

Request for Proposals (RFP)

SDRCC Code Revision Consultant

The Sport Dispute Resolution Centre of Canada (SDRCC) is seeking proposals from qualified individual consultants or small teams to assist with revisions to the Canadian Sport Dispute Resolution Code (April 1, 2025) (“Code”) for implementation on January 1, 2027. The mandate is limited to aligning the Code with the final 2027 Canadian Anti-Doping Program (CADP) and drafting provisions to integrate the Canadian Program to Prevent Competition Manipulation (CPPCM) Rules.

SDRCC staff will lead the project and undertake much of the initial analysis before the consultant is appointed. The consultant will build on that work, recommend a procedural structure to integrate CPPCM reviews and appeals, draft the English-language amendments, and support the review and bilingual concordance process. SDRCC will coordinate targeted expert and program input at key stages of the project.

Sport Dispute Resolution Centre of Canada
6400 Auteuil ave, Suite 245
Brossard (Quebec) J4Z 3P5

October 14 2026

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Issuer	Sport Dispute Resolution Centre of Canada (SDRCC)
RFP issue date	By October 14, 2026
Proposal closing date	Proposals must be submitted to applications@crdsc-sdrcc.ca by October 22, 2026, 4:00 p.m. ET
Questions	Email questions: applications@crdsc-sdrcc.ca by October 16, 2026, 4:00 p.m. ET
Expected Timeframe	Appointment and kickoff by October 30, 2026; drafting and concordance support through December 15, and responses to approval comments through December 22, 2026. Requests to extend the deadlines must be agreed upon in advance.

Background and Purpose

The Code governs dispute resolution proceedings before the SDRCC. The final 2027 CADP takes effect on January 1, 2027. The CPPCM Rules took effect on September 15, 2026, with gradual adoption by a limited number of national sport organizations during the fall of 2026. Both programs provide for first-instance arbitrations or reviews of certain Sport Integrity Canada decisions, as well as appeals of SDRCC arbitral awards to the Appeal Tribunal.

The SDRCC intends to publish its revised Code with entry into force on January 1, 2027. This procurement is for focused drafting and advice related to aligning the Code with the CADP and CPPCM, not for an overall review of the Code.

Project Scope

CADP conformity and Code drafting

- Review and build on the analysis and mapping of potentially affected Code provisions prepared by SDRCC staff. Complete, with staff, a provision-by-provision comparison between the final 2027 CADP and the affected Code provisions, including the Doping Tribunal, Appeal Tribunal, definitions and cross-references. Record required amendments and the relevant CADP provisions in the shared working materials.
- Draft the required amendments to the English-language version, review and resolve drafting and operational feedback in collaboration with SDRCC staff, and produce a clean draft and a draft with tracked amendments. Deliver the first English-language draft of the CADP-related amendments by November 13, 2026, and incorporate the agreed upon changes into the Code draft.

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Project Scope

CPPCM Procedural Structure and Integration

- Prepare a short note on two proposed structures: (1) a dedicated competition manipulation section of the Code, with any necessary Appeal Tribunal amendments; or (2) separate procedural rules incorporated by reference into the Code. Explain the material implications and recommend an approach. SDRCC will consult targeted advisers and confirm the drafting direction after receiving the note by November 13, 2026.
- Draft the selected structure, including the necessary first instance and appeal provisions, consequential Code amendments and, if selected, the complete separate procedural rules. Build on SDRCC staff's mapping and reconcile the final CPPCM Rules with affected general or appeal provisions.
- Check the proposed provisions against the final CPPCM Rules. Refer apparent conflicts or policy choices to SDRCC for instructions.

