



Request for Proposal (“RFP”)
For Minor Hockey Development Services
Vermilion Minor Hockey Association (“VMH”)
2024-2025 Season

This RFP is comprised of four sections:

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1. RFP Procedures

- Proposals must be received by the VMH VP Development, no later than 11:59 pm on Sunday, April 16, 2024
- Proposals will be accepted in electronic format. The email address for submission is: vmha.vpdev@gmail.com
- The name, telephone number, and email address of the respondents primary contact person must be identified in your proposal
- The role of this proposal is to offer an enhanced program of development for our players
- Each proposal must list all rates, fees and charges on a separate page in their proposal
- Interviews, if any, will take place in April or May 2024. VMH reserves the right to extend this date at our own volition.
- Successful proponents will be notified no later than July 28, 2024. VMH reserves the right to extend this date at our own volition
- All available information will factor into the selection process. The primary selection criteria will be the alignment of any proposed program with the development of our athletes and the VMH Program
- VMH reserves the right to accept or reject any or all proposals submitted in response to this RFP, including the right to choose a service provider who does not respond to the RFP. The full scope of work may also be split between multiple respondents, and/or service providers who do not respond to this RFP. VMH is not obligated to choose the least expensive option
- The VMH Board will evaluate all Development programs during and after the season. VMH makes no representations that contracts will be renewed or that the RFP process will not be utilized in following seasons
- For any questions about this RFP please contact the VMH VP Development at vmha.vpdev@gmail.com

2. Overview of VMH

- VMH is a non-profit association made up of volunteers, coaches and parents who give youth in Vermilion and surrounding areas an opportunity to play hockey.
- VMH is administered by an Executive – further details can be found on vermilionminorhockey.com
- VMH is a member of Hockey Alberta and therefore follows their rules and regulations, we have teams in the NEAHL and ECAFHL
- VMH offers hockey to divisions of U7, U9, U11, U13, U15 and U18. U9-U18 will have Female teams if numbers are sufficient
- U11-U18 Divisions will have Team Evaluations if numbers are sufficient for more than one team

3. Scope of Work

- Development will be during scheduled team practices throughout the season (Mid October 2024 thru Feb 2025) at the Vermilion Stadium and Arena
- Provide safe and appropriate instruction for players, covering all aspects of the positions and game as appropriate for the age and skill level of each team
- Season start (September-October) – conditioning, skating prep
- Duration of season (Mid October thru February) n Ice development including, but not limited to:
 - Power Skating
 - Skills
 - Combination of skating & skills
 - Goaltender Training
- Communicate with team Coaches at designated intervals throughout the season (or sooner should there be concerns or issues arise)
- Prepare accident or injury reports should an accident happen during training
- Offer continuity in trainers who will commit to VMH throughout the season

4. Elements of the Proposal

- **Professional Credentials and Experience**

- Brief description and history of the respondent including the date established, number of staff, and areas of specialty
- The name of the primary contact for the respondent
- A list of additional trainers and staff who are available to VMH, along with their professional credentials and bio

- **Provision of Services**

- Referencing the Scope of Work, identify activities and services to be provided by the respondent. This should include a generalized training overview and a proposed plan to respond to the needs of athletes over the season. As well as the ratio of trainers to players
- Describe the respondents training philosophy and what makes you unique, and/or a good fit for VMH
- Please provide a description of adaptations that may be considered for U11 and U18
- Do you have the option to provide additional training during school breaks
- Do you have the option to provide Checking Sessions for applicable Divisions

- **Request for References**

- Provide a list of three references for whom you have provided training to within the last five years, including dates of service (sports or athletic organizations are preferred)
- Testimonials are acceptable, however references that can be contacted are preferred

- **Costs/Fees**

- Please describe the annual or hourly fee for the service to be provided
- List all services included in your proposal
- Please state whether the fee includes any or all reimbursable expenses such as mileage, copies, telephone – List and identify any additional expