

## WORLD LEISURE CENTERS OF EXCELLENCE 2018 REQUEST FOR PROPOSAL

The World Leisure Organization (WLO) requests proposals to establish new World Leisure Center of Excellence (WLCE) programs. The required documentation of expertise and qualifications outlined in this request are intended to serve primarily as a general guide for each statement of qualifications, with the minimum requirements listed. Each college and/or university is expected to submit a fully detailed statement of qualifications, which adequately describes the advantages and benefits WLO would realize by selecting their institution. Through this Request for Proposal (RFP) process WLO may select multiple intuitions to establish WLCE.

Currently, Vancouver Island University (Canada) and Breda University (Netherlands) have established WLCE programs and applications received in 2017 are in their last stage of the selection process. WLO anticipates the establishment of selective additional WLCE, especially in geographic areas without representation of such programs. However, all proposals will receive consideration by the WLO Board of Directors.

### 1. INTENT AND SCOPE

The purpose of this Request for Proposals is to solicit proposal from interested colleges and/or universities to establish and implement a World Leisure Center of Excellence. The rights covered under this agreement shall be for rights to the opportunities as outlined in Section 11.

### 2. GOALS OF WORLD LEISURE ORGANIZATION

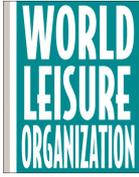
As a world-wide, non-governmental voluntary organization, WLO is dedicated to discovering and fostering those conditions which permit leisure to serve as a force to optimize collective and individual well-being. More specifically, WLO through research, education, knowledge transfer and advocacy; 1) promotes leisure as integral to social, cultural and economic development; 2) supports the rights of all people to good quality leisure experiences; 3) recognizes that many have special requirements related to disability, age, gender, social status, poverty, domicile and education; 4) where leisure includes play, recreation, the arts and culture, sport, festivals and celebrations, health and fitness, travel and tourism.

### 3. SCHEDULE OF EVENTS FOR THE REQUEST FOR PROPOSAL PROCESS

- November 2017:** Release of Request for Proposal
- December 15, 2017:** Notice of Intent to Respond
- February 1, 2018:** Formal Response Due Date
- February – June 2018:** Assessment Team Visits
- August – September 2018:** Presentations to the WLO Board of Directors (by invitation only)
- August – September 2018:** Announcement at the 2018 World Leisure Congress<sup>1</sup>
- December 2018:** Contract Effective (Date is tentative)

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<sup>1</sup> 2018 World Leisure Congress Sao Paulo (Brazil); See <http://worldleisure.org/events/congress/2018-sao-paulo/> and <https://2018wlccongress.sescsp.org.br/en/index.html>.



#### 4. NOTICE OF INTENT TO RESPOND

Each college and/or university that intends to respond to this Request for Proposal must provide the following information via email **by 12:00 p.m. CET December 15, 2017** to the WLO Scientific and Technical Secretariat, [secretariat@worldleisure.org](mailto:secretariat@worldleisure.org):

1. Name of College and/or University
2. Name of College and/or University's Primary Contact or Contacts with relation to this Request for Proposal
3. Mailing Address of Primary Contact(s)
4. Telephone Number of Primary Contact(s)
5. Fax Number of Primary Contact(s)
6. E-mail Address of Primary Contact(s)

#### 5. SUBMISSION

Proposals are to be submitted **by 12:00 p.m. CET February 1, 2018** to receive full consideration. See above. Any proposal received after the date and time specified for the receipt of proposals may be considered at the discretion of the World Leisure Board of Directors.

All Colleges and/or Universities must send their proposals in **English** and in **Adobe PDF** to the World Leisure Secretariat, [secretariat@worldleisure.org](mailto:secretariat@worldleisure.org). Proposals are to be signed by an officially authorized representative of the College and/or University.

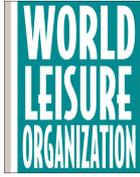
Colleges and/or Universities are expected to comply with all specifications, terms, conditions and instructions in this Request for Proposal and must furnish all required information. All proposals will be compared with the stated criteria. Multiple sites may be selected.

