



## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN Request for Quotations

November 27, 2017

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# Regional Recreation

## Research Consultant – Community Physical Activity Assessments

### Project Details

The Regional District of Okanagan Similkameen (RDOS) is developing a Regional Recreation Approach. Recreation Services are currently provided in 7 of the 8 Electoral Areas of the Regional District and delivered through various partnership agreements, service contracts and RDOS Staff.

The RDOS is the backbone organization. Working collaboratively with our partners, we seek to increase physical activity and reduce sedentary behaviors, increase quality of regional recreation programs across the lifespan and increase capacity for provision of recreation opportunities. The Approach focuses on: a regional walking initiative, older adults, child and youth engagement strategies, First Nations, a physical activity mobile unit, creation of a task force and “**conducting community physical activity assessments**”. For more detail on the Regional Recreation Approach please refer to the attached document, **RDOS Regional Recreation Strategy**.

We are seeking quotations from qualified research consultants to perform community physical activity assessments to collect baseline data and provide recommendations on physical activity status and determinants in the Regional District. The data collection methods could include: town hall meetings, qualitative and quantitative surveys, focus groups and/or school visits.

### Deliverables

- Meet and collaborate with RDOS staff and Task Force.
- Collect region wide baseline data on physical activity status and trends.
- Utilize a variety of data collection methods.
- Conduct a comparative analysis of the collected data (Regional Districts, IH data, EDI data, surrounding regional municipalities and provincial).
- Provide a final report with recommendations on regional physical activity status and trends.

### Location

Study to be conducted with communities in the Regional District Okanagan Similkameen (comprised of rural electoral area, towns, villages and municipalities).

## **Instructions to Responding Organizations/Individuals**

The quotation must include:

- Maximum cost to complete deliverables.
- A project methodology including detail of how the project will be completed.
- A schedule to include available start date.
- Requested resource requirements from the RDOS.
- References (minimum of 3) and previous work experience.

## **Evaluation Criteria**

The quotation will be evaluated on, but not limited to, in any particular order, the following:

- Quality of the Submission.
- Competence/Experience.
- Schedule to meet the deliverables.
- Budget and allocation of hours.
- Methodology.
- References.

The successful respondent will be required to enter into an agreement with the RDOS and demonstrate it has the financial resources and appropriate insurance to fulfill the requirements.

A full copy of the Request for Quotations can be found on the Regional District's website at:  
<http://www.rdos.bc.ca/news-events/rdos-news/tenders-and-rfps/>

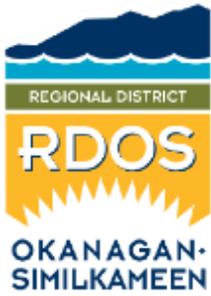
For inquires or to be added to the list for all Addenda please contact Shona Schleppe at  
[sschleppe@rdos.bc.ca](mailto:sschleppe@rdos.bc.ca) or 778-515-5520.

Submit Quotation to:

Shona Schleppe, Rural Services Manager  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, B.C. V2A 5J9  
Phone (778) 515-5520 Fax (250) 492-0063  
or email: [sschleppe@rdos.bc.ca](mailto:sschleppe@rdos.bc.ca)

Quotation should be clearly marked **Research Consultant – Community Physical Activity Assessments** and received up to and including **4:00 p.m. on December 22, 2017.**

*Please note, the lowest or any Quotation will not necessarily be accepted. The Regional District of Okanagan-Similkameen reserves the right to waive formalities in or reject any or all Quotations, or accept the Quotation deemed most favourable in the interest of the Regional District, having regard to the price, timeline, equipment and qualifications offered.*



# REGIONAL RECREATION



11/27/2017

## Development Strategy

A project plan highlighting the 2017-2018 development of the Regional Recreation Approach

Supported by the BC Physical Activity Strategy



Support and resources to enhance collaboration are provided through a partnership between BC Alliance for Healthy Living, BC healthy Communities Society and the Province of BC. [www.planh.ca/acfunding](http://www.planh.ca/acfunding)

# Regional Recreation

## DEVELOPMENT STRATEGY

### Project Overview

Working with our partners and stakeholders, we seek to improve access and inclusion for physical activity opportunities through:

**Planning and Policies** – The RDOS will assist communities in examining their local recreation policies and strategies to ensure that recreation is a recognized priority, and active lifestyles are supported.

**Public Awareness** – The RDOS will be working collaboratively with our recreation service providers, non-profits, private sector, and other government authorities across the region to highlight and celebrate local recreation opportunities and services, and raise public awareness surrounding physical activity benefits.

**Targeted Interventions** – We will review current participation and resource trends dedicated to healthy living by conducting regional physical activity assessments throughout our communities. The Task Force will develop targeted interventions to address physical activity needs.

**Partnership Development** – We seek to foster collaboration through the establishment of a Task Force and development of a guiding strategic document (Blueprint). With our Health Authority Partner, we will elevate physical activity as a public health priority in the region through engagement, education, advocacy and strategic alliances.

**Leadership Development** – The RDOS will develop regional training events through the coordination of workshops and other professional development opportunities. Working collaboratively with our School Districts and Indian Bands, we will assist in coordinating training for physically literate programming.

**Research and Knowledge Transfer** – To date, we have engaged with stakeholders across the region to build a regional recreation storybook – an inventory of the facilities, programs and providers within a community. The RDOS will act as a hub for information and resource sharing.

### Priority Populations

This approach aligns with the “Active People, Active Places” strategy in indicating our priority populations as “older adults, children & youth, and First Nations”. We will connect with partners in identifying target priority populations per community and strategize on collaborative program interventions.

### The Role of the RDOS

The RDOS will act as the backbone organization, as we have already identified this project as a priority for the region. Working collaboratively with our partners, we aim to address the systemic practices that create barriers to physical activity in the region. Our organization will provide strategic oversight, coordinate external communication, conduct assessments and evaluation and provide policy guidance.

Our responsibilities will include:

- i. Accountability, evaluation, and guidance to our partners

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- ii. Financial accountability
- iii. Knowledge sharing and overall logistical support
- iv. Assist with the development and coordination of the Regional Recreation Task Force
- v. Establish and support other working groups
- vi. Project management, facilitation and support

Our objectives will include:

- i. Establishing a Physical Activity Mobile unit that promotes physical activity and healthy living
- ii. The RDOS will coordinate training in the form of workshops and mini-conferences for the region
- iii. We will coordinate networking and training opportunities
- iv. We will establish standards and quality assurance in regards to recreation services across the region
- v. Foster collaboration through the Task Force and subcommittees
- vi. Advocate the benefits and knowledge of recreation across the region (multi-layer approach)
- vii. Identify and endorse accessible physical activity opportunities across the region

## Interior Health Partnership

Interior Health will be able to support the process in the following ways:

- Community/citizen engagement
- Asset-based community development
- Multi-sectoral collaboration
- Public health policy

This symbiotic relationship will be key in:

- Providing leadership and coordination of a physical activity strategy
- Guidance of best practices
- Promotion of physical activity to support healthy child and youth development
- Support First Nations physical activity strategies
- Promoting walking and active transportation across all ages
- Support older adults in making physical activity and exercise a priority to maintain health and wellbeing
- Assist in assessment and evaluation

## Shared Leadership

Working with our partners, we will create positive change by:

Enhancing strategic cooperation, overcoming conflict or competition, and moving away from silos:

- i) Collaborating on prescriptive intervention, and connecting to health service providers
- ii) Promoting local and regional networking opportunities
- iii) Sharing staff and other resources
- iv) Reciprocal promotion of services through join directories and websites

Catalyzing a whole-system shift:

- i) Creating a unified regional approach to physical activity that respects community identity
- ii) Utilize a rewards- based approach
- iii) Rebranding regional recreation services in a unified way
- iv) Uniting communities to initiative effective local change

Facilitating high-participation planning:

- i) Diverse representation on “Task Force”
- ii) Establishing dialogue with decision makers

Mobilizing design and development:

- i) Join marketing and promotion, using common messaging and language in the promotion of physical activity strategy

