



Request for Proposals: Technical Director, Ottawa 2026 IWBF Wheelchair Basketball World Championships

1. Introduction

Wheelchair Basketball Canada (WBC) is pleased to invite proposals from qualified service providers to deliver professional live streaming services for the Ottawa 2026 Wheelchair Basketball World Championships, taking place Sept 9-19, 2026. This premier international event will showcase the highest level of wheelchair basketball competition, drawing top athletes, coaches, officials and fans from around the globe.

The objective of this Request for Proposal (RFP) is to identify an experienced and innovative Technical Director who can ensure high-quality, accessible and engaging broadcasts of all championship games and select ancillary events. The Technical Director will work in close collaboration with WBC, the Ottawa 2026 Organizing Committee (OC) and its stakeholders to elevate the visibility and impact of the championship through world-class digital coverage.

1.1 Background

WBC is the national sport governing body responsible for the organization of wheelchair basketball in Canada. As a recognized leader in the parasport community, WBC supports grassroots to high-performance pathways and has a strong track record of hosting major international events, including the 2014 Women's World Championship and the 2017 U23 Men's World Championship.

The 2026 Wheelchair Basketball World Championships will be one of the most significant international parasport events hosted in Canada, featuring 28 teams (16 men's and 12 women's) from over 20 countries. The event serves as a key milestone on the international competition calendar and offers a unique platform to promote inclusivity, athletic excellence and the growth of parasport on a global scale.

1.2 Mission & Values

WBC is committed to excellence in the development, support and promotion of wheelchair basketball programs and services for all Canadians.

Our Values

- Excellence
- Integrity
- Inclusion
- Accountability
- Passion

2. Scope of Work

The Technical Director will be responsible for leading and overseeing all technical aspects of livestream production and distribution for Ottawa2026, including but not limited to:

Pre-Event Services

1. Attend pre-production venue site checks.
2. Advise on technology and provide equipment to be used based on best practices, budget and venue compatibility. All associated equipment costs must be included in the proposal.
3. Staff, manage and equip the technical crew, including camera operators and other required personnel. Collaborate closely with Ottawa2026 staff and the IWBF for requirements to identify and hire additional production suppliers, technical teams and licensed distribution partners as needed. All associated staffing costs must be included in the proposal.
4. Advise on distribution opportunities for broadcast rights.
5. Develop the broadcast schedule in consultation with production suppliers and distribution partners.
6. Develop the schedule for broadcast breaks and determine the evaluation of sponsor recognition/advertisements.
7. Assist with sales of sponsor advertisement.
8. Develop contingency plans for technical failures.
9. Provide creative insight to help with the promotion of the event.

Event Services

10. Ensure seamless and high-quality live streaming of the Opening and Closing Ceremonies and up to 98 games played simultaneously at two competition venues: The Arena at TD Place and Carleton University.
11. Onsite production meeting the following requirements:
 - HD broadcast-quality live streaming of all games played at The Arena at TD Place with a minimum six-camera setup to cover various angles.
 - Live streaming of all games played at Carleton University with a multi-camera setup to cover various angles.
 - Integration of commentary audio into the live stream from in-house announcers or stream-specific announcers, including comms system between director and announcer(s). Announcers to be supplied by WBC.
 - Integration of venue video boards for data, streams and commercials.
 - Integration of sponsorship and advertisement placements within the live stream.
 - Live graphics overlays that allow for timing, scores, and team and athlete information in both official languages (English and French).
 - Streaming distribution with commentary to domestic broadcast partner, YouTube and/or other social media platforms.
 - Streaming distribution of the clean feed to international broadcast partners and the IWBF.
12. Direct the livestream including shot selection, use of graphics and scheduling advertisements.
13. Troubleshoot and resolve technical issues in real time.

Post-Event Services

14. Provide recorded versions of the live streams, both with and without commentary, for on-demand viewing and sharing with the IWBF and broadcast partners.
15. Provide a detailed log of any technical issues encountered during the event and the actions taken to resolve them

3. Budget

The Ottawa2026 OC is not merely looking for a vendor with a fee-for-service approach. Instead, it is our belief that all vendors associated with Ottawa2026 become strategic event partners offering both fee-for-service as well as Value In-Kind (VIK) opportunities. To the extent permissible based on your independence guidelines and other professional standards, we encourage vendors to include budget-relieving VIK (a reduction in cost to the requirements outlined in the Scope of Work), as well as enhanced VIK (additional services or features, not specifically outlined in the Scope of Work). These should be clearly outlined in your proposal where possible.

4. Timeline

The Technical Director is required from September 2025 through September 2026. The role also involves helping to organize and attend the following events:

- Live-streaming of the Ottawa2026 Draw to announce teams and divisions for both the men's and women's events (spring 2026, date TBC).
- At least one technical visit at each venue to understand and review technical requirements.
- Tours of each venue with broadcast partners to review set up and technical requirements.
- Other events TBC.

3.0 Request for Proposal Process

3.1 Request for Proposal

Vendors are invited to submit a proposal to carry out the work described in this Request for Proposal (RFP, as outlined in section 2.2). The Ottawa2026 OC does not commit itself to accepting the lowest or any proposal submitted or received. Ottawa2026 OC will not be obligated in any manner to any vendor whatsoever until an authorized agreement has been issued.

All material issued in relation to this RFP is deemed to be confidential.

3.2 Proposal Format

Evaluation of proposals is facilitated when there is uniformity in their format. The following format and sequence should be followed to provide consistency in proponent responses and to ensure each proposal receives full consideration. All pages should be consecutively numbered.

