

Request for Quote

On Ice Development



Issued: June 30, 2016

Brantford Girls Hockey Association

254 North Park Street Brantford, ON N3R 4L1

All correspondence should be submitted to: yocat@sympatico.ca



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I. Purpose

The Brantford Girls Hockey Association (“BGHA”) is seeking to consolidate and optimize the On Ice Development received by the Member Teams (“Teams”) that comprise BGHA.

We ask that qualified vendors (“vendor” or “bidder”) interested in providing such services, prepare and submit a Quote providing our selection committee with the information it needs to select what it feels will be our on ice development provider.

The following RFQ describes the purpose of the program, its desired outcomes, and other specific requests relating to the Quote. We understand that details surrounding a vendor’s submission may be subject to change. In your Quote, please feel free to suggest alternatives where noted.

Guide to this RFQ -

All correspondence of any sort with respect to this RFQ is to be done via the email address yocat@sympatico.ca. Any references in this RFQ to “email” are intended to refer to this address alone. Information sent to any other destination of any sort by any means or medium will not form part of the process. Details of the electronic format required for submission will be provided further in this document but Hard Copies will NOT be accepted for consideration. Furthermore, efforts outside of the prescribed process, such as but not limited to contact of any kind with committee members, may be cause for immediate disqualification of the vendor from further participation.

BGHA, at its sole right and discretion, may disqualify any bid it deems to be unsuitable and/or where the bidder has acted outside of the parameters of this RFQ. The decisions on this matter are final and BGHA offers no recourse for any bidder.



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Open RFQ Bidder Registration	July 1st	Listing on BGHA Website
RFQ Issue	July 5th	Copy sent to bidders as registered
Questions Due from Vendors	July 8th	Submit via email
Responses to Vendor Questions	July 18th	Submitted via email to all registered bidders
Deadline for Registration of Bidders	July 15th	Via email
Final Quotes Due	July 25th – 11:59pm	Submit via email
Oral Presentations if Required	Aug 2 – 5	TBD
Final Selection	Mid Aug	Vendor to be Notified

Forecasted Timeline *

* BGHA offers no warranty of any sort regarding this timeline. Changes to dates may occur. Any deviations or extensions will be communicated to all registered participants. Any dates mentioned anywhere in this RFQ are assumed to take place in 2016 unless otherwise noted.



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II. RFQ and Contracting Procedures

Copies of the RFQ will be made available to members of the general public who register as participants in the process. Potential bidders can register by sending a Primary Contact Name, and detailed Contact Info, including address, phone number and email, to yocat@sympatico.ca with the subject line RFQ.

Vendors are required to register their intent to participate in the process via email to the prescribed address. Registration will not be accepted via other means.

Registration requests will be accepted up until 11:59 pm on July 15th. No request for extension of the timeline in Section I will be considered on the basis of a bidder failing to register on a timely basis. Submissions from non-registered vendors will not be accepted.

All bidders registered by July 5th will be provided the opportunity to ask questions regarding the RFQ and its contents in order to help frame their bid. Questions must be submitted via email by July 8th and BGHA will make best efforts to provide responses to those questions by July 18th. Questions rendered outside of this process will not receive a response. BGHA will provide a copy of ALL questions and ALL answers to ALL registered bidders. Identity of the party asking the question will not be shared. Bidders registered after July 8th but before the deadline (July 15th) will not be allowed to ask questions but will receive a copy of the questions previously asked by others and the answers. BGHA reserves the right to decline to answer any question as it so chooses.

All completed Quotes must be received at the email address no later than 11:59 p.m. on Monday, July 25th. Late submission will be grounds for summary disqualification of the bid.

Bidders will be required to detach, complete and submit Section V of this RFQ. Bidders are encouraged to use the template as presented but are free to alter its format for promotional purposes as desired (e.g. add a logo, change font, etc.). However, the information provided must be ordered as outlined herein and no deviation from the requested information shall be allowed.



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The RFQ will be sent in PDF format but Section V will be provided in Word format for the purpose of allowing vendors to edit the content.

Each Quote should list and describe all services that the bidder intends to provide. However, all rates, fees and charges should be listed on a separate page/file and should NOT be included directly in the Section V template. The separate pricing page/file should clearly demonstrate the cost of each individual service. If the bidder proposes to offer a volume, bulk or other discount wherein the net price is contingent on the services ordered, this should be clearly explained but should not be offered in place of pricing for each service envisioned. For example, a bidder may indicate that it intends to charge \$100 for an hour for On Ice training for up to 17 players. However, they may also indicate that if the association commits to 100 sessions up front, the price will be lowered to \$80 per session. Both charges should be explicitly included in the Quote.