Facilitating organization learning:

- i) Sharing listings of available subsidies/grant opportunities
- ii) Facilitating assessments and key findings
- iii) Engaging on joint training and professional development standards

Integration multiple change efforts:

- i) Identifying issues amongst priority populations and strategizing on collaborative interventions

Supporting a participatory and collaborative evaluation process:

- i) Developing and evaluating performance indicators and measurable outcomes
- ii) Use process/implementation evaluation, and outcome/effectiveness evaluation methods

## **Project Plan**

We aim to lead and engage partners and stakeholders to work toward increasing the level of physical activity among all residents of the Regional District. We believe that a regional approach to recreation will provide the following benefits:

- Increased connections with recreation providers, directors, commissions and stakeholders
- Inventory of regional recreation assets
- Increased physical activity and reduction of sedentary behaviours for residents of the Okanagan Similkameen
- Increased quality of regional recreation program offerings across the lifespan
- Increased capacity for provision of recreation opportunities
- Development of realistic short-term goals and long-range planning
- More opportunities for physical activity regardless of gender, age, income, education, ethnicity of ability
- Co-create solutions by the formation of peer advisory groups

In 2018, we will produce a Regional Blueprint for Action, which will contain:

- Key findings from community Assessments
- Physical activity trends
- Community challenges/best practices
- Sharing successful program models
- Portrait of community values
- Recommendations

Tangible benefits will include:

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- The development of a “Physical Activity Mobile” that would visit communities with low-cost, inclusive, age-appropriate programming
- The creation of a Physical Activity Toolkit, with resources including physical activity plans, physical literacy program ideas and more
- Developing digital technology support for communications – website development and maintenance, and Facebook presence
- Regional Storybook (asset map)

### Proposed Activities

Through our strategic initiatives, we seek to further understand gaps in current levels of service provision, and determine solutions to promote change.

The strategies will include:

- 1) Regional Walking Initiative
- 2) Regional Older Adult Initiative
- 3) Regional Child/Youth Engagement Strategy
- 4) Regional First Nations Engagement Strategy
- 5) Physical Activity Mobile Unit

### Measuring Progress

Measuring progress will be a collaborative effort, which will include regional recreation service providers, area directors, commission members, and the Task Force. Assessing the development of our strategic initiatives will require a variety of methods including: literature review, testimonials from stakeholders, participant focus groups, interviews with participants and leaders, direct observation of activities and events, and questionnaire-based surveys (pre, during, and post).

Moving forward, we will also determine if our initiatives have been successful by assessing the following key indicators:

- 1) Increased communication and dialogue with our partners and stakeholders
    - i) Development of the Task Force and sub-committees
    - ii) Regular meetings are offered and attended
    - iii) Holding regional leadership development workshops and other opportunities for networking
  - 2) A Regional Storybook has been developed and utilized
  - 3) Overall increased participation in physical activities and a reduction in sedentary behaviours
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- 4) Overall increase of quality physical activity program offerings across the lifespan
  - 5) Greater capacity for service providers to deliver programs
  - 6) Recreation service providers have declared a commitment to furthering the approach
  - 7) A scan of environmental context has been performed
  - 8) Increased inclusivity in program offerings

### Facilitation of Learning

The RDOS will act as the recreation hub – we seek to inform, consult, involve, collaborate, and empower.

Our strategy for facilitating the sharing of learning across communities includes:

- 1) Quarterly RDOS e-news – A quarterly e-newsletter specific to regional recreation will be established and circulated regionally.
- 2) Committee meetings – Regular updates to the Community Services committee
- 3) Board meetings – Updates as necessary will be provided
- 4) Task Force meetings – This will provide opportunities to share ideas and values, and discover areas of mutual interest and concern
- 5) Sub-committee meetings – Will allow individuals and groups to build cooperative working relationships and mutual understanding
- 6) Information will be disseminated on the regional recreation page through the RDOS website
- 7) Partner websites – We seek to collaborate with our partners in the cross-promotion of certain initiatives and events
- 8) Social media – Sharing information via the RDOS and partner social media accounts