- I. Title page, vendor's name and address, closing date and time, vendor's telephone number and a contact person.
- II. One page letter of introduction identifying the proponent, key features of the proposal, and signed by the person or persons authorized to sign on behalf of, and bind the proponent to, statements made in the proposal.
- III. Complete Organization Profile.
- IV. The body of the proposal, including:
 - Relevant information pertaining to the vendor's history and capabilities.

- Profile of the technical staff who will be assigned to the live streaming project, a description of their role and relevant experience. Please indicate whether staff are Ottawa-based, would be onsite with accommodations provided or would be working remotely throughout Ottawa2026.
- A project summary which clearly demonstrates the vendor's understanding of Ottawa2026, the objectives and scope of service, and the role the proponent will play in its execution.
- A summary of the vendor's past technical producer work and live streaming of sport events.
- A summary of the vendor's experience and representative clients in the not-for-profit and sport sectors.
- An overview of Technical Director fees, staff fees and the process for billing administrative or miscellaneous costs.
- Include two references for the Ottawa2026 OC to contact.
- While proposals must be in sufficient detail to allow the evaluation team to apply the evaluation criteria, the body of the proposal should be limited to a maximum of 12 pages. Proposals may contain additional appendices materials if desired.

3.3 Evaluation and Selection

Selection criteria are outlined below and will be used to evaluate proposals. The Ottawa2026 OC will intend to negotiate contract terms with the most qualified vendor. If unsuccessful, the Ottawa2026 OC would intend to then negotiate with the next most qualified vendor, until reaching a satisfactory contractual arrangement.

This RFP does not commit the Ottawa2026 OC to award a contract or pay any costs incurred in the preparations or submission of proposals and reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed in be in the best interest of the event.

The following is an overview of the categories in which RFP submissions will be evaluated on the basis of the overall best value:

- Responsiveness to work scope and program needs (35%)
- Demonstrated experience and expertise in similar projects (30%)
- Cost-effectiveness (20%)
- Value In-Kind opportunities (either budget relief and/or project enhancements) (5%)
- Comprehensiveness (10%)

The following factors will be assessed and considered within the context of the above evaluation criteria:

- I. Understanding of Wheelchair Basketball Canada, Ottawa2026, IWBF and the overall service requirements and timelines
- II. Project approach, organization and methodology
- III. Organization and relevant team member experience
- IV. Competitiveness of rates and fees
- V. Compliance with RFP Format
- VI. Relevant reference information from existing/previous clients

The Ottawa2026 OC, at its sole discretion, reserves the right to reject any or all proposals.



If a vendor is of the view that there are discrepancies or omissions in the RFP documents, or that any clarification is required, the vendor should contact the issuer as noted above and they shall respond in writing or, if in agreement that there is a requirement for amendment or clarification, will issue an addendum.

The Ottawa2026 OC may, at any time prior to the closing date and time, issue additional information, clarification, or modifications to the RFP by written addendum issued by the Executive Director or their designate only. It is the vendor's sole responsibility to ensure they have received all addendums prior to submitting their proposal.

3.4 Term of Contract

The term of the contract is for the periods outlined in section 3.4. The selected proponent will be required to enter into negotiations to develop a written contract embodying terms satisfactory to both the proponent and the Ottawa2026 OC based generally on these Terms of Reference.

3.5 Scope of Services

The Ottawa2026 OC's objective is to select one vendor to provide technical production services. However, the OC reserves the right to select multiple vendors to provide technical production services, if necessary.

3.6 No Subcontracting or Assignment

The vendor shall not subcontract or assign the whole or part of the Contract or any monies due under it without the prior written consent of the Ottawa2026 OC.

3.7 Inquiries

Inquiries concerning this proposal must be submitted in writing to the contact noted below no later than Aug. 22, 2025:

Cindy Burwell
Executive Director
Ottawa2026
cburwell@ottawa2026.ca

The Ottawa2026 OC may negotiate a final offer with the selected vendor.

- Please include the name and contact details of the person(s) to be contacted if we require further clarification.
- Vendors are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Ottawa2026 OC, if any.
- This RFP document, and all information gathered during the course of this RFP process and the subsequent project, are to be treated as confidential.
- The consultant will not make public nor divulge any information or material related to the project without the prior written consent of the Ottawa2026 OC.
- The Ottawa2026 OC becomes and remains the sole owner of all materials including reports, programs, and information produced from the services performed as part of this project.

3.8 Submission of Proposals

Proposals are to be completed and submitted by 12 p.m. **EST on Aug. 22, 2025.**

Schedule

Activity	Deadline
RFP Issued	July 28, 2025
Notification of intent to bid	Aug. 1, 2025
Deadline for questions	Aug. 15, 2025
Deadline for submission	Aug. 22, 2025
Awarding of contract	Sept. 5, 2025

4. Liability for Errors or Omissions

While the Ottawa2026 OC has employed considerable effort to ensure an accurate representation of information in this RFP, the information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve vendors from forming their own opinions and conclusions with respect to the matters addressed in this RFP. No vendor will be entitled to claim against the Ottawa2026 OC or its employees, representatives, agents, or advisors for lack of information or instructions to support or justify its proposal or to avoid any obligation, condition, or specification contained in this proposal or the vendor's proposal.

5.0 References:

www.wheelchairbasketball.ca

www.ottawa2026.ca

www.iwbf.org