



WORLD LEISURE ORGANIZATION

REQUEST FOR PROPOSAL FOR ESTABLISHING A WORLD LEISURE CENTER OF EXCELLENCE

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 process WLO may select multiple institutions to establish WICE.

1.0 Intent and Scope

The purpose of this Request for Proposal is to solicit proposals 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.

2.0 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 advocacy, research and education; 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.

3.0 Schedule of Events for the Request for Proposal Process

1. Release of Request for Proposal	March 1, 2008
2. Notice of Intent to Respond	June 1, 2008
3. Request for Proposal Due Date	September 1, 2008.
4. Presentations to the World Leisure Board of Directors (by invitation only)	Week of October 6, 2008*
5. Request for Proposal Award	Week of January 1, 2009*
6. Contract Effective Date	August/September, 2009*

*Date is tentative.

4.0 Notice of Intent to Respond

Each college and/or university that intends to respond to this Request for Proposal must provide the following information by 12:00 p.m. CDT September 1, 2008 via email to the individual noted below.

Kimberly Heffernan Moss
Program Associate
World Leisure Secretariat
moss@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)

5.0 Submission

Proposals are to be submitted by September 1, 2008. All Colleges and/or Universities must furnish one (1) original written copy and one (1) electronic copy either via email to Kimberly Heffernan Moss @ moss@worldleisure.org or on a CD enclosed with the written proposal copies of their proposal. All copies are to be signed by an officially authorized representative of the College and/or University.

Your proposal must be received at the World Leisure Secretariat 203 Wellness/Recreation Center, Cedar Falls, Iowa 50614-0241, USA September 1, 2008 to receive full consideration. 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.

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. Proposals should 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.

All proposals that are submitted on time become the property of WLO and will not be returned to the College and/or University. The proposal of the successful College and/or University will be incorporated by reference into the ensuing contract.

6.0 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.

7.0 Questions and Comments

Questions and comments with reference to this Request for Proposal must be directed via by email to:

Kimberly Heffernan Moss
World Leisure Secretariat
Email: moss@worldleisure.org

8.0 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, 2009 to December 31, 2015 with six (6) year renewal options.

9.0 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 on or before September 1, 2009.

10.0 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.

11.0 Rights and Privileges

WLCE programs shall be granted the following rights and privileges: 1) Use of the WLO Logo; 2) Administrative support from the WLO Secretariat; 3)

Promotional support on the WLO website and other publications; and access to WLO membership to serve as faculty, consultants and resources. Other rights and privileges

12.0 Scope of Services Required

WLCE programs are organized as an international post-graduate program with research and service elements supporting the effort. Such centers provide a unique opportunity for graduate students from throughout the world and leisure educators, researchers and professionals to come together at one venue to participate in and/or contribute to the offering of an English-based graduate program.

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 community recreation development, youth development, tourism, natural resource management, therapeutic recreation, social and cultural programming, event management, economics, sociology, psychology, social psychology and others. In addition proposals must include a draft outline of the curriculum including 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 several independent advisory committees 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 the following:

12.4.1 Board of Overseers. A Board of Overseers 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 Board of Overseers will report annually in January to WLO and the host participating institution.

12.4.2 Curriculum Committee. The Curriculum Committee at the selected host institution advises the Board of Overseers on the development and the quality of the curriculum and advises on the teaching staff, including WLO faculty. The Curriculum Committee informs the Board of Overseers on issues related to the graduate program. WLO, faculty and students will have equal representation (parity) in the Curriculum Committee. The composition of the Curriculum Committee is as follows: 1) two representatives of WLO; 2) two representatives of the faculty; and 3) two students.

12.4.3 Admissions and Examination Committee. An Admissions and Examination Committee will be established at the selected host institution to establish criteria and engage in the mission of candidates eligible for the program. The overall academic criteria for admissions will be established with reference to the participating university's rules and regulations. Further, the Admissions and Examination Committee is responsible for the approval of the study program and the final evaluation of the study results and for awarding the Masters degree. This degree must be registered and accredited under the law within which the host institution operates. An academic representative of WLO will advise the examination committee on all issues concerning the awarding of the graduate degree. The Admissions and Examination Committee will work with the Board of Overseers and Curriculum Committee where appropriate.

12.5 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.

12.5 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.

13.0 Fee Requirements

The host institution will pay a negotiated fee annually to the WLO. In addition the host institution will be responsible for the travel and expenses of the Board of Overseers, curriculum committee and Admissions and Examination committee. Business class tickets are required for transoceanic travel for the WLO Officers.

14.0 Contact Information

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