Collaboration and Delivery

- Participate in short working sessions with SDRCC staff, follow drafting instructions and contribute recommendations and responses to the working records maintained by SDRCC staff. SDRCC may invite targeted comments from experienced advisers (e.g., SDRCC arbitrators and/or counsel) on the CPPCM approach and significant draft provisions within short review windows. No standing working group is contemplated.
- Support targeted discussions with Sport Integrity Canada when SDRCC requests clarification of CADP or CPPCM program information against proposed Code revisions.
- Revise drafts following SDRCC staff and adviser review, explain material choices, and respond to substantive questions arising during translation and English–French concordance. Supply a concise revisions summary and the drafting rationale required for the SDRCC Committee and Board approval processes.

SDRCC will arrange French-language translation through external providers and/or in-house capacity and lead bilingual concordance. The consultant will draft in English, resolve substantive questions with staff and update the English text as required.

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Deliverables and Schedule

Target Date	Deliverable or Project Milestone
By October 30, 2026	Appointment and kickoff. Confirm the work plan, final source versions, SDRCC staff's initial mapping, review windows and timetable with the SDRCC project lead.
By November 13, 2026	Initial analysis and CADP draft. Complete the CADP provision mapping with SDRCC staff. Deliver the first English draft of the CADP-related amendments in clean and tracked versions, and a short CPPCM structure note with a recommendation. SDRCC may consult advisers before confirming the drafting direction.
By November 27, 2026	Complete the English draft. Deliver the complete clean Code draft and tracked amendments, including CPPCM provisions and separate procedural rules if selected, with a brief explanation of material changes for SDRCC staff review.
By December 4, 2026	Revised English draft. Resolve targeted comments with SDRCC staff, revise the text and explain the disposition of material issues. Stable provisions may be translated earlier.
By December 11, 2026	Concordance and approval support. Resolve substantive questions raised during translation and bilingual concordance, update the English text as required, and supply the concise revisions summary and drafting rationale.
By December 15, 2026 *Firm deadline	Final bilingual Code ready for Board approval. Deliver the final English clean and tracked files, any separate procedural rules and the revisions summary. SDRCC completes and validates the bilingual version and approval materials.
By December 22, 2026 *Firm deadline	Committee and Board meetings and approvals completed. The consultant will respond promptly to final approval comments. Publication and implementation will follow under SDRCC's responsibility.
By January 1, 2027	Approved revised Code enters into force. SDRCC leads implementation; this is the project effective date, not a further consultant drafting milestone.

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Deliverables and Schedule

Interim dates are planning targets and may be adjusted with SDRCC approval as work progresses. The final bilingual Code must be ready for approval by the SDRCC Board of Directors no later than December 15, 2026, and Committee and Board meetings and approvals shall be completed by December 22, 2026.

Prospective service providers must demonstrate availability to meet the drafting deadlines and respond to approval comments through December 22, 2026. SDRCC may translate stable provisions before the complete English text is finalized. Code texts must be delivered as editable MS Word files in clean and tracked versions; working tables and logs may be in editable Word or spreadsheet format.

Working Arrangements and Boundaries

SDRCC staff will lead the project, prepare much of the initial analysis before appointment, and provide source materials, operational context, CADP–Code and CPPCM–Code mapping, and instructions. The SDRCC project lead will be responsible for reviewing and approving consultant deliverables for purposes of contract performance, manage versions and the record of decisions, coordinate targeted input, translation and concordance, and prepare governance and implementation materials. SDRCC staff and management will confirm the drafting directions; the SDRCC Committee and Board exercise their respective oversight and approval roles. The consultant must flag work outside the mandate before undertaking it. Additional services require written authorization, an agreed fee structure and a schedule that preserves the firm deadlines.

The consultant should maintain confidentiality over non-public information, disclose actual or potential conflict of interests (e.g. involving SDRCC, Sport Integrity Canada, current proceedings or prospective roles), and avoid participating matters where independence may reasonably be questioned without SDRCC's express approval. The consultant's confidentiality obligations survive completion or termination of the engagement.

SDRCC will retain the final work product and version history under the contract; all draft and final deliverables, working papers, research memoranda, drafting notes, and related materials prepared under the contract shall become the exclusive property of SDRCC upon payment.