Proposals should be prepared simply and economically and provide a description of the College and/or University's capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content.

The proposal of the successful College and/or University will be incorporated by reference into the ensuing contract.

#### 6. QUALIFICATIONS

- A. Host Colleges and/or Universities must be accredited and/or approved by recognized bodies such as governmental agencies.
- B. Host Colleges and/or Universities must have demonstrated a previous commitment to providing a leisure focus academic curriculum and have sufficient resources in terms of administrative services, faculty, and support resources to implement the proposed curriculum.
- C. WLO shall make such investigations deemed necessary to determine the ability of the Colleges and/or Universities to service the University's needs and requirements.
- D. WLO reserves the right to reject any proposal if the evidence submitted by, or investigation of, such colleges and/or universities fails to satisfy WLO that the colleges and/or universities is properly qualified and possesses the capabilities and resources to carry out the obligations of the potential contract. In submitting a proposal, adequate information regarding these capabilities shall be provided by the colleges and/or universities.
- E. The Colleges and/or Universities shall keep informed of, and shall comply with, all applicable codes, laws, ordinances, rules, regulations and orders of the municipal, state, and federal government, or other public bodies having jurisdiction affecting this RFP.



## 7. QUESTIONS AND COMMENTS

Questions and comments with reference to this Request for Proposal must be directed via by email to: World Leisure Secretariat, Email: [secretariat@worldleisure.org](mailto:secretariat@worldleisure.org)

## 8. CONTRACT TERM

The contract that results from award of rights outlined in this Request for Proposal will be for six (6) years, effective from approximately **January 1, 2019** to **December 31, 2024** with six (6) year renewal options.

## 9. APPROVAL AND EFFECTIVE DATE

Universities and/or colleges submitting successful proposals will be entrusted by WLO with the right to establish a WLCE program. All successful proposals must be approved by the World Leisure Board of Directors. The effective date of the contract between the successful Colleges and/or Universities and The World Leisure Organization will be the date agreed upon by the parties and is estimated to be in January 2019.

## 10. NEGOTIATIONS

It is the intention of WLO to enter into negotiations with the Colleges and/or Universities selected as a result of the Request for Proposal process. Colleges and/or Universities selected to participate in negotiations will be provided with an opportunity to provide a final copy of their negotiated proposal for contract purposes.

## 11. RIGHTS AND PRIVILEGES

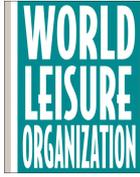
WLCE programs shall be granted the following rights and privileges:

1. Joint programmes and activities among the WLCEs.
1. Exchange opportunities for Students and Faculty in the field of leisure world wide.
2. Privileged access and involvement opportunities in WLO programmes and activities.
3. Access to WLO membership to serve as faculty, consultants and resources.
4. Promotional support on the WLO website and other publications.
5. Use of the WLO Logo.
6. Administrative support from the WLO Secretariat.
7. Other rights and privileges as agreed.

## 12. SCOPE OF SERVICES REQUIRED

WLCE programs are organized as an international post-graduate program which offers opportunities for colleges and universities to affiliate with WLO to establish and provide English-taught graduate educational programs and research centers focused on play, recreation, the arts, culture, sport, festivals and celebrations, health and fitness, travel and tourism with an international dimension. It gives students, educators, researchers and professionals the chance to participate and contribute to uniquely theme-focused educational endeavors. The Centers will emerge as the leading source for information, research and collaboration surrounding leisure best practices.

Therefore, the Centers are not stand alone, but are explicitly willing to commit themselves to the network and provide added value. The Centers are pro-active participants in the network in order to



provide faculty and students from Centers of Excellence with multiple opportunities for maximum benefit from the international network.

Current examples of joint initiatives include:

1. Student and staff exchange
2. Field trips
3. Guest lectures
4. Master classes
5. A Field School during every WLO Congress providing service to the local community
6. Collaborative research projects
7. Joint thesis supervision
8. (Joint) contribution to the World Leisure Journal

This is not an exhaustive list and creative collaboration; innovation and mutually beneficial exchange is encouraged.

