



May 25, 2017

Dear Sir/Madam:

Re: Request for Proposal for the operation of the Mighty Mites and Junior Timbits programs.

RFP Closing Time (12:00:00 p.m. Mountain Daylight Time) on the Closing Date (June 15th, 2017)

The AMHA is issuing a Request for Proposal (RFP) to operate its Mighty Mites and Junior Timbits programs. The full details and expectations are laid out in Part B – Instructions.

The RFP package consists of the following components:

1. **Part A – Invitation to Tender** (this document). The document outlines the different parts of the tender and explains the requirements for submitting a Tender to the AMHA. Please ensure you read this document thoroughly in order to understand the requirements.
2. **Part B – Instructions.** The document outlines the terms and conditions attached to both the submission of the tender and the awarded work.
3. **Part C – Scope of Work.** The document outlines the specific requirements of the program. Please read this document in order to gain a full understanding of the expectations associated with delivery of the program.
4. **Part D – Pricing Schedule.** The document contains the template which will be filled out by the Tenderer and submitted to AMHA for evaluation. Once you have carefully reviewed Parts A, B, and C, please fill this out, and submit a copy of Part D to the AMHA through the means outlined in Part B – Section 3.3.

AMHA thanks you for your interest in providing the on ice facilitation of our Junior Timbits and Mighty Mites programs. Should you require further information please contact Airdrie Minor Hockey at 403 912 2680 or email airdriehockey@telus.net

Yours truly,

Stacey Carefoot

T: 403.912.2680 | E: airdriehockey@telus.net

W: <http://www.airdriehockey.ca>

1 GENERAL

1.1 INVITATION TO SUBMIT PROPOSAL

Tenderer is invited by AMHA to submit a Tender for the delivery of services in accordance with the terms and conditions of this RFP Package. A full description of the requirements is contained in this RFP Package.

1.2 DEFINITIONS AND INTERPRETATION

For the purposes of this ITT Package, words and phrases that are not defined herein shall have the meaning given to them in the Purchase Order. The following capitalized words and phrases when used in this ITT Package shall have the meanings ascribed below:

"Addendum" or "Addenda" means any additional information or responses to clarification requests issued by AMHA for review and use by Tenderer in the preparation of its Tender.

"Closing Time" means the exact time on the Closing Date specified in these Instructions prior to which any Tender shall be submitted to AMHA by Tenderer.

"Closing Date" means the final date specified in these Instructions on which any Tender may be submitted by Tenderer to AMHA in accordance with this RFP Package.

"RFP Package" means the documents comprising this invitation to Tender, and includes any Addendum.

"Tender" means the documents prepared and submitted by Tenderer to AMHA in response to this RFP Package.

"Tenderer" means a recipient of this ITT Package.

"Validity Period" means a period of thirty (30) days after the Closing Date.

The words "include", "includes", and "including", when used in this ITT Package shall be construed to mean "include, without limitation", "includes, without limitation", and "including, without limitation" respectively, as appropriate.

Any reference to AMHA's "judgment", "discretion" or decision-making capacity shall mean any such judgment, discretion or decision is at the sole, absolute and unfettered discretion of AMHA, whether reasonable or unreasonable.

2 KEY DATES

2.1 ORIGINAL KEY DATES

The following dates are applicable to this RFP Package:

ITT Package Milestone	Date
<i>Deadline for Receipt of Tenders</i>	June 15, 2017
<i>Projected date for award</i>	June 20, 2017

2.2 REVISIONS TO KEY DATES

AMHA may extend the Closing Date and/or Closing Time or any of the other dates specified above, at its sole discretion, from time to time. AMHA will provide written notice of any such change to Tenderer as soon as is reasonably possible by Addendum.

3 TENDER REQUIREMENTS

3.1 TENDER CONTENTS AND FORMAT

A Tender must contain all the information, acknowledgements and documentation required by this RFP Package. Specifically, Tenderers shall ensure all information, acknowledgements and documentation requested, including:

5. Part D (Pricing Schedule);
6. Summary of skill set
7. Summary of similar experiences complete with letters of recommendation if available.
8. References

3.2 TENDER TO BE SUBMITTED PRIOR TO CLOSING TIME

A Tenderer shall submit a Tender by the Closing Time. AMHA is under no obligation to accept late Tenders.

