



# **Request for Information Hockey Development Services**

**RICHMOND SEAFAIR MINOR HOCKEY ASSOCIATION**

**Issue**      **Date:** December 1, 2017

**Closing Date and Time:** December 21, 2017 at 4:00 pm PST

**Attention:** Program Committee

[program@richmondseafairhockey.com](mailto:program@richmondseafairhockey.com)

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# 1 General Information

## 1.1 Overview

The Richmond Seafair Minor Hockey Association (RSMHA) will begin operations in the 2018/19 Season with the amalgamation of the Richmond Minor Hockey Association and the Seafair Minor Hockey Association. RSMHA is presently developing its strategic approach to the future procurement of Hockey Developer services. A key component of this strategy is obtaining input from industry on best practices and current trends in minor hockey development .

## 1.2 Purpose of this Request for Information

Through this Request for Information (RFI), RSMHA is seeking responses from vendors who provide Hockey Development services. RSMHA's focus in this RFI is to consult the market and explore potential solutions to meet our requirements, including ideas and recommendations on service scope, strategy and approach for the future delivery of hockey developer services.

## 1.3 Respondent Suitability

RSMHA is interested in hearing from vendors who provide hockey development services in the support of Minor Hockey Associations and who have both the experience and capacity to provide the range of services described in this RFI.

Through this process, we are interested in exploring a number of issues which may impact the RSMHA's ability to effectively use Hockey Developer resources in meeting its objectives. We do not presuppose any solution or contractual construct for respondents.

Interested parties (Respondents) are invited to respond to this RFI by submitting a Written Response to the RSMHA.

For more information on the RFI process, please see Section 5.

## 1.4 Timeline and Key Dates

Date	Event
December 1, 2017	RFI opens
December 21, 2017	RFI closes - Written Response due
December 21 to January 15, 2018	Post-RFI consultation/Procurement period
January 15 to 30	RFP submissions

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## 1.5 RFI Objectives

The key objective in issuing this RFI is to consult with the Hockey Developer industry to explore potential options to meet the RSMHA's requirements. This consultation will assist RSMHA in:

- Gauging the level of interest and gain a better understanding of the expertise in the vendor community;
- Obtaining feedback and an understanding of the opportunities, challenges and issues associated with the delivery of hockey development services;
- Exploring program delivery models; and
- Refining procurement processes and timelines.

RSMHA's requirements are described further in this RFI. Respondents are requested to reply to relevant topics (listed in [Appendix A](#): RFI Questions) through a Written Submission.

Respondents should be aware that this RFI does not commit RSMHA in any way to enter into discussions, negotiations or agreements related to hockey developer services. For greater clarity, this RFI is not a mandatory precondition to participation in any future or potential competitive procurement processes, nor will Responses be evaluated.

All inquiries related to this RFI are to be directed, in writing, to the Contact Person whose name and contact details are provided on the title page of this RFI.

## 2 Organizational Overview

### 2.1 RSMHA Mandate

The RSMHA will offer an integrated minor hockey program from pre-novice to juvenile in the City of Richmond, BC. RSMHA will be a member of the Pacific Coast Amateur Hockey Association. RSMHA is expected to field teams in the top tiers of Rep Hockey leagues and participates in the President's league for recreational hockey.

The Mission Statement of RSMHA is:

Richmond Seafair Minor Hockey is dedicated to providing an accessible opportunity for the youth of our community to grow through sport. In delivering our programs, we are guided by the following values:

- fair play while promoting good sportsmanship and adherence to the rules of hockey;
- **respect** for teammates, opponents, officials, volunteers and our community;
- **inclusiveness** for members of all abilities and backgrounds;
- **determination** and hard work as a path to success;
- **safety**, both physical and emotional, of our players and officials; and
- **fun** and enjoyable minor hockey experience for our members.

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## 2.2 RSMHA Members

The expected number of players by division for the 2018/19 season is as follows based on current numbers from SMHA and RMHA 2017/2018 season.

Division	# of Players
Intro	51
Initiation (H1)	111
Initiation (H2)	50
Novice (H3)	81
Novice (H4)	102
Atom	204
Peewee	176
Bantam	157
Midget	184
Juvenile	78
Total	1194

## 2.3 Rinks

RSMHA operates out of the following facilities in the City of Richmond:

- Richmond Ice Centre (6 ice sheets);
- Minoru Arena (2 ice sheets); and
- Richmond Oval (2 ice sheets limited).

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## **3 Hockey Development Services**

### **3.1 Developer Services**

RSMHA requires hockey developer services on a continuous and uninterrupted basis beginning in the 2018/19 hockey season. All vendors are expected to provide the highest level of service quality with professional, trained and experienced personnel. RSMHA looks to all vendors for services to be delivered in a cost-effective, efficient manner without compromising player safety and effectiveness.

### **3.2 Hockey Development Operations**

All vendors are expected to be under the direction of RSMHA. Operational decisions regarding the development services are established in consultation with the board of directors and relevant sub-committees ie. Programming

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## 4 RFI Process

This RFI process provides the opportunity to provide a Written Response to this RFI. RSMHA may also choose a post RFI consultation process upon receipt and review of all responses.

For key dates, please see [Section 1.4](#) of this document.

### 4.1 Written Response

Respondents are requested to provide a concise and focused written response to this RFI.