Selected bidders maybe asked to provide an oral presentation to the committee. This will involve a face to face presentation to the members of the committee. At this event, vendors will be encouraged and expected to demonstrate the efficacy and relative value of their services. Logistics and expectations will be provided to those bidders chosen to provide a presentation. It is anticipated that presentations will take place from Aug 2nd to 5th.

Selection is expected to be announced in mid August. BGHA reserves the right to select any number of bidders, including zero, in any manner as it so chooses at its sole discretion. The decision will be based on the interpretation of the complete offering package using all information available to the committee obtained by whatever means it so chooses. The vendor(s) selected will not necessarily be the lowest bidder, but will be the best fit overall for our athletes. BGHA reserves the right to reject any and all of the Quotes submitted in response to this RFQ and/or to hire a company or person not responding to this RFQ should the slate of bidders be deemed insufficient.



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Expectations

All quotes shall include –

- Rate per development session for Representative teams (all levels)
- Rate per development session for House League teams (from Novice to Peewee)

BGHA will provide all ice for said development. The following quantities are approximates –

- Minimum of 7 on ice sessions per representative team
- Minimum of 5 on ice sessions per House League division

All development shall be as per Hockey Canada guidelines.

For Representative teams, Vendor will provide 2 written analysis of observation and data collection. Analysis should include strategies, practice plans, fore-checking, defensive zone coverage and bench management. Vendor will make arrangements with said team to present analysis. Lack of cooperation of coaches will not reflect on vendor but vendor must provide backup effort to communicate with coaches.

For House League teams, Vendor will provide coaches with advise on practice plans.

Per session rate shall include observation, data collection, analysis, practice plan, meetings with coach or coaching staff and any reports.

Mid term on overall development and end of season report to be submitted to Laurette Caron, secretary of the board, at yocat@sympatico.ca.



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For the vendor who is ultimately chosen, a Master Services Agreement (“MSA”) will be completed between BGHA and the Vendor. This contract will include the general terms and pricing that will then be used.

BGHA may offer the following:

- € Payment will be made directly to the vendors by BGHA on behalf of the teams according to the agreed terms in the MSA.
- € BGHA expects that the MSA will be 7 months in length (September 2016 to March 2017) but will include option(s) for renewal at expiry at the agreed-to terms. The above notwithstanding, the overall aim of the initiative is as follows:
 - € Leverage preferred exposure and potentially increased volume to obtain preferential pricing and service for our teams
 - € Oversee and ensure training offered is high quality and consistent
 - € Ensure coaches training are conducted in a non-offensive manner.
 - € Ensure timely and accurate administration.



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III. Overview of Brantford Girls Hockey Association

Vision Statement

The Brantford Girls Hockey Association is dedicated to maximizing the potentialities of all our participants through volunteers and quality hockey programs.

- BGHA offers high quality hockey programs to the youth of the City of Brantford and surrounding area. Our House League program provides female hockey players under the age of 21 an ability to play ice hockey in a fun and safe environment. BGHA also administers a program for Representative Teams. There are approximately 10 representative teams with rosters totaling approximately 170 players. All programs are offered under the sanction of the Ontario Women's Hockey Association ("OWHA") which oversees the Associations.

BGHA is operated by a Board of Directors and possible future staff member. The Board includes an Executive Level as well as Directors who oversee their respective functions.

The Rep program is a premier level league playing against some of the most talented female hockey players in the world for their age. The Brantford Representative teams draw from a large zone. Our House League program draws mainly from Brant and Norfolk counties (but not exclusively).

Our focus is on development for all the Rep teams and House League teams from Novice to Pee wee with varying expectations around performance from parents and other stakeholders. Development is to enhance the capabilities of their athletes to try and meet these expectations.



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IV. Scope of Work

- € Provide athletic on ice development for the Member Teams of BGHA. This would include safe and appropriate instruction in dynamic movements, flexibility, cardiovascular training and transferable activities that will enhance the athletes' on-ice skills.
- € Liaise with the members of the Board, particularly the Director of Representative and Director of House League, as to enhancements to programs that may be available and in regard to any issues that arise.
- € Communicate with team coaches at designated intervals in the season (or sooner should there be concerns or questions on any matter)
- € Provide baseline testing at the start and end of the season to gauge performance improvement
- € Recommend safe adaptations for specific age groups
- € Prepare accident or injury reports should an incident happen during training