3.3 LOCATION FOR SUBMISSION OF TENDER

A Tender shall be submitted to the one of the following locations in the manner outlined:

1. One (1) electronic pdf copy sent to airdriehockey@telus.net; or

3.4 MODIFICATION AND WITHDRAWAL OF TENDERS BY TENDERERS PRIOR TO CLOSING TIME

Tenderer may modify or withdraw its Tender through written notice to AMHA at any time between the receipt of the Tender by AMHA and the Closing Time. Following withdrawal or modification, Tenderer may submit a new Tender provided it is submitted prior to the Closing Date and in accordance with this RFP Package. Only the latest Tender will be considered by AMHA.

3.5 BINDING NATURE AND VALIDITY OF TENDER

AMHA may accept any Tender during the Validity Period. In consideration of AMHA agreeing to send to Tenderer this RFP Package and agreeing to receive and review Tenders, Tenderer who submits its Tender agrees that, if selected, it will provide the services and the rates and other pricing information contained in such Tender shall remain valid, irrevocable and open for acceptance by AMHA for the entire duration of the Validity Period.

During the Validity Period, Tenderer shall not withdraw, amend or impair its Tender. Notwithstanding any clarifications, negotiations or discussions that may take place between AMHA and any Tenderer before, on or after the Closing Time, the Tender shall not expire or lapse, and shall remain valid during the Validity Period, unamended by any such clarifications, negotiations and discussions.

3.6 TENDER COMPLIANCE DETERMINED SOLELY BY AMHA

Failure by Tenderer to meet any or all of the requirements specified herein may result in the Tender being deemed non-compliant by AMHA. Determination of whether a Tender has been submitted and is in compliance with the other requirements for a Tender specified herein shall be at the discretion of AMHA. Blanket exceptions or general statements by Tenderer to the

effect that the Tender may or may not meet the requirements of AMHA, or that the Tender is subject to general market availability for labour or materials, are not acceptable.

3.7 CONSIDERATION FOR TENDERER'S SUBMISSION OF A TENDER

AMHA's sole consideration and responsibility for Tenderer preparing and submitting a Tender in accordance with the RFP Package is that AMHA undertakes to review all Tenders submitted.

3.8 COSTS AND EXPENSES OF PREPARATION OF TENDER

All costs and expenses incurred by Tenderer associated with its preparation, submittal, clarification, negotiation and discussions with respect to a Tender and any Alternate Tender (as applicable) shall be at the sole cost and expense of Tenderer.

3.9 DISCLOSURE OF INTEREST

Tenderer shall make full disclosure in its Tender of any relationship between Tenderer and its employees and any employee, officer, director, or executive of AMHA.

If Seller is later determined to have failed to disclose the type of relationship specified above and/or the relationship is falsely or insufficiently reported, AMHA may terminate or cancel the agreement without liability to Seller regardless of whether such agreement specifically states that existence of such relationship would be a material default.

3.10 NO COMPLIANT TENDERS

If all Tenders are non-compliant, AMHA reserves the right to proceed howsoever it chooses, in its discretion, without further obligation to any Tenderer, and may, among other things and without in any way derogating from AMHA's rights specified in these Instructions, request each Tenderer to correct any non-compliance issues in its Tender, retender the Goods, cancel the ITT, select a non-compliant Tender, or conduct negotiations with one or more non-compliant Tenderers or with any other Person or Persons.

4 CONFIDENTIALITY OF INFORMATION

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

5 BACKGROUND

Last year, the Airdrie Minor Hockey Association (AMHA) initiated the Mighty Mites program; development aimed at 3 – 5 year olds that were learning to skate.

This year, the AMHA is expanding the structured programming of the Mighty Mites program to include first year Timbits players. Both programs shall follow Hockey Canada guidelines for Initiation level skaters. For full details please refer to the Hockey Canada website.

The purpose of this program is to introduce the basic fundamentals of hockey in a fun, engaging, and safe environment. In addition to developing the skill of the skaters, another goal is to assist with the coaching development of interested parents through on-ice, informal training.

The Contractor shall not include parent volunteers as members of its staff and cannot rely on parents of registered skaters in order to meet minimum instructor to skater ratios.

6 PROGRAMMING

6.1 MIGHTY MITES

The program will be delivered through two separate programming sessions; fall 2017 and winter 2018.

