

Request for Proposals (RFP) for:

**Leduc Minor Hockey Association – 2025 Hockey
Evaluations**

This is separate proposals for
Goalie Evaluations
Forward/Defense Player Evaluations

PLEASE INDICATE WHICH PROPOSAL YOU ARE SUBMITTING

Goalie or Player

Date of Issue: Monday, April 7, 2025

Closing Date: Friday, April 25, 2025

Closing Time: 2:00 pm

Owner:

Leduc Minor Hockey Association

Attention: Katie Richter, Chair of the Evaluation Committee

U11@lmha.ab.ca

Please register intent to bid [here](#) so that we can provide you any necessary updates during the RFP process in the event we have updates but have not yet received your proposal package.

This document refers to recruiting a hockey evaluation company to complete the 2025 hockey evaluations for Leduc Minor Hockey in Leduc, Alberta.

The opening of the responses will be closed to the public. Oral copies will not be accepted.

CONFIDENTIALITY

All information in this Competition is strictly confidential and is only used by the Proponent to respond to Leduc Minor Hockey.

Any information or knowledge gained or obtained by the Proponent, their employees, or agents due to participation in this Competition is confidential. It must not be disclosed by the Proponent, their employees, or agents unless such disclosure is authorized in writing by Leduc Minor Hockey. Accordingly, the Proponent shall ensure that all recipients of said information, including the Proponent's employees, assume obligations identical in principle with those that the Proponent assumes under this agreement. Information provided in this Competition may not be sold, distributed, or used for profit.

The Leduc Minor Hockey Association recognizes the confidentiality of all responses and accompanying documentation. It will maintain the same, within the constraints of the Alberta Freedom of Information and Protection of Privacy Act.

1. Introduction

1.1 About Leduc Minor Hockey Association

Leduc Minor Hockey Association (LMHA) is a minor hockey association based in Leduc, Alberta. For the 2024-2025 season, LMHA was the home association for 743 registered athletes in U7-U18.

The mission statement of LMHA reads "Building positive Values and life skills with quality leadership, by providing opportunities to develop, promote, and improve hockey in a positive environment for the children, volunteers, and parents in the community of Leduc."

Founded in 1975, LMHA celebrated its 50th season in 2024-2025. As an association, LMHA has a rich history of hockey excellence in the region.

1.2 Background

LMHA operates under direction from its membership to contract with companies that provide third-party evaluations to administer evaluations for our athletes. Historically, our membership approves the Evaluation Committee (the Committee) to recommend to the LMHA board members a company to enter into a 3-year contract to administer the evaluation process for our athletes.

1.3 RFP Purpose

The Committee seeks proposals from third-party contractors with the skills and experience necessary to evaluate athletes from U9 to U18, from AA to tier 6. After the RFP closes, the Committee will interview the top 3 candidates for goalie evaluations and the top 3 for player evaluations. The Committee recommends to the LMHA board which companies they recommend to contract for evaluations. The contract will be for a 3-year term, with the first year being a probationary period. If the first season is successful, the contract will be extended for two more seasons without re-engaging the RFP process.

1.4 Information Provided/Available

The Committee ran an extensive survey sent out to the entire membership before completing the RFP documents; the survey results have been used to determine some priorities for the RFP and interview process. It will be pertinent to include details on -

- How evaluators are vetted,
- What other associations of a similar size has the company evaluated previously?
- How many ice surfaces can the company evaluate concurrently?
- How many evaluators are used for each ice session, and

- How the evaluators observe the athletes to ensure equitable results are accumulated for all athletes.

2. RFP Requirements

The format below is essential to ensure the proposal is clear and easy for the Committee to read and understand. If it doesn't follow this format, details might be missed that affect the scoring.

1. **Corporate Profile** - provide a profile of your company
2. **Evaluation Experience** – provide examples outlining experience
3. **Evaluation Team** – provide information regarding how evaluators are chosen, specific examples of evaluation staff by name, and resumes are welcome
4. **Evaluation Methodology**—clearly outline the anticipated process and timelines for evaluations.
 - Understanding that ice allocation will be finalized after the successful proponent is selected.
 - Evaluation must anticipate AAA releases coming down to AA.
5. **Professional Resumes and References** – provide a professional resume for your company with references
6. **Budget and Fee Schedule** - provide a full breakdown of your anticipated budget and fee schedule
7. **Proof of Liability Insurance** - provide proof of insurance
8. **Proof of Workers Insurance Coverage** – provide proof of workers insurance coverage in your proposal package

3. Proposal Assessment & Evaluation

The Committee intends to proceed with the review and selection of the successful Proponent based on the material submitted with the proposal and interviews of the shortlisted proponents.

4 Evaluation Matrix

Below is the evaluation matrix and related weighting for the project.

Proposal Component	Weighting
Corporation Related Evaluation Experience and References	20%
Evaluation Team	20%
Evaluation Methodology	25%
Budget & Fee Schedule	15%
Interview	20%
Total	/100

- There will not be a public opening of the Proposal submissions.
- LMHA reserves the right to accept any proposal or to reject any or all incomplete proposals.
- The Committee will review the proposals in a closed review process and select the appropriate firm. Once all proposals have been evaluated, the Committee will inform the successful Proponent and initiate a service agreement. The other invitees will be notified that they are unsuccessful in their bid, pending the successful negotiation of the contract with the successful proponent.

5 RPF Timeline

- RFP Release Date: Monday, April 7, 2025
- RFP Closing Date: Friday, April 25, 2025 - 2:00 pm local time,
- Evaluation Completion Review Date: Wednesday, April 30, 2025
- Evaluation Interview Dates: May 1 to May 7 , we will work with you to ensure a suitable date and time can be arranged
- Evaluation Start Date: End of August to end of September 2025

6 Other Terms & Conditions

Gifts & Gratuities

LMHA Board or Committee members will not accept any offer of entertainment, gifts, gratuities, or special services.

Incurred Costs

The issuance of this RFP does not constitute a commitment by the Committee to pay any costs incurred by the potential proponent in preparing a response or otherwise in relation to this competition.

Confidentiality

The Committee will endeavor to keep all Submissions received confidential until the acceptance of a response, but does not warrant that it will and shall not be liable for any disclosure.

All data provided will remain confidential, except where the Freedom of Information and Protection of Privacy Act of Alberta ("FOIP") requires such disclosure. The material contained in the successful proposal will be incorporated into a contract.

Successful Proponent Requirements:

Enter into a Service Agreement with LMHA, with a 1-year probation period and the expectation of being awarded 2 additional years of contract after a successful probation period.

7 Questions & Inquiries

Direct all inquiries to the contact on the cover page (U11@lmha.ab.ca). Include in the subject line: 2025 Evaluation RFP

- If an inquiry requires an interpretation or modification of this Request for Proposal (RFP), the response to that inquiry will be issued as an addendum sent by email to all proponents.
- Submit inquiries no later than three days before the RFP closing.
- Any replies to inquiries, interpretations, or modifications of the RFP made verbally are not binding to the Committee.

- The Committee may issue addenda modifying or supplementing the RFP documents no later than two days before the RFP closing. Issued addenda will become part of the RFP documents.
- Proponents may, at their discretion, include additional information or value-added services, which they consider relevant to ensure a complete and proper evaluation.

8 Proposal Submission Date & Time

The response to the Request for Proposal must be submitted by email in PDF format by **2:00 p.m. local time on April 25, 2025**.

Submit proposals to the attention of:

Leduc Minor Hockey Association

U11@LMHA.ab.ca

Attn: Katie Richter, Chair of Evaluation Committee

Re: 2025 Evaluations for Leduc Minor Hockey