

## **Sport Manitoba**

### **Request for Proposal – Alternate Dispute Resolution**

#### **Organization Overview**

Sport Manitoba is a not-for-profit organization and the leading, planning, programming, and funding agency for the development of amateur sport in Manitoba. Our goal is simple: we aim to ensure every Manitoban has access to the resources they need to achieve their full athletic potential. We do this every day by developing the skill sets of Manitoba's athletes, coaches, volunteers, and officials. The Province of Manitoba supports and enables us to achieve this vision.

Every Manitoban should have the opportunity to play and be active with the chance to compete at the highest level of their ability. Sport Manitoba, in partnership with over 100 provincial and community organizations, is committed to supporting and encouraging this journey and will continue to evolve in an effort to accommodate Manitoba's growing demand for diverse athletic opportunities.

#### **Preamble**

Sport Manitoba plays a key role in supporting its recognized Provincial Sport Organizations (PSOs), its members and prescribed organizations (ASC Manitoba, Manitoba Aboriginal Sport & Recreation Council, Sports en Francais, Winnipeg Newcomer Sport Academy, Winnipeg Aboriginal Sport Achievement Centre) in implementing safe sport practices and processes. With the April 1, 2026, enactment of The Protecting Youth in Sports Act, all Sport Manitoba-recognized PSOs and prescribed organizations are required to adopt and implement Sport Manitoba-established Safe Sport Policies, including the Discipline & Complaint Policy and the Alternate Dispute Resolution (ADR) Policy. While these policies establish a consistent framework for addressing disputes and complaints, many organizations and boards do not have the internal capacity or expertise to effectively administer ADR and mediation processes. To ensure that complaints and disputes are addressed in a fair, impartial, and timely manner, Sport Manitoba is seeking qualified services to support the delivery of healthy and effective alternative dispute resolution processes across the sport system.

Complaints involving allegations of Maltreatment are managed through an Independent Third Party process in accordance with Sport Manitoba's Safe Sport Policies and are therefore outside the scope of these services. The support being sought is intended for the resolution of

general disputes and complaints of a non-maltreatment nature that fall under the Discipline & Complaint Policy and the Alternate Dispute Resolution Policy. Examples may include governance-related disputes, team or athlete selection matters, alleged breaches of Codes of Conduct or expected behaviours, interpersonal conflicts, and human resources or workplace-related disputes. The objective is to provide organizations with access to qualified dispute resolution services that can help address these matters in a fair, impartial, and constructive manner.

### **Project Scope and Details**

Sport Manitoba is seeking to develop a pool of experts in alternate dispute resolution (ADR) to work directly with our PSOs and prescribed organizations to provide services such as facilitation, mediation, arbitration and restorative justice to them and their members. When delivering the services, the candidate must be an ADR professional with a designation granted by the ADR Institute of Canada.

Selected candidates will serve two-year terms (September 2, 2026 – August 31, 2028) with the potential to extend if desired by both parties. Sport Manitoba will provide the selected providers with an orientation regarding the policies and processes in place, as well as particulars of sport dispute matters, which will provide a good foundation for what they may encounter.

Selected providers will be compensated at an initial maximum rate of \$250 per hour.

### **Proposal Requirements**

The candidate will provide, at a minimum, the following information in its proposal:

- 1) Describe the candidate's qualifications, business activities and undertakings, capacity, future initiatives, history, and other information that demonstrates the ability to successfully perform, deliver and execute the services to meet and exceed Sport Manitoba's expectations. Please include any ability to provide services in languages other than English and specific experience working with youth.
- 2) Provide a list of work the candidate has previously performed, which is like that described in the RFP. Provide at least two (2) references (this can include clients/employers or trainers/colleagues), including the type of work performed, name of the primary contact, phone number and email. In addition to contacting the

references to check the candidate's record of past performance, at its discretion, we reserve the right to check the candidate's record of past performance with any other sources identified by Sport Manitoba without prior notice to the candidate.

- 3) Describe the candidate's current sport knowledge and/or experience and any potential conflicts of interest.
- 4) Screening requirements: Criminal Record Check (upon being selected)

### **Proposal Evaluation and Notification**

Proposals received will be evaluated in accordance with the following criteria (in no order of preference):

- Related qualifications, capability, and the languages in which you can provide your services
- Previous experience of the individual/team to perform all aspects of the project
- Proposed methodology, deliverables and understanding of project requirements
- Candidate's availability

Applicants are encouraged to present their information clearly and thoroughly, ensuring to submit all proposal requirements.

All candidates submitting proposals will be notified in writing of their proposal's status by **August 10, 2026**.

### **Clarification**

1. Sport Manitoba reserves the right to privately open and reject any or all proposals received, without obligation to accept any proposal.
2. Proposals will be treated confidentially. Proposals will be kept confidential and open for negotiation unless otherwise stated.
3. Sport Manitoba may, at its discretion, request additional information from proponents after the closing date without offering the same opportunity to all.
4. Valid proposals will be reviewed to determine the best fit for Sport Manitoba, with additional information and comments considered.
5. Sport Manitoba may withdraw this RFP at any time without liability for costs incurred by proponents.

### **Project Timeline**

<b>DATE</b>	<b>TASK</b>
June 22, 2026	RFP distribution
July 20, 2026	Proposal submission deadline
August 10, 2026	Provider(s) selected, and all are notified
August 19, 2026	Orientation regarding policies & procedures, as well as particulars of sport dispute matters
September 2, 2026	Providers begin being assigned cases

### **Submission**

The proposal should be submitted in PDF format to Leanne Traynor at [leanne.traynor@sportmanitoba.ca](mailto:leanne.traynor@sportmanitoba.ca) by 4:30 p.m. on July 20, 2026.

### **Contact Information**

Should you have any questions about this RFP, please contact:

#### **Leanne Traynor**

Governance Specialist

[leanne.traynor@sportmanitoba.ca](mailto:leanne.traynor@sportmanitoba.ca)