwide assembly of camping professionals interested in sharing their enthusiasm, knowledge and commitment to the camping experience. It was founded in 1987 amidst the energy of individuals gathered around the dream of a better world through camping and it is rooted in the belief that we can make a difference by "bringing together the world of outdoor experience." The International Camping Fellowship welcomes all who foster international understanding through the organized camp experience.

The Objectives of the ICF

- To coordinate the exchange of news and information between individuals, camps, outdoors experiences and organizations in different countries.
- To encourage and facilitate bilateral and multilateral exchanges.
- To stimulate efforts to achieve international understanding and global living, leadership, and ecological action through organized camping and outdoor experience.
- To encourage the organization of regional and national camp associations.

Additional information about ICF can be found at <http://www.campingfellowship.org>

PURPOSE OF THE REQUEST

Formally established in 1988, the ICF has been governed and managed by volunteers from around the world. As the work of the association becomes more diverse the demands on volunteer time has led to the realization that in order to allow the volunteers to "dream" and expand the mandate of the association it is necessary to have a paid service provider undertake certain functions so that we can release the pressure of being a volunteer.

The ICF does not wish to become an employer and in turn are not seeking an employee. The purpose of this request for service proposal is to attract either self-employed individuals or third-party companies who can provide the services required.

SCOPE OF SERVICES REQUIRED

1. Board/Advisory Council Support:

- Legal standing:
 - Ensure the organization is in compliance with all legislation required for operating an incorporated not for profit registered in Canada.
- Logistical and administrative support to Board members
- File management
- Minute Taking of Board and Advisory Council meetings
- Manage correspondence as required
- Central point of email communications for association
- Meeting logistics set up.
 - Note that one meeting per year is held in a country typically outside Canada. Therefore must partner with ICF member in country for logistics.

2. Financial:

- Process all accounts payable
- Process all accounts receivable
- Work in partnership with accountant to maintain books to CRA standards
- Provide support to Treasurer as required.
 - Note that the Treasurer could be from any county and in turn the association needs consistent service management of CRA regulations to allow the Treasurer to focus on the growth of the business of the association versus bookkeeping.
- Provision of reports as required.

3. ICF Connect:

- This is the database under development by a third party for the operations of the association. It includes but not limited to provide the ability for:
 - Community engagement
 - Resource management
 - Event registration
 - Membership registration
 - Website interface
- Be trained on the database to become the association expert as it relates to such.
- Set up and upload required material
- Work with third party vendor to address issues and concerns that may arise.
- Database Integrity:
 - Maintain all security features assigned to the database to mitigate any potential threats to the privacy of the membership data.
 - Review data for quality control on a quarterly basis.

4. Membership Data:

- New Membership Requests:
 - Intake requests
 - Confirm payment has been made
 - Enter details into database when submitter has not done so directly
 - Review process of new membership requests to ensure simplicity and efficiency of service.
 - Send out confirmation and certificate of membership.



- Renewals:
 - Track renewal dates of current members
 - Send out renewal notice and track for completion
 - Confirm payment has been made
 - Enter details into database when submitter has not done so directly
 - Send out confirmation and certificate of membership.
- Statistics:
 - Provide statistical reports of membership as requested by the Board

5. Events:

- International Camp Directors Course (ICDC):
 - In partnership with the ICDC Coordinator or their delegate set up registration for events within ICF Connect program.
 - Market program through ICF Connect.
 - Establish reports for the Facilitators of the events as required.
 - Reconcile payments.
 - Approximately 5-10 events per year.
- International Camping Congress (ICC): (occurs once every 3 years, next 2020)
 - Oversee all administrative needs of the event and play a supporting role on the Steering Committee
 - Manage registration through the ICF Connect software starting for the 2023 event.
 - Reconcile all payments
 - Provide reports to committees as required
 - Support Committee members in the various functions being instituted

REPORTING

The successful applicant will report to the President of the Board of Directors.

APPROXIMATE ANNUAL HOURS REQUIRED

It is estimated that approximately 500 hours per year would be required to undertake the scope of work identified. The application of these hours will be based on work-flow requirements.

LOCATION

The ICF does not have an office and all work is undertaken at volunteer's homes/work locations. The primary files reside at the ICF Headquarters in Huntsville, ON.

The successful service provider will need to have their own work environment that has all of the necessary electronic supports to provide the services required.

LANGUAGE OF BUSINESS

All business of the association is conducted in English. Therefore, any application must demonstrate fluency in both written and spoken English.



TRAVEL

From time to time it may be appropriate for the service provider to be in attendance at events or at a volunteer meeting. These occasions will be based on affordability of the association to assume the costs of this travel and the mutual agreement of availability of the service provider.

Travel and attendance time to such events/meetings would be considered billable hours of the service provider.

TIMELINE

- Request for Services Distributed via Electronic & Social Media Feeds: **Week of April 15, 2019**
- Proposals to be Returned No Later Than: **May 6, 2019 by 4:00 pm Eastern time**

PARTNERSHIPS

It is recognized that the scope of work may require a partnership of skill sets to successfully complete the tasks required. If that is the chosen method of submission, full disclosure on the intended partners must be made.

PROPOSAL REQUIREMENTS

Procedures:

- The ICF has the right
 - a) To accept any proposal;
 - b) To reject any or all of the proposals;
 - c) To reject any part of any proposal; and
 - d) To elect not to proceed with the projectAll as it is so determines in its sole and absolute discretion.
- All costs of submitting proposals are to be borne by responding vendors.
- No proposal will be accepted after the deadline.
- ICF may modify, amend or revise any provision of this RFSP or issue any addenda at any time.
- ICF is the sole owner of all materials related to this project.

Format and Content of the Proposal:

The proposal should include:

- a) Company(s) overview (along with any partners proposed to support the effort). Including:
 - a. Breadth of services offered
 - b. Minimum of 2 client examples demonstrating skills in required areas of work
 - c. Verification that they are a registered business or self-employed person(s) that will not require any employment considerations by ICF.
- b) Investments summary, showing:
 - a. Fees for meeting the scope of this project
- c) Methodology/Delivery of Services:
 - a. Details regarding approach and services
- d) References:
 - a. Minimum of 2 references relevant to the work proposed.



EVALUATION BASIS

The basis for evaluation of the proposals received will be a blend of the following attributes:

- Approach to and ability to meet the stated needs
- Understanding of the International Camping Fellowship and its needs
- Stability in business and demonstrated ability to conduct work appropriately
- Results of reference checking
- Value for money

ADMINISTRATION

Participating vendors are free to contact the association to seek clarification on information presented. This contact is to be made through:

Jill Dundas, ICF Treasurer
Email: jdundas@campingfellowship.org
(no phones calls will be received but phone meeting can be arranged via email)

Please send an electronic copy of your completed proposal to:

Jill Dundas, ICF Treasurer
Email: jdundas@campingfellowship.org

CONFIDENTIALITY

You agree not to disclose, either during the period of contract with International Camping Fellowship, or any time thereafter any confidential information of which you may become aware in the course of your work relating to ICF, its volunteers or any members of the ICF. Moreover, as you will be working off-site it is your responsibility to ensure full confidentiality of ICF information at all times. Files must be properly secured when not being worked on and all waste materials, including paper and electronic copy, containing confidential information must be disposed of in an authorized manner or returned to the ICF. A violation of this term will result in termination of the contract. This paragraph shall survive the termination of any Agreement.