



Request for Proposal (RFP)

Verification Services

**International Confederation of Registers for Exercise
Professionals (ICREPs)**

PO Box 22114, Christchurch 8142, New Zealand

13 January 2015

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1. SUMMARY AND BACKGROUND

ICREPs

The International Confederation of Registers for Exercise Professionals (ICREPs) is a partnership between registration bodies around the world that register exercise professionals. ICREPs members operate independent national registration systems for exercise/fitness professionals. ICREPs does not in itself operate a registration system - it supports countries to develop their own systems based on the unique needs of their country. Members of ICREPs include the registers in New Zealand, Australia, South Africa, UK, Ireland, Canada and the United States.

ICREPs has three main functions:

1. To facilitate international portability/recognition for exercise professionals worldwide
2. To provide information and support to countries and regions that wish to develop registration systems for exercise professionals
3. To facilitate sharing of best practice systems between ICREPs members

For more information on ICREPs and its members go to www.icreps.org

International portability

ICREPs have in place formal reciprocal agreements between members to recognise and register members from other ICREPs countries if they move to a new country. This reciprocal agreement is based on a mapping of the underpinning standards which each register is based on. Instructor competency standards form the basis of each ICREPs member register and facilitate international portability. ICREPs and the global fitness industry are leading the way in supporting mobility of labour.

Up to now formal mobility of labour has been restricted to members of national registers; the basis of reciprocal agreements is that instructors need to be a member of the register in their home country.

Many countries and regions of the world do not yet have a register in place, however there are many training providers who serve the fitness industry and operate outside ICREPs member countries. ICREPs would like to reach out to these providers, and through a formal process of verification, be able to recognise graduates of learning programmes and potentially provide graduates global recognition that may provide international portability to ICREPs countries (However, each member country reserves the right to determine the final decision to accept a new member).

ICREPs Global Standards

ICREPs has produced a set of Global Standards for the fitness industry. These standards will form the basis for the recognition and verification by ICREPs.

Governance

The appointment process will be overseen by the ICREPs Board made up of representatives from the members. The management of the process has been delegated to Richard Beddie (ICREPs Chair), Ben Gittus (representing REPs UAE) and Stuart Turner (representing REPs UK).

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive tendering process. Proposals will be accepted until 12 noon GMT Friday 13 February 2015. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal wishes to outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

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 ICREP's legal counsel and will include scope, budget, schedule, and other necessary items pertaining to delivery of verification services.

Proposals should be marked confidential and will be treated as such by ICREPs

For enquiries about this RFP contact Richard Beddie, ICREPs Chair richard@icreps.org

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

ICREPs wishes to appoint a 3rd party verification body to assist with verification of training providers against the ICREPs Global Standards for Exercise and Fitness in countries where there is no national fitness register¹,

The contracted organisation will offer quality assurance services to ensure the training and certification offering from global training providers meets a set of minimum standards, in areas such as content, resources and assessment, as agreed with ICREPs in the contracting stage.

4. PROJECT SCOPE

The general principle of the seeking proposals is that the Supplier will agree to carry out 3rd party verification services in respect of provider approval for ICREPs

The organisation which is appointed following the approval process would be expected to make staff available to carry out 3rd party verification visits globally². Reasonable lead in times to visits would be agreed through close working with applying organisations and ICREPs.

The appointed provider will deliver the following services:

1 In some cases countries with a register may also accept ICREPs provider verification for entry to that register. This is the case in the UAE.

2 For some countries, a remote, video based accreditation system could be devised and used.

- to review manuals or training material and ensure compliance with the ICREPs Global Standards
- to review the assessment materials of the training organisation to verify that they are in accordance with ICREPs Standards;
- to review physical and staff resources to ensure they are in line with typical requirements in ICREPs countries
- to carry out an initial site visit to the relevant training organisation seeking verification to confirm whether the training organisation meets ICREPs Global Standards;
- to produce the measuring tools required for the verification services

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 12 noon GMT Friday 13 February 2015

Evaluation of proposals will be conducted from 15 February 2015 until 22 February 2015. If additional information or discussions are needed with any bidders during this one week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than 2 March 2015.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by 2 March 2015

Project Timeline:

The appointed organisation must be ready launch the new verification scheme for ICREPs by 1st April 2015

6. BUDGET

Bidding organisations should make clear how much they would be likely to charge ICREPs for a provider verification including travel and visit costs. This should be broken down as much as possible.

7. BIDDING CRITERIA

Bidders should provide the following items as part of their proposal for consideration:

- Summary of the organisations experience and expertise in verification/ quality assurance and operating a 3rd party quality assurance processes for the health and fitness industry

- Summary of the experience and qualifications of the individuals who would be involved in providing the 3rd party verification service for ICREPs
- Summary of the organisations expertise in the health and fitness industry
- An overview of any international experience the organisation has in the fields of health and fitness or providing a quality assurance service

An outline of the 3rd party verification process the organisation would put in place. Note: ICREPs will expect parity with existing qualification and quality assurance systems used by ICREPs members such as that in UK, Australia or South Africa (in terms of assessment, learning hours, progression through levels etc)

- How the organisation would deal with issues of language given the process is open to providers in every country in the world?

Bidding organisations should also ensure they include the following contact details:

- Organisation
- Name of Contact
- Position
- E mail Address
- Phone
- Address

8. PROPOSAL EVALUATION CRITERIA

ICREPs will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, the proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to verification and quality assurance in educational systems
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: experience of the organisation and staff will be evaluated

Each bidder must submit 1 PDF electronic copy (marked 'Bid in Confidence') of their proposal to Richard Beddie, Chair of ICREPs on the following e mail address Richard@icreps.org by 12 noon GMT on 13 February 2015.