



REQUEST FOR PROPOSAL (RFP)
PEIATVF EXECUTIVE DIRECTOR

JUNE 12, 2020



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1. SUMMARY AND BACKGROUND

The Prince Edward Island ATV Federation (“PEIATVF”) is currently requesting proposals for a part-time contract Executive Director. The Federation is looking to expand and evolve to take the Federation to the next level.

The purpose of this Request for Proposal (RFP) is to request a submission from various candidates, conduct a fair and extensive evaluation based on criteria below, and select the best individual for the position.

The PEIATVF is the provincial not-for-profit advocacy Federation for the promotion of ATV interests. We work with member clubs to ensure that PEI ATVers are able to enjoy ATVing as a safe sport, leisure activity, with legal trails to ride.

Collaborating with member clubs, landowners, regional and provincial government, and individual patrons, PEIATVF advances public policy and ATV safety issues that are important to ATVers on the Island and across Canada through our affiliation with the National ATV Federation (Canadian Quad Council). Our goal is to make ATVing safe, accessible, and enjoyable for everyone.

The PEIATVF is a non-profit Federation currently located in Summerside PEI, has 6 member clubs and with the guidance of an Executive Director is looking to continue to grow.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm ADT July 10, 2020. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by the applicant submitting the proposal. The PEIATVF has no requirement to select any bid submitted through this RFP process. It is understood and agreed that by responding to this RFP you are responsible for all costs associated with preparing your RFP response.

It is understood that the individual submitting the proposal is the person who will be conducting the work and there is no provision to outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal.

Contract terms and conditions will be negotiated upon selection of the successful individual for this RFP. All contractual terms and conditions will be subject to review by PEIATVF’s legal counsel.



3. ROLE DESCRIPTION

The Executive Director will play an important role in the daily interests of the Federation and should be the driving force in executing; the requirements of the board, be the Federations voice with stakeholders and all levels of government and provide direction and guidance for the member clubs.

As our Federation is continually evolving the requirements of the Executive Director will also need to evolve and adjust to meet these needs. The role and duties of the Executive Director will be reviewed annually. Specific measurables need to be considered to judge both the success of the individual and the role. These key performance indicators (KPI's) will need to be formulated yearly and will be based on the requirements of the Federation at that time. KPI's will be separate from this document but need to be considered when adjustments are made to the position.

4. GENERAL DUTIES

1. Administration of PEIATVF operations including the management of day-to-day operations, telephone, and email enquiries,
2. Oversee the day-to-day finances, expense reports, budgets, and banking requirements,
3. Management of bookkeeping and accounting to ensure CRA compliance,
4. Explore and report on funding opportunities for the Federation,
5. Provide administrative and logistical support to the volunteers including the board standing and adhoc committees, and related events and functions,
6. Preparation, distribution, and presentation of the material for all meetings,
7. Assist the AGM Committee with the design and coordination of the annual general meeting,
8. Prepare reports which may consist of gathering, summarizing, and analyzing data as requested,
9. Management of the safety training and awareness programs and initiatives as well as the management of any related databases,
10. Assist the Communication Committee with maintaining and posting to PEIATVF websites and social networks,
11. Preparation and distribution of newsletters and media releases as requested,
12. Will identify key areas of opportunity within the government for the Federation and provide suggested direction and strategic planning to the Board.
13. Develop and foster positive relationships with members, business partners, media, and other key stakeholders,
14. Work in the best interest of the Federation.



5. RENUMERATION, WORK ENVIRONMENT AND TIME EXPECTATION

The Executive Director position is a one-year contract employee position based on 20-30 hours per week for 52 weeks. The position may be renewed at the discretion of the Board of Directors. Remuneration for the position will be based on experience in the range of \$19.00 to \$25.00 per hour and negotiated once the successful candidate is chosen.

The successful candidate will work from their home office using their own office equipment as required. *(Computers, printers, office furniture etc. is the sole responsibility of the applicant)*

6. APPLICANT QUALIFICATIONS

Preference will be given to applicants who possess the following skills:

- Previous not-for-profit experience,
- Strong Computer skills and proficient with Microsoft 365 or equivalent applications, (Word, Excel, Power Point etc...)
- Organized and able to work independently,
- Possess strong communication and people skills,
- College level business certificate, degree or equivalent,
- Knowledge of the power sport industry,
- Experience with government relations,

7. PROPOSAL EVALUATION CRITERIA

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

- A current resume,
- A cover letter explaining your past experience and why you feel that you are a “good fit” for the Federation
- Expected remuneration, *(mandatory)*
- Several references, personal and professional.

Each proposal must be submitted by electronic copy to the email address below by July 12, 2020 at 5:00 pm ADT:

PEI ATV Federation Hiring Committee
jobs@ridepei.ca

Online References:

Website: www.ridepei.ca