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Qualifications

- Demonstrated experience in Canadian sport law and SDRCC or comparable sport proceedings, together with strong administrative law, arbitration or tribunal-procedure knowledge.
- Experience with anti-doping and sport-integrity processes is strongly preferred.
- Proven ability to draft precise procedural rules and reconcile overlapping instruments
- Ability or willingness to work efficiently and collaboratively with an external advisory team, build on initial analyses, absorb targeted expert input, turn instructions into precise drafting, manage revisions and meet stated milestones.
- Ability or willingness to collaborate effectively with SDRCC's English and French review process. French proficiency is an asset.

An individual or team may bid. A bidding team must identify their lead drafter, each proposed person's role and availability, and any subcontractor.

Rights and Confidentiality

All responses, inquiries, or correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the bidders will become the property of SDRCC when received and will not be returned to the bidder. Bidders shall notify the SDRCC in writing in advance of any proprietary or confidential materials contained in their proposal and provide justification for not making such material public.

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Proposal Contents and Pricing

Please submit a concise proposal (preferably no more than eight pages in length excluding CVs), CV(s) of all individuals or team members, and at least one short work sample, demonstrating:

- Understanding of the two workstreams and proposed CPPCM structures; a practical approach to building on SDRCC staff's initial analysis, completing the program-to-Code comparison and drafting the amendments.
- A milestone schedule aligned with the dates in this RFP, showing named personnel, estimated days or hours by task, availability from appointment by October 30 through December 22, 2026, and capacity to resolve December translation and concordance questions.
- Relevant examples of procedural rule drafting, tribunal design or comparable work, with two references whom SDRCC may contact.
- A fixed professional fee for the required services, with a breakdown by deliverable or milestone; assumptions about meetings and revision rounds; separately identified taxes and anticipated expenses; and the total proposed price in Canadian dollars. Include rates for additional work authorized in writing. The fee must cover the consultant's drafting, revisions, concordance support and responses to approval comments through December 22, 2026. SDRCC will arrange translation separately.
- A declaration of current or foreseeable conflicts and a proposed way to manage them; any limits on availability or use of subcontractors.

Identify any material assumptions, delivery risks or limits on availability and explain how they would be managed within the timetable. SDRCC may clarify or negotiate scope and pricing with one or more prospective service providers in accordance with its procurement process.

Evaluation and Award

Proposals will be evaluated based on the following:

- Responsiveness to the scope, deliverables and timeline of the project;
- Experience and reputation of the consultant(s) or team in relation to the project requirements;
- Professional qualifications of the individuals assigned to the project; and
- Competitiveness of the cost and level of services provided.

SDRCC may interview shortlisted prospective service providers and check references. SDRCC reserves the right to contact any references provided and any other references reasonably known to SDRCC.

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Amendments, Suspension and Cancellation

SDRCC reserves the right, in its sole discretion, to amend, suspend, cancel or reissue this RFP, to reject any or all proposals, and to negotiate with one or more prospective service providers. Issuing this RFP does not obligate SDRCC to award a contract; any award is subject to its approvals and a written agreement.

Conflicts of Interest

Bidders must disclose any current or recent engagements that could reasonably create a perception of conflict with respect to the subject matter of this assignment. SDRCC reserves the right to determine whether any disclosed circumstance is manageable, requires mitigation measures, or renders a proposal ineligible.

Questions

Questions concerning this RFP should be directed to applications@crdsc-sdrcc.ca prior to 4 pm (ET) on October 16, 2026. Responses will be shared with all interested bidders known at that time.

Submissions

All proposals should be sent only by email to applications@crdsc-sdrcc.ca in a single PDF file no larger than 5 MB and received no later than 4 pm (ET) on October 22, 2026.

Reference Material

[2025 Canadian Sport Dispute Resolution Code](#)

[CPPCM Rules Version 1.0 dated September 15 2026](#)

[2027 CADP Consultation page](#)

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