

The Corporation of the City of Mississauga
Procurement No.: PRC002819; Request for Proposal for:
Provision of a Learn to Swim and Corresponding Leadership Training Program for the City of Mississauga
Bidder Information Package

STATEMENT OF WORK

1.0 General Requirements

Note: The following are general requirements, which apply to all Services required under the contract. Please read these general requirements in conjunction with the additional requirements, which apply to, and are included in, the individual sections.

The 'Learn to Swim, Corresponding Leadership Training' and First Aid program provider will meet the following criteria:

- Provide constant administrative support in the form of updates when required, timely material shipment, usable electronic versions of program and promotional materials;
- Must be an Affiliate Provider with *HIGH FIVE®* and their program design and outcomes. Share similar philosophies and values as the *HIGH FIVE®* standard;
- Must agree the City will have the right to adhere the City logo to all Learn to Swim Program materials. In addition, and subject to mutual agreement agree to consider adhering other Corporate Sponsor logos to the Program materials.

Responsibilities and duties include:

- Providing an infant to older adult learn to swim program;
- Provide a Corresponding Leadership Training program;
- Ontario Health Regulations approved Lifeguard Program;
- Program flexibility to meet the City's needs;
- Program content flow; that one level builds skills for the next, focus on participants' swimming ability. Attainable levels to promote success;
- Program has a water safety component throughout all levels;
- Program rollout provides current instructors with the necessary tools in order to successfully operate within the program's framework and to successfully deliver the program;
- Ensure that all current leadership instructors are provided with the tools and certifications to run the corresponding programs;
- Flexible recognition system;
- Providing specific and ongoing support to facilitate the integration of persons with disabilities within the delivery structure currently employed by the City;
- Providing program content which helps to maintain and implement Accessibility legislation as it pertains to employee training;

- Ensuring the City's active involvement in any periodic review by informing the City prior to beginning any scheduled program review;
- Amending program content, at the City's discretion, if program deficits are identified and provide any necessary support materials.

2.0 Scope of Work – Learn to Swim

The requirements contained in this section are specific to the individual section requirements and are to be read in conjunction with the 'General Requirements'.

2.1 Swim Level Competencies

- How many levels are in your program and what is the content of each level?
- How is each level being taught? Details of lesson plan and core plan.
- What is the recommended number of weeks for each level? Could you provide lesson plans for the City of Mississauga program calendar, which may have up to 13 classes in one session?
- What is your recommended length of time for each level, i.e. 30, 45, 60-minute class?
- What is your recommended ratio for each level?
- How much time is each participant given to practice after new skills are introduced?
- Do any levels have age restrictions?
- What does your water safety component consist of and how is it to be delivered?
- Executive summary of stroke progression and how each stroke is introduced and developed by level within the program.
- Clearly illustrate the progression a candidate would go through if they participated in the entirety of the program, and they did not take preschool level classes.
- A timeline estimating the time it should take the average child to complete the program assuming that they begin in the first infant level at the recommended age, and remain in weekly lessons throughout each subsequent year until completion.
- A timeline estimating the time it should take an average child to complete each level.
- Provide detailed "Must Sees" for each level.

2.2 Content flow

- Skills development is an ongoing process of building one skill to the next in sequence.
- New skills are introduced at a steady rate so the candidates are not stuck at one level.
- Core and lesson plan detail skill introduction with enough practice time for candidates to obtain skills.
- Program flows from one level to the next without interruption.

2.3 Flexibility

- Ability to combine classes.
- Ability to vary ratios.
- Ability to teach format with varying lesson blocks.
- Flexible recognition system - City has the option to participate.
- City input will effect change in program if problems are identified.
- Ability to vary the time for each class (i.e. 30, 45, 60 minutes).

3.0 Scope of Work - Corresponding Leadership Training Program

- How many levels are in your program and what is the content of each level?
- How is each level being taught? Details of lesson plan and core plan.
- What is the recommended number of hours for each level?
- What is your recommended ratio for each level?
- Do any levels have age restrictions?
- Provide detailed “Must Sees” for each level.
- Are there any facility restrictions (items requiring certain pool depths)?
- What is the recertification process for staff?

4.0 Scope of Work - Staff Training

- All staff are provided with a training session which they will be familiarized with proposed program content and have ability to ask questions and practice any new instructional skills that they are required to possess.
- The training materials are present and the format of the training is adequate to meet the needs of the City’s current instructors.
- Demonstrate the Bidder’s plan/ability to contribute to the relief of the administrative and financial burden of training/retraining City staff in this context (if required).

5.0 Scope of Work – First Aid Training

- The First Aid Training courses be recognized by The Workplace Safety & Insurance Board (WSIB)
- The first aid programs also satisfy the first aid requirements in the Ontario Public Pools Regulation.
- First aid training programs be available to train aquatic candidates, non-aquatic staff, and the general public.
- The following levels of training are required; Basic First Aid, Emergency First Aid and Standard First Aid