Junior Sailing Association of Long Island Sound, Inc.

Junior Sailing Association of Long Island Sound

Navigation syllabus and testing

Prepared 10 January 2011

Proprietary and confidential

R E Q U E S T F O R P R O P O S A L

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INTRODUCTION AND BACKGROUND

JUNIOR SAILING ASSOCIATION OF LONG ISLAND SOUND

The Junior Sailing Association of Long Island Sound (JSA of LIS) is a supporter of junior sailors at member programs and to encourage them to experience the joy of sailing and learn about and appreciate the complexities of the marine environment.

The JSA promotes ethical behavior among its sailors and encourages the teaching of life-long lessons which seek to build character, foster teamwork and strengthen respect for self and others. Through its programs and policies, the JSA seeks to support both serious competitors and recreational sailors at all levels of skill and to encourage their sailing in local waters and beyond.

The Junior Sailing Association of Long Island Sound supports its member junior sailing programs through leadership, training, communication and event-scheduling. Its member programs are sponsored by yacht, sailing, beach and shore clubs, associations, and youth and community organizations. The programs are located on tidewater in Connecticut or New York.

Founded in 1924 and incorporated in the State of New York in 1958, the JSA of LIS is an independent, non-profit corporation that is tax-exempt under Sect ion 501 (C) (3) of the US Internal Revenue Code, and also in the State of New York. The JSA is governed by a Board of Directors elected by representatives from its member programs (See By-Laws).

The JSA is a member of US SAILING and US SAILING's Area B Council. The Board of Directors of the JSA also serves as the Junior Sailing Committee of the Yacht Racing Association of Long Island Sound (YRALIS).

PURPOSE OF THE REQUEST FOR PROPOSAL

One of the many programs within the JSA of LIS is the Big Boat program, wherein junior sailors, at least 14 years of age, are introduced to racing on larger keel boats. The training within this program includes practice on the boats, a safety at sea program and seamanship and navigation training. During the 2010 season hundreds of students participated in the program. At the end of the season, 90 students took the basic navigation test and 225 sat for the advanced test. The navigation training has been provided in various ways by the member clubs, some through a well structured program, but many as a rainy day fill-in. The JSA of LIS is interested in developing a seamanship and navigation curriculum for the junior sailors in the Big Boat programs of the member clubs that would foster a uniform, high level of training. The intent of this RFP is to select a vendor or vendor team that can provide the following:

- Create a written syllabus covering the instruction of the items as listed later in this RFP to be used by the instructors at the member clubs to standardize the instruction of the junior sailors.
- Create a web site for on-line self instruction covering the same curriculum.
- Create a written test covering the advanced navigation curriculum.

The JSA of LIS is seeking to identify and select an outside independent organization to perform the activities listed above and later in this RFP. The remainder of this document provides additional information that will allow a vendor to understand the scope of the effort and develop a proposal in the format desired by the JSA of LIS.

ADMINISTRATIVE

TECHNICAL CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name	JSA of LIS Seamanship and Navigation committee
Contact	Patrick Croke
Phone	914-234-6093 (Office)
FAX	914-234-0548
Email	Patrick@PMCarchitect.com

CONTRACTUAL CONTACT

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Name	Junior Sailing Association of Long Island Sound, Inc.
Address	1 Woodbine Avenue Larchmont, NY 10538-3797 USA
Phone	914-834-4202
FAX	914-407-1540
Email	info@jsalis.org

DUE DATES

A written (via fax or email) confirmation of the Vendor's intent to respond to this RFP is required by 1/17/2011. All proposals are due by 5 pm on 2/15/2011 via email (return receipt requested) of fax to the two contacts listed above. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will be evaluated for award at the sole discretion of the JSA of LIS.

SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Vendors	1/10/2011
2. Written Confirmation of Vendors with Bid Intention	1/17/2011
3. Questions from Vendors about scope or approach due	1/28/2011
4. Responses to Vendors questions due	2/1/2011
5. Proposal Due Date	2/15/2011
6. Target Date for Review of Proposals	2/15-21/2011
7. Final Vendor Selection Discussion(s)--Week of	2/21/2011
8. Anticipated decision and selection of Vendor(s)	2/25/2011
9. Anticipated commencement date of work	3/1/2011
10. Delivery of drafts for JSALIS review	4/15/2011
11. JSA of LIS review due to Vendor(s)	4/22/2011
12. Final draft due to JSA of LIS for review	5/16/2011
13. JSA of LIS review due to Vendor(s)	5/23/2011
14. Delivery of final written syllabus for publication	6/15/2011
15. On-line self instruction site open	7/1/2011
16. Final advanced navigation test due	8/1/2011

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to the JSA of LIS in terms of cost, functionality, timing, and other factors as specified elsewhere in this RFP.

The JSA of LIS reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers,
- Request additional information from the vendors prior to the award of a contract, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for JSA of LIS's evaluation of the Vendor's proposal and its ability to complete the work.

