

# **Northumberland Minor Hockey Association**



**Request for Proposal**

**Power Skating**

**2018 – 2019 Season**

## Table of Contents

<b>1.0</b>	<b>Background Information</b> .....	1
1.1	Previous Power Skating Arrangements.....	1
1.2	Objectives of Proposal.....	1
1.3	Instructions to Proponents.....	1
1.3.1	Acknowledgement of Intention to submit Proposal.....	1
1.3.2	Proposal Questions.....	1
1.3.3	Proposal Bulletins .....	1
1.3.4	Proposal Submission .....	2
1.3.5	Return of Proposal .....	2
1.4	Award Criteria .....	2
1.5	Contract Duration .....	2
<b>2.0</b>	<b>Scope of Work</b> .....	2
2.1	Service Requirements .....	2
2.2	Financial Arrangements.....	3
<b>3.0</b>	<b>Proposals</b> .....	3
3.1	Proponent Profile and References .....	3
3.2	Certification and Insurance .....	3
3.3	Instructor to Student Ratio .....	3
3.4	Session Examples .....	3
3.5	Cost .....	3
<b>4.0</b>	<b>Acceptance of Terms and Declaration</b> .....	4
4.1	Agreement with terms .....	4
4.2	Acceptance of Proposal.....	4
4.3	Failure or Default of Proponent.....	4
4.4	Obligations of Proponent .....	4
4.5	Public Liability and Property Damage.....	4
4.6	Declaration .....	4

## 1.0 Background Information

### 1.1 Previous Power Skating Arrangements

For the past few seasons, the Northumberland Minor Hockey Association (NMHA) Development Program included a blended curriculum where skills and power skating were provided through one development program for Novice to Major Bantam level teams.

### 1.2 Objectives of Proposal

There are several key objectives for this proposal process:

- To appoint a power skating instructor to provide first class service to our players
- To appoint a professional and reliable instructor to augment skating skills
- To ensure value for money, while maintaining top notch instruction

### 1.3 Instructions to Proponents

#### 1.3.1 Acknowledgement of Intention to submit Proposal

To receive Addenda directly via email, Proponents must state their intention to submit a proposal by email to Andrew Cullen, Director of Hockey Development, at the following email address:

[development@northumberlandminorhockey.com](mailto:development@northumberlandminorhockey.com)

Addenda, if applicable, will also be posted on the NMHA website.

#### 1.3.2 Proposal Questions

Questions regarding the Request for Proposal must be submitted in writing to Andrew Cullen, Director of Hockey Development, at

[development@northumberlandminorhockey.com](mailto:development@northumberlandminorhockey.com) before July 27<sup>th</sup>, 2018 at 7:00p.m.

Answers to any questions raised by Proponents will be communicated to all Proponents involved in the Request for Proposal via a Proposal Bulletin no later than July 30<sup>th</sup>, 2018.

#### 1.3.3 Proposal Bulletins

At any time after the issue of the Request for Proposal (and up to three days prior to the proposal submission date) NMHA may issue a Proposal Bulletin which revises, adds to or clarifies the original Request for Proposal document.

#### 1.3.4 Proposal Submission

Proposals must be submitted in accordance with all instructions contained within this document. Please read the Request for Proposal document very carefully and provide all the required information in sufficient detail to allow the evaluation team to make an informed decision.

The proposal submission shall include all information outlined in Section 3.

#### 1.3.5 Return of Proposal

Proposals must be returned by email to [development@northumberlandminorhockey.com](mailto:development@northumberlandminorhockey.com) and cc'd to [president@northumberlandminorhockey.com](mailto:president@northumberlandminorhockey.com) no later than 7:00 p.m. on August 3<sup>rd</sup>, 2018.

### 1.4 Award Criteria

The following criteria will be used to evaluate proposals:

- Value offered
- Quality of service
- Conformity with Hockey Canada Model of Development
- Suitability of requirements
- References

The work will not necessarily be awarded to the Proponent with the lowest cost.

### 1.5 Contract Duration

The NMHA intends to sign a one year agreement with the successful Proponent with the option to renew the Contract for two (2) separate one (1) year periods and have the option to extend this agreement for up to two (2) years if approved by the NMHA Executive after completion of the 2018-2019 season.

## 2.0 Scope of Work

### 2.1 Service Requirements

NMHA intends to provide Novice through Major Bantam rep teams with three power skating sessions throughout the season at no additional cost to registrants. The sessions will occur during regularly scheduled practice times for each team.

Projected dates for the 2018-2019 power skating sessions are approximately one in September, one in October, and one in November. Three sessions each will take place

for between 12 and 16 teams. The number of teams will be confirmed at the start of the season.

## **2.2 Financial Arrangements**

Proponent will issue monthly invoices to NMHA at the end of each month, outlining dates and hours worked. Payment will be made by cheque.

## **3.0 Proposals**

### **3.1 Proponent Profile and References**

A description of the Proponent's organization (if applicable), size, area of expertise, and experience must be provided.

At least three (3) references must be provided, including name, telephone number, and email address.

### **3.2 Certification and Insurance**

Safety and development are of paramount importance. The Proponent will be responsible for hiring, training, and supervising qualified instructors. The successful Proponent will be required to provide proof of Respect in Sport certification, and current Criminal Record Checks (CRC) for each instructor. Use of instructors not listed in the Proposal submission must be submitted to the NMHA for approval.

The selected Proponent will be required to provide NMHA with proof of Hockey Canada insurance, or equivalent, for each on-ice instructor.

### **3.3 Instructor to Student Ratio**

The Instructor to Student ratio that will be followed must be stated in the Proposal submission.

### **3.4 Session Examples**

Outline the skills and milestones to be taught during the three (3) power skating sessions. Provide an example of drills that may be included in the sessions.

### **3.5 Cost**

The NMHA is covering the cost of the ice.

The Proponent shall include the price per hour of instruction to deliver services.

## **4.0 Acceptance of Terms and Declaration**

### **4.1 Agreement with terms**

By submitting a Proposal, the Proponent agrees to all the terms and conditions of this Proposal. Proponents may only alter the electronic version of this document in order to add information requested; to alter any other portion or condition of the Proposal will invalidate the submission.

### **4.2 Acceptance of Proposal**

Should this proposal be accepted, the Proponent enters into agreement with NMHA for the faithful performance of the works covered by this proposal, in accordance with said plans and to complete said work on set out dates. The response must also guarantee that all quoted prices will be honoured for the duration of the 2018-2019 season. Should the NMHA and the Proponent wish to extend the agreement, adjustment to price may be negotiated.

### **4.3 Failure or Default of Proponent**

If Proponent, for any reason, fails or defaults in respect to any matter or thing which is an obligation of the Proponent under the terms of this document, the NMHA at its option may consider the Proponent has abandoned the offer made or the contract, if Proposal has been accepted, and the NMHA will be free to select an alternate of its choosing.

### **4.4 Obligations of Proponent**

In carrying out its obligations, the Proponent shall familiarize themselves with, and comply with all applicable NMHA, OMHA, and Hockey Canada regulations with regards to player safety and development.

### **4.5 Public Liability and Property Damage**

The Proponent shall save and hold harmless the NMHA, its Executive and volunteers, from and against any and all suits or claims alleging damage or injury (including death) to any person or property that may occur or that may be alleged to have occurred, in the course of the performance of the contract.

### **4.6 Declaration**

By submitting a Proposal, the Proponent certifies that the information submitted is correct, that the Proponent understands that the information submitted will be used to assess their organization's suitability to become a supplier to the NMHA, and that the information will be held on computer and on paper for this purpose.