



**Request for Quote- Team and Individual Photos**

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## **AIRDRIE MINOR HOCKEY ASSOCIATION AMHA**



### **REQUEST FOR QUOTE**

**Team and Individual Player Photos**

**May 25th, 2017  
Airdrie Minor Hockey Association  
Request for Quote  
Team and Individual Player Photos**



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### 1 OVERVIEW:

#### 1.1 AIRDRIE MINOR HOCKEY ASSOCIATION

##### Profile

Airdrie Minor Hockey Association is a not for profit organization consisting of 1400+ hockey players spanning 75+ teams. This includes AA, Travel, City. We believe strongly in our mission statement: *To provide fair opportunity for positive experiences through a safe and fun environment, with strong, progressive and quality programs for all members of the hockey community.* The City of Airdrie currently has 5 ice rinks, AMHA membership continues to grow 10-15% annually.

##### Quote Expectations

The Airdrie Minor Hockey Association (AMHA) is soliciting bids for its hockey program, which will include all Timbit to Midget teams.

The goal of the Association is to secure a Photographer who can supply team and individual player photos in a timely and cost effective manner without comprising quality. AMHA will base its decision on a series of criteria focusing on each specific area of the specification provided.

### 2 The RFQ

#### 2.1 Objective

To establish a contract for the supply of Team and Individual Player Photos for the Airdrie Minor Hockey Association. This will include all AA, Travel and City teams.

#### 2.2 Length of Contract

The length of the contract is for **two years with an AMHA option for a third year.** AMHA currently has 80+ teams within the association.



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### 2.3 Communication

All inquiries are to be directed to:

**Stacey Carefoot**

Operations Coordinator, Airdrie Minor Hockey

Phone Number: 403 912 2680

Email: [amhaops@telus.net](mailto:amhaops@telus.net)

### 2.4 Appropriate Photographer Contact

All Photographer contacts will be restricted to the communication channel as identified in section 2.3 from the date of issue of the RFQ, through to the actual award notification of the contract. Photographers are prohibited from contacting executives and staff, during the RFQ process to obtain any information pertaining to this RFQ, RFQ Process, RFQ Committee Activities, or to demonstrate or justify the Photographer's products, services or relay other benefits of doing business with AMHA, unless specifically requested to do so by the individual named in section 2.3 Further, it is inappropriate for the Photographer to initiate contact with any member of the RFQ Review Committee unless specifically requested to do so. To protect the integrity of the bidding process any Photographer that does not adhere to this section will be disqualified.

### 2.5 Review Committee Members:

- ☐ Cliff Gunther – President AMHA
- ☐ Colin Hewko – VP Competitive AMHA
- ☐ Todd Slaney – VP High Performance AMHA
- ☐ Anthony Garland – VP Recreation AMHA
- ☐ Stacey Carefoot – Operations Coordinator AMHA

### 2.6 Documentation

2.6.1 Photographers are responsible for examining all RFQ documents, including Appendices, as soon as possible after receipt. Immediately, report all errors, omissions or ambiguities.

Notification must be made in writing and at least three days prior to due date of proposal, and in accordance with communication channels as outlined in 2.3. If necessary, and if time permits, an addendum may be issued to all Photographers before the submission deadline.

2.6.2 Prior to submitting a quote, Photographers shall carefully examine all specifications to ensure a coordinated proposal, fully inform themselves of the conditions and limitations and include in their proposal price a sum to cover the cost of all items contemplated in an award.

2.6.3 All questions and concerns will be submitted in writing to the contact identified in section 2.6.4

2.6.4 All responses to questions and concerns will be shared with all proposed Photographers for this RFQ providing equal access to information.

## 3 QUOTE SUBMISSION GUIDELINES



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### **3.1 Submission Deadline**

The deadline for Proposal submissions is **Friday July 24<sup>th</sup>, 2017** at 1:00 p.m.  
Late responses will NOT be accepted.

