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**COMMISSION ON SPORT MANAGEMENT ACCREDITATION**

**REQUEST FOR PROPOSALS**

**“HOSTING AND UPDATING ADJUNCT TRAINING MODULES”**

* **Organizational background**

The Commission on Sport Management Accreditation (COSMA) is a specialized accrediting body whose purpose is to promote and recognize excellence in sport management education worldwide in colleges and universities at the baccalaureate, masters and doctoral levels through specialized accreditation.

To date, COSMA has accredited 53 programs at 32 institutions. COSMA’s Board of Directors (BOD) provides general oversight of the affairs of COSMA including creating task forces and committees to develop areas in which COSMA might further assist the sport management field in achieving excellence in sport management education. This RFP originates from the Board of Directors to continue to provide member access to the Adjunct Training Modules.

* **Short project description**

COSMA is pleased to announce a Request for Proposals for the hosting and maintenance of already-developed online Adjunct Training Modules. Compensation is to be negotiated and will be provided for the following services:

* Domain name fees
* Provide hosting platform (Moodle) for the Modules
* Upload and enroll students on an as needed basis
* Provide user technical support (e.g., login/password issues)
* Improve the aesthetics of the course (i.e., add more images, make content more appealing)
* Provide audio-free PowerPoint presentations from the existing presentations
* Provide monthly/quarterly reports on usage to the Executive Director and/or BOD and respond to any additional information requests, as needed
* Every two years, reevaluate the course and make any changes or additions with assistance from some of the original developers (e.g., Robert Prior, Pam Wojnar)

**The deadline for applications is December 31, 2018. All applicants will be notified of the final determination by January 31, 2019.**

**Proposal format:**

Proposals should be no more than five (5) pages total and address the following:

1. Institutional capacity to host the Adjunct Training Modules on Moodle, including the name(s), institutional affiliation(s), background of the applicant(s), CV(s) of the applicant(s).
2. Description of personnel capacity to migrate current information, provide technical support and provide usage reports to the ED/BOD.
3. Capacity to update and revise modules as described in this RFP.
4. A description of any other resources to be used to migrate, host and update the modules – from software to human resources.

**Project budget**

Current domain name cost per year is estimated at **$191.40/year.** Other potential costs should be discussed in the proposal.

Potential trade of services could include individual membership, free conference registrations, comped conference hotel/travel, free access to other COSMA products and services.

**Terms of the Project:**

1. Hosting capacity will be evaluated on an annual basis.
2. Regular communication will occur between the host and the ED.

**Application Process, Project Timeline and Budget:**

Proposals may be submitted electronically as **one document by December 31, 2018**, to Heather Alderman, cosma@cosmaweb.org.

Project Timeline:

December 31, 2018 Deadline for submission of proposals.

January 31, 2019 Notification of determination of project.

Any inquiries, or requests for clarification: contact the COSMA Executive Director, Heather Alderman (cosma@cosmaweb.org).

**Scoring Criteria: Total = 200 points**

1. Applicant(s) have sport management program and are COSMA member in good standing. (30 points)
2. Applicant(s) have access to capacity and knowledge of Moodle within which to host the modules. (40 points)
3. Applicant(s) have appropriate background in teaching, sport management and content editing to revise and update the modules. (50 points)
4. Applicant(s) have access to relevant content and human resources. (50 points)
5. Applicant(s) have created a realistic budget. (10 points)
6. Applicant(s) are able to stay within the proposed deadlines. (10 points)
7. Applicant(s) demonstrate an element of creativity and innovation not included within the RFP. (10 points)