#### 4.1.1 Response Format

Respondents are requested to respond to this RFI by providing the following in a Word document with all pages consecutively numbered:

1. Executive Summary; and
2. Responses to the Topics set out in Appendix A: RFI Topics.

Any additional information should be included in a separate section identified as “Additional Information.” Respondents are encouraged to limit the documents submitted to information that is relevant to this RFI.

#### 4.1.2 Response Content

Respondents are requested to review the Topics in Appendix A: RFI Topics and provide answers with these and our operational context in mind.

#### 4.1.3 Response Submittal

Responses should be delivered via email to the attention of Board of Directors at [programming@richmondseafairhockey.com](mailto:programming@richmondseafairhockey.com) **before 4:00 PM PST on December 21, 2017.**

Please use the following in the subject line of the email: **Hockey Developer RFI Written Response – (Vendor name).**

#### 4.1.4 No Price Responses

Respondents are specifically requested not to submit a price response. Respondents may provide benchmarks or other information in support of their Responses.

### 4.2 Post-RFI Consultation

RSMHA may contact a Respondent for further discussions and/or clarification of their response.

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## 5 RFI Terms and Conditions

### 5.1 Enquiries

All enquiries related to this RFI are to be directed, in writing, to the Contact Person whose name and contact details are provided on the title page of this RFI. Information obtained from any other source is not official and should not be relied upon.

### 5.2 RFI Intention

This RFI is intended to gather information that can assist RSMHA in the development of its procurement process for the 2018/19 season. RSMHA may, but is not obligated to, make use of information received from this RFI when initiating a competitive bidding opportunity, or opportunities, in future.

This RFI is an information gathering process only, and is not a Request for Proposal or a formal call for tender of any kind.

Receipt of Responses from Respondents in relation to this RFI will not constitute a contract to purchase goods or services. No Respondent shall acquire any legal rights or privileges whatsoever in relation to the project, or portion thereof, as a result of this RFI.

### 5.3 Future Opportunities

When subsequent competitive procurement opportunities are issued, RSMHA is under no obligation to advise any vendor responding to this RFI. Such opportunities will be open to all vendors regardless of whether or not a Response to this RFI has been submitted.

### 5.4 Ownership of Documentation and Responses

All documentation associated with this RFI and all Responses submitted become the property of the RSMHA will be held in confidence, subject to the provisions of the *Personal Information Protection Act*. Respondents to this RFI consent to the RSMHA incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the RSMHA.

### 5.5 Respondent's Information

Respondents must not respond with proprietary or confidential information as any information and/or recommendations in response to this document may be used by the RSMHA in determining the structure and content of any subsequent procurement.

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By participating in this RFI, Respondents acknowledge and accept that any Respondent information and any parts of their Response including information that they may have identified as being confidential, may be used in competitive procurement process.

## **5.6 Non-Binding**

Any information including any pricing information provided by the Respondents is for general information purposes and not binding on Respondents.

## **5.7 Cost and Liability**

Respondents are solely responsible for any and all costs associated with responding to this RFI, including travel, living, incidental and other out-of-pocket expenses. The RSMHA will not be liable for any costs, expenses, fees, damages or claims arising as a result of responding to this RFI.

## **5.8 Rights**

RSMHA expressly reserves the right, at its discretion:

- To terminate this RFI process at any time;
- To amend or modify the contents of this RFI or the RFI process at any time; and
- To seek subsequent information or initiate discussions with any Respondent and with organizations whether they did or did not respond to this RFI.

These expressly reserved rights are in addition to any and all other rights of the RSMHA.



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## Appendix A: RFI Topics

The following topics are provided to indicate areas of interest to RSMHA. Respondents are invited to cover each of the topics in their Written Response.

### **CORPORATE PROFILE**

Provide a high level overview of your organization, years in business, services, including unique offerings and distinguishing features.

#### **1. INDUSTRY TRENDS**

Provide a description of relevant emerging industry trends and how you feel the RSMHA should be preparing our contract for hockey developer services beginning in the 2018/19 season.

Additional Supporting Questions:

- (a) Any technology or innovations that will enhance/change the effectiveness of hockey development.

#### **2. SERVICES**

In the provision of hockey developer services, what factors from your perspective, should most influence RSMHA's ability to achieve a goal of reliable/secure supply of services and cost effectiveness?

#### **3. PROGRAM COMPONENTS**

The following are examples of program components that may or may not be included, where the vendor(s) may choose to specialize in or incorporate into the larger program model.

- a. Initiation (Hockey 1–2)
- b. Initiation (Intro to Hockey)
- c. Specialized programming (First Shift, Cross Ice Hockey)
- d. 3 on 3 (including small area games)
- e. Skill development (individual skills, individual tactics, teams tactics)
- f. Novice (Hockey 3-4)
- g. Atom development (transition to full ice)
- h. Pond Hockey Peewee/Bantam games only
- i. High Performance Programming
- j. Coaching Development
- k. Goaltending Development
- l. On/off ice services (ie. dryland)
- m. Other
- n.

#### **4. PERFORMANCE MANAGEMENT and SERVICE LEVELS**

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Describe a best practices approach in developing ongoing program assessments and evaluations with review engagements. I.e. Specific, Measurable, Realistic, Timely.

**5. FINANCIAL AND CONTRACT MODEL**

What type of financial model provides greatest value for money for the provision of hockey developer services?

Additional Supporting Questions:

- (a) What contract term (for example years, operating period) best meets your operational requirements;

**6. ADDITIONAL COMMENTS**

Provide any other input that you feel would be relevant.