### **3.2 Delivery of Quote**

- 3.2.1 All quotes must be received on/or before the deadline via **email** to Stacey Carefoot.
- 3.2.2 Quote pricing is not to be submitted or shared with any other person(s) other than the Purchasing Committee Chair Person identified in the above clause. Failure to adhere to this requirement **WILL** result in immediate disqualification of the Photographer's proposal.
- 3.2.3 Any changes to submissions can be made before the deadline only. Original submissions can be requested to be returned prior to the RFQ closing deadline only. If a request is made no record of the submission will be recorded. It is the Photographers' responsibility to resubmit their bid before the deadline to be included for consideration and review.

### **3.3 Quote Validation**

Quotes should be valid for a maximum period of 60 days from the date of submission.

### **3.4 Fair Practice**

This quote is made by the Photographer without any connection, knowledge, and comparison of figures or arrangements with any person or persons preparing this document and is in all respects fair and free from collusion or fraud. Any infraction of this clause will lead to immediate disqualification from the bidding process. All information submitted pertaining to this RFQ will not be shared with other Photographers, unless required to do so by law or legislation.

### **3.5 Confidentiality**

- 3.5.1 All specifications and other important information furnished in connection with this RFQ are confidential, and are to be used for the sole purpose of completing submissions and are to be used for no other purpose unless prior written consent has been provided by AMHA.
- 3.5.2 All material and information furnished shall remain the property of AMHA and are to be used at the Association's discretion.
- 3.5.3 All Photographers electing not to submit a proposal shall dispose of any and all confidential information as noted within in a responsible manner.

### **3.6 Pricing**

Pricing will be based on the award of a two (2) year + 1 year option contract. Proposals shall be:

- 3.6.1 A firm stipulated price for the services provided without escalation clauses or other qualifications for the duration of the contract.
- 3.6.2 Denominated in Canadian Funds.
- 3.6.3 Inclusive of all applicable taxes.
- 3.6.4 Billing for this contract will be done by the Photographer directly to AMHA



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### **3.7 Contract Award**

3.7.1 Final selection of a Photographer may be based on, but not limited to, overall cost, service quality and availability, Subjective issues will be evaluated as well, such as expected overall performance / availability, service quality, past history with Photographer, response to RFQ and adherence to RFQ terms and conditions.

3.7.2 AMHA reserves the right to reject any or all proposals. An award may not necessarily be based on the lowest price offered.

### **3.8 Selection Criteria**

The following listing is representative of the criteria that will be used to establish the best overall proposal from all Photographers. The criteria being evaluated will include some or all items listed below depending on the perceived relevance. Each criteria chosen for this RFP will be assigned a weighted score for evaluation purposes.

3.8.1 Photo Cost

3.8.2 Acceptance to all Terms of RFQ

3.8.3 Ability to supply photos within specified timeline

## **4. REQUIREMENTS FOR REQUEST FOR QUOTE**

4.1 Photographer will provide cost for photo capture and digital photo distribution to all AMHA members.

4.2 Photographer will provide cost for photo capture and hard copy photo distribution to all AMHA members (5x7 team photo, 4x6 player photo in a mid grade memory mate).

4.3 Photographer will supply delivery or hardcopy or digital photos prior to December 1<sup>st</sup>.

## **5 TERMS AND CONDITIONS OF RFQ**

### **5.1 Photographer Conduct**

5.1.1 The successful Photographer will conduct themselves in a professional manner at all times when fulfilling the obligations of this contract.

5.1.2 The successful Photographer will supply only those items submitted in their bid proposal. No substitutions will be allowed without prior approval and a purchase order issued.

5.1.3 Services submitted without proper approvals will be considered a donation on the part of the supplier and not subject to invoicing or payment.

5.1.4 Any Photographer identified as having discussions with any party other than the person identified in 2.3 during the RFQ process which has not been prior approved by such individual will be subject to disqualification.

5.1.5 The photographer will be responsible to booking teams, communicating with team managers and supplying a schedule that is efficient and works well for AMHA and our teams.

