



Request for Proposals: Skating School

1. INTRODUCTION & BACKGROUND

The Guelph Minor Hockey Association (GMHA) is a non-profit organization and has been providing minor hockey programming for approximately 1400 youth from the ages of U4 to U18 in Guelph, Ontario since 1948. The GMHA operates under the auspices of Hockey Canada, the Ontario Hockey Federation, and the Ontario Minor Hockey Association and is run by volunteers and a small team of staff in the club office.

The Guelph Minor Hockey Association (GMHA) is issuing for a Request for Proposals (RFP) for a contractor to run the Association's Skating School, as part of its Hockey Development Program (HDP). The goal of the HDP is to improve the skill level of all participants, focusing on hockey specifically but with broader applicability to the development of young citizens.

2. SUBMISSION GUIDELINES & REQUIREMENTS

The following submission guidelines and requirements apply to this Request for Proposal:

- a. Only qualified contractors with prior experience in providing programs such as this should respond to this Request for Proposal.
- b. **Bidders who plan to submit a proposal should confirm their intention via email at procurement@guelphminorhockey.com no later than 5pm April 12th 2021.**
- c. A submitted proposal must be provided that is not more than 10 pages. This proposal should provide an overview of the proposed program(s). An addendum should be attached that includes supplementary information such as resumes of key personnel. The proposal should include pricing for the overall project, which can be broken down into subcategories if appropriate.
- d. The proposal must be signed by the representatives authorized to commit to the proposal.
- e. If a standard of terms and conditions is required, those must be submitted with the proposal. All terms and conditions will be subject to negotiation.
- f. **Detailed proposals must be submitted by 5pm on April 30th, 2021 to be considered. All submissions should be sent electronically via email to procurement@guelphminorhockey.com**
- g. Proposals must remain valid for a period of at least 90 days.
- h. All RFPs will be evaluated on a broad range of criteria and not solely based on price.
- i. Information received by the GMHA from the interested parties will remain confidential. At the same time, GMHA requests that information pertaining to this solicitation, including any additional documentation provided to the Proponent/Bidder, is confidential and must not be disclosed without the written authorization of the GMHA Board of Directors. Pricing and related information provided to the GMHA, by the Proponent/Bidder shall remain confidential.



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3. SCOPE AND ELEMENTS OF SKATING SCHOOL

The goal of the Skating School program is to offer introductory instruction that allows players to learn to skate, reaching a level of proficiency that allows them to transition into the GMHA Skills Development Program.

Program Details:

- Each hour of ice is a duration of 50 minutes.
- The season is comprised of 19 weeks.
- A minimum of 30 skaters with a maximum of 35 skaters (ratio will not exceed 12:1)
- Skaters skill level ranges from beginner to striding forward.
- Participants range from ages 4-10 years of age.
- This is a development skating program and not a learn to play hockey program.

Program Expectations:

- A structured curriculum with 3 defined skills per ice slot.
- One experienced instructor for each skill group.
- Graduated technical skill testing.
- Report card for each participant outlining skills worked on/accomplished during the session.
- Staged curriculum set in place for participants to progress through skills and levels to accomplish strong skating competencies in the fundamentals of skating.
- Fun learning environment, utilising games and props.
- Final fun class for each participant to receive their report card and provide the parents the opportunity to speak with their child's instructor on their progress.

4. PROPOSAL STRUCTURE

- Clearly state your development focus and overall plans for that proposal, and the criteria/structure used to evaluate participant skill level.
- Include your philosophy on player skating development.
- Describe your approach to measurement and reporting to keep stakeholders informed of progress.
- Include a detailed resume which is specific to minor sport; as well, at least 2 references who can validate previous work experience. Resumes should also be included for all key personnel involved in the proposed plan. Please note that the expectation of the GMHA is that the personnel detailed in the proposal will be the ones performing the work, and that the GMHA will have the right to review any new member for suitability.
- Please identify any declaration of conflict you feel the program committee should be aware of (ie. kids playing in the association, relationships with GMHA Board Members/coaches, etc.)



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- Please confirm that the contractor and their instructors are legally able to work in Canada, current with respect to Criminal Record Checks, Concussion Awareness Training Tools (CATT), Respect in Sport, Coaching Certifications or any other OHF mandated credentials or equivalents.
- Proposals should include the hourly/season rate that would be charged to the GMHA based on a session volume outlined.

5. EVALUATION AND AWARD PROCESS

The following criteria will be used to evaluate proposals:

- Quality of service, as defined by delivery of the scope outlined in this document.
- Conformity with Hockey Canada Model of Development
- Suitability of requirements
- Cost of the program
- References

The work will not necessarily be awarded to the Proponent with the lowest cost. The final approval of the successful proposal will be made by the GMHA Board of Directors.