Each session will consist of a number of groups, the number of which will be based on the number of registrations received by the AMHA. Each group will have a maximum of 30 skaters.

AMHA Mighty Mite Program is currently schedule to operate (could increase and/or slightly change pending City of Airdrie Ice Availability :

Tuesday Mornings 10:00AM-10:45AM

Tuesday Afternoons 1:00PM-1:45PM

6.2 JUNIOR TIMBITS

The program will be delivered through one programming session, October-March.

Junior Timbits will consist of a number of groups, the number of which will be based on the number of registrations received by the AMHA. Each group will have a maximum of 50 skaters.

The Junior Timbits groups will run during weekends (e.g. Saturdays & Sundays beginning at 6:45 AM).

Each group will run twice per week.

7 REQUIREMENTS

7.1 ALL PROGRAMS

The Contractor shall supply all labour, equipment, tools, and unsupplied materials necessary to complete the following for all groups:

9. Provide qualified hockey coaches for the registration levels specified in each program. The minimum coaching certification is the Hockey Alberta issued Respect in Sport Activity Leader/Coach/Officials program.
10. Provide fun and interactive on-ice instruction for all registered skaters following specific Hockey Canada goals for skills development outlined in its Initiation program.
11. Work with registered on-ice volunteers in order to develop their ability to run programming, direct and teach children, and assess on-ice skills.
12. Coordinate the number of groups and ice times with the AMHA. While reasonable effort will be made to accommodate the availability of the Contractor, the AMHA is limited by ice time availability and shall exclusively determine the required programming times.
13. Communicate any issues that arise immediately to the AMHA so that an agreement can be reached on how to address. All communication to participants must be also cc'd to the AMHA program director or liaison.
14. While engaged in the programming the contractor and their employees will be stewards of Airdrie Minor Hockey. The contractor and their employees will be permitted to wear

track suits (supplied by the contractor) signifying your affiliation with your own company however there will be no focus on marketing, engagement and promotion of your own company beyond your attire and your logo alongside that of AMHA, with a link to your website on official communication.

15. To remain compliant with federal Anti-Spam legislation the Contractor will not use AMHA email contacts for the purpose of marketing your business.
16. Practice plans are required to be sent via email to all on ice volunteers and the program director a minimum of three days prior to the ice time.

7.2 MIGHTY MITES

The Contractor shall supply all labour, equipment, tools, and unsupplied materials necessary to complete the following for all groups in all sessions:

1. Provide one (1) instructor for every six (6) registered skaters. The Contractor must be able to supply staff for up to 30 registrants per session, but only charge based on the instructors required to meet the minimum instructor ratio. For example, if 22 students are registered for a session, the Contractor shall invoice for 4 instructors, even if additional instructors are present.
2. Issue owner supplied paraphernalia to all registered skaters.
3. Unregistered participants (children of hired coaches etc) are not permitted on the ice at any time during this programming.

7.3 JUNIOR TIMBITS

The Contractor shall supply all labour, equipment, tools, and unsupplied materials necessary to complete the following for all groups:

1. Provide one (1) instructor for every eight (10) registered skaters on practice sessions and provide three instructors (3) for every 50 skaters on mini game sessions. In conjunction with the programming the contractor is expected to engage in coach training to prepare the on ice volunteers to assume some of the coaching

responsibilities as the season progresses. It is not the intent of AMHA to phase out the contractor, rather the intent is to have our coaches learn from professionals to prepare them for future years and divisions. The Contractor must be able to supply staff for up to 50 registrants per session, but only charge based on the instructors required to meet the minimum instructor ratio. For example, if 30 students are registered for a session, the Contractor shall invoice for 3 instructors for a practice session, even if additional instructors are present.

2. To accommodate our development model, AMHA expects that the instructors for this program be consistent. The players will be divided into four groups on the ice, each group will have a lead instructor (contract employee) and these employee are required to be the same individuals each week within reason (illness, vacation etc).
3. Unregistered participants (children of hired coaches etc) are not permitted on the ice at any time during this programming.

8 WORK NOT INCLUDED

The following activities are not in the Contractor Scope of Work and shall not be included in the pricing submitted. The AMHA will provide the services necessary to complete:

1. Rental and payment of ice surfaces and change rooms;
2. Structure and logistics of registrations and payments.