### **5.2 Termination**

5.2.1 The contract may be terminated with thirty (30) days written notice due to non-performance of services under this agreement. If the Photographer is capable of resolving the non-performance issue to the satisfaction of AMHA within the 30-day notification period, then AMHA, at its sole discretion, may elect to re-instate this contract. Any costs incurred by AMHA to rectify



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circumstances stemming from a non-performance issue shall be compensated by the Photographer prior to any reinstatement or within 30 days of official date of termination.

5.2.2 Either party may terminate this Agreement at any time by providing not less than sixty (60) days written notice to the other party.

5.2.3 The contract may be terminated in accordance with item 5.1 (Photographer Conduct) with 30 days written notification.

### **5.3 Assignment**

No part of this contract may be assigned or transferred without the prior express written consent of AMHA.

## **6 SUBMISSION REQUIREMENTS**

### **6.1 Timetable**

#### **Date Deadline or Action**

6.1.1 May 25<sup>th</sup> /17 - Issue RFQ to Photographers

6.1.2 July 24<sup>th</sup>/17 - Deadline – Quote Submissions

6.1.3 August 1<sup>st</sup> /17 - Committee Evaluation/Award Approvals (or Prior)

6.1.4 August 15<sup>th</sup> /17- Award Notification (or Prior)

Please note that the above dates are subject to change at the sole discretion of AMHA and are intended to be used as a guide only.

### **6.2 RFQ Review Process**

AMHA will establish an RFQ Review Committee, with Executive endorsement, who will utilize standard protocols for evaluation.

### **6.3 Price Request #1 DIGITAL FORMAT ONLY**

6.3.1 Photographer to provide a price for set up, take down and photographing of +/- 80 AMHA teams and +/- 1400 individual player photos.

6.3.2 Photo delivery will be in digital format to team managers who will then disperse photos to their team.

6.3.3 All team photos delivered in digital format to AMHA for future use (newspaper, sponsor thank you plaques etc.)

6.3.4 Provide an option for parents to order additional photos, hockey cards, and other photo mementoes from photographer.

6.3.5 Each team photo to include team name and individual player names in order as they appear in the photo.

6.3.6 Photographer to be solely responsible for the set –up, take down and storage of backdrop and floor cover.



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### **6.4 Price Request #2 DIGITAL PHOTOS WITH HARD COPY**

**6.4.1** Photographer to provide a price for set up, take down and photographing of +/- 80 AMHA teams and +/- 1400 individual players with a hard of copy of each player and team to be delivered to AMHA in the form of a mid-grade memory mate with AMHA logo.

**6.4.2** Memory mate will consist of a 5x7 team photo and 4x6 individual player photo printed on high quality glossy photo paper.

**6.4.3** Photographer will provide an option for parents to order additional photos, hockey cards and other photo mementos from photographer for up to six months after initial photo delivery.

**6.4.4** All team photos delivered in digital format to AMHA for future use.

**6.4.5** Photographer to provide a professional backdrop and floor cover for team and individual photo (see attached photo for example)

**6.4.6** Each team photo to include team name and individual player names in order as they appear in the photo.

**6.4.7** Photographer to be solely responsible for the set –up, take down and storage of backdrop and floor cover.

### **PROPOSAL SUBMISSION FORMAT**

**Please ensure you provide two separate price options as per 6.3 and 6.4**

Photographers are asked to include the following information in their proposals

- \* Understanding of the request for proposal
- \* Background information on the proposed contract, including previous experience
- \* Description of how required elements will be met
- \* Detailed breakdown of cost/player and other costs to the association
- \* Total cost to the association based on 1400 players and 80 teams (number of players and teams for vendor cost comparison only, actual number will vary)
- \* Samples must be included in hard copy or electronic format

### **EVALUATION CRITERIA**

Evaluation criteria may include, but not limited to the following:

- \* Compliance with the request for proposal requirements
- \* Ability to meet required elements
- \* Experience with similar organizations
- \* Ability to meet established timelines

Thank you in advance for your interest, please direct all completed proposals and inquiries to:

**Stacey Carefoot**

Operations Coordinator, Airdrie Minor Hockey

Phone Number: 403 912 2680

Email: [amhaops@telus.net](mailto:amhaops@telus.net)