#### **12.1. Vision/Mission Statement, Program Objectives, Learning Outcomes and Benefit/Advantages**

Proposal should detail the program's vision/mission statement. In addition, program objectives should be identified as well as learning outcomes. Each proposal should also detail the benefits and advantages of the institutions' offerings, human resources, physical resources/location, fiscal resources, and the other unique features such as experiential learning opportunities, program affiliations, etc.

#### **12.2. Proposed Curriculum Theme and Focus**

Proposals must include a draft outline of the projected academic program theme and focus. WLO seeks curriculum proposals that link leisure to such academic areas as social and cultural programming, community recreation development, youth development, event management, natural resource management, tourism, therapeutic recreation, economics, sociology, social psychology, psychology and others.

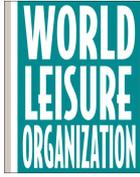
In addition, proposals must include a draft outline of the curriculum including English-taught course titles and descriptions. Also, proposals must provide information regarding the programs time frame and sequencing of course work. Program proposals may be designed to reflect a one year or two-year commitment on the part of students. Further, the proposal should include target number of students to be recruited. Special attention should be given to specific research and service areas to be implemented by the proposed WLCE program.

#### **12.3. Faculty/Staffing Patterns**

Proposals must include information regarding faculty and staffing patterns including the curriculum vita of primary administrators. Strategies for recruiting faculty on an international basis must be included in each proposal. Such strategies may involve retaining faculty members to provide instruction on an adjunct short-term basis.

#### **12.4. Program Governance**

The administrative location of the program shall be identified in each proposal including an organizational chart of the institution and the placement of the proposed program inside the existing structure. In addition, WICE programs shall be required to establish independent advisory committee(s) to provide direction and guidance to the program. Such committees will be charged with the responsibility of establishing the curriculum, raising the faculty, recruiting students and seeking funding for the program.



Proposals regarding the governance and oversight activities must include the establishment of an Advisory Board. The Advisory Board shall be established at the selected institution to coordinate the overall cooperation between WLO and the parties involved in the establishment of the program. The focus is on co-operation in general, i.e. projects, relationship between WLO representatives and institutions faculty and staff. This committee consists of six members, three appointed by WLO with one serving as chair, and three appointed by the participating parties. All decisions shall be made by simple majority vote where required. In case of equality of votes the chair decides. The Advisory Board will send an annual report to WLO no later than two months after the end of the academic year.

#### 12.5. Added value to the network

Proposals must provide commitment to further develop the Centers of Excellence network and demonstrate the potential added value to the network. The purpose of the Centre of Excellence program is not self serving but must be network focused and driven.

#### 12.6. Scholarship Programs and Recruitment Plan

In addition, proposals must include strategies for establish and supporting scholarships, assistantships and funds for research projects as well as plans for recruiting international students.

#### 12.7. Proposed Business Plan

Proposals to establish a WLCE program must include a business plan addressing the following elements:

- 1) a budget identifying funding sources and potential expenditures;
- 2) a statement acknowledging that all financial liabilities for the WLCE program are the responsibilities of host university and/or college;
- 3) confirmation of the requirement for reporting program and financial statements annually following the conclusion of the academic year but no later than August 1; and
- 4) confirmation of the requirement to provide a final audited financial statement shall be submitted to WLO within 6 (six) months of the conclusion of each academic year.

### 13. FEE REQUIREMENTS

The host institution will pay an **annual fee** of **\$5,000 USD** to WLO.

WLO will establish an **Evaluation Commission** that will visit each of the potentials Centers of Excellence to assess the proposals submitted. The cost of such visits will be covered by the potential Center of Excellence.

### 14. CONTACT INFORMATION

WLO Scientific and Technical Secretariat, Calle Arenal 1, Segunda Planta, 48005 Bilbao, Spain.

Email: [secretariat@worldleisure.org](mailto:secretariat@worldleisure.org)