

Airdrie Minor Hockey RFP -Conditioning Camp

Request for Proposal (RFP) from the
Airdrie Minor Hockey Association (AMHA) for a
Third Party Conditioning Camp Facilitator

SYNOPSIS:

The facilitator will act as an independent third party and work closely with Airdrie Minor Hockey Association to run players thru top quality, pre-season conditioning camps.

The facilitator will be responsible for coordinating ice times with the administrator, communicating issues that might arise and problem solving as required.

Airdrie Minor Hockey Conditioning Camps will begin the week of September 6th and run for a period of two to three weeks including weekends.

The facilitator will provide sufficient skilled man power to meet the requirements of AMHA's conditioning camps. The camps include approximately 70 hours of skate times and 8 hours of specialty clinics for age groups ranging from Novice to Midget. Conditioning camp groups will consist of aprox 30 skaters per session.

Statement of Requirements:

RFP submissions must address the following criteria:

- Proposed salary/fee for delivery of services
- Summary of skill set
- Summary of similar experiences complete with letters of recommendation if available.
- References
- Provide a Conflict of Interest statement, listing the name of any AMHA employees, director or volunteer having an interest in any firm listed in the proposal submission and nature of that interest. An admission of Conflict of Interest will not necessarily exclude a candidate from consideration.

Submission of this Proposal:

Submissions shall include one (1) electronic pdf copy or one faxed copy sent directly to Airdrie Minor Hockey:

Email: airdriehockey@telus.net

AMHA is not responsible for any costs incurred by you in the preparation of your response to this RFP. If the proposal is accepted, it will form part of the contract that will be negotiated subsequently. Any statements therefore, included in the proposal as to the performance of the product will be contractually binding.

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The Selection Committee is not obligated to employ any or all applications to this RFP competition.

Timeline:

Deadline for submission of proposal: **July 1st, 2017**

Please provide costs and all information available by deadline.

Confidentiality of Information:

All information contained in this RFP is publicly available. We will however, treat all identifying and other personal information within strictest confidence in accordance with the privacy bylaws of Alberta.

Successful Proposal:

The final decision will be communicated by letter or email to all individuals and corporations that submitted a proposal by **July 1st. 2017**

We thank you for your interest in providing player evaluations services to our association. Should you require further information please contact Airdrie Minor Hockey at 403 912 2680 or email airdriehockey@telus.net

See you at the rink,

Airdrie Minor Hockey