In order to address the needs of this procurement, JSA of LIS is open to Vendors that will work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for the syllabus being provided under this RFP. JSA of LIS will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, **and**
- A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between JSA of LIS and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Deliverables
4. Project Management Approach
5. Detailed and Itemized Pricing
6. References
7. Project Team Staffing
8. Company Overview

The detailed requirements for each of the above-mentioned sections are outlined below.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed solution.

SCOPE, APPROACH, AND METHODOLOGY

Include a detailed description of the approach to teaching the required within an 8-10 hour time frame. The 8-10 hours will likely be scheduled over multiple days. The items to be included are the following plus any additional items that the vendor feels may be helpful or necessary:

The Globe & Charts

- The Earth, Latitude and Longitude
- Projections, Distortions, Mercator and Alternatives
- Chart Construction and Legends
- Plotting Sheets

Navigation Aids

- Rocks and Shoals
- Lighthouses and Buoys
- Light Characteristics and other Chart Symbols

Navigation Tools

- Plotting Tools
- Charts and Plotting Sheets
- Log Books
- Steering Compass
- Variation, Deviation, & Compass Calibration
- Hand Bearing Compass
- Depth Sounder
- Distance, Speed, and Wind Instruments
- GPS and Chart plotters
- VHF and other Radios

Basic Plotting

- Latitude & Longitude
- Lines of Direction
- Distance-Speed-Time Calculations
- Plotting Symbols

Dead Reckoning and Estimated Position

- Laying out the Plan for a Cruise—or a Race
- Plotting the DR
- Estimated Position
- Logbook

Fixing Position

- Lines of Position
- Light Ranges

- Bearings to Navigation Aids
- Position Fixes
- Running Fixes
- Relative Bearings
- Position Quality
- Danger Bearings

Wind, Current & Tide

- Leeway
- Current
- Current Tables and Charts – Eldridge, etc
- Causes of Tides
- Tide Tables
- Current Speed & Tide Height at Any Time

Weather Considerations

- Clouds and the winds near them
- Low and High Pressure Systems
- Cold Fronts and Thunder squalls
- Fog

Seamanship

- Rules of the road
- Ship handling concepts – Docking, anchoring and mooring
- Equipment – Radio, GPS
- Heavy weather – Reefing
- Knots, splicing, blocks and tackle
- Safety – Man-over-board, hypothermia

Racer's Questions to the Navigator

- What's the direction to steer to the next mark?
- What's the apparent wind after the next mark?
- Are we ahead of that competitor over there?

DELIVERABLES WITH PROPOSAL

Include descriptions of the format proposed for the syllabus.
Include samples to demonstrate the writing style that will be provided for this engagement.
Provide full access links to instructional web sites that you have developed.

PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end indicating that the proposed timeframe is achievable. If it is felt that the suggested time frame is not achievable, include a revised project schedule.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown by project requirement in the "Scope of Work" section and estimates of expenses.

REFERENCES

Provide three current corporate references for which you have performed similar work.

PROJECT TEAM STAFFING

Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members.

COMPANY OVERVIEW

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), address, main telephone number and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone, fax numbers and direct email addresses.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been offering Information Security Testing.

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, time, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Vendor's proposed solution fulfills JSA of LIS's stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the details set out in this RFP.
4. The Vendor's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor's proposal.

The JSA of LIS may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.

SCOPE OF WORK

REQUIREMENTS

The following information should be used to determine the scope of this project and provide pricing for this engagement:

REQUIRED - Written syllabus

- Development of a written syllabus designed to teach the listed areas of seamanship and navigation within 8-10 hours of classroom instruction
    - The syllabus shall include, as a minimum, the topics as outlined in SCOPE, APPROACH, AND METHODOLOGY
    - The syllabus shall be broken into two sections – initial sections for Basic Navigation and the later sections for Advanced Navigation subjects
    - There should be a review and self-quiz at the end of each section
- Development of the written Advanced Navigation Test for 2011
- Enhancements to the current Basic Navigation on-line test
- Year-end review of the syllabus and testing and discussion of upgrades and/or revisions for the following year

REQUIRED - On-line syllabus

- Development of an on-line version of the written syllabus that students can complete at their own pace
    - Instructors should have access to monitor the student's participation and progress

Optional additional services
These items may be contracted directly with the member clubs at their option

- Training for instructor at member clubs, either individually or in a group format
- Teaching of the syllabus at member clubs
- Any other items that the vendor feels would be of value

Possible future services

- Annual development of the Advanced Navigation test
- The Advanced Navigation test may be developed as an on-line test in the future

Use of materials

The materials created through this process are solely for the use of the JSA of LIS and their member clubs. None of the parties involved shall use the materials for other ventures without written mutual agreement and compensations.

ATTACHMENTS

- 2010 JSA Big Boat Events Manual
- 2010 JSA Navigation – Advanced test, seamanship test and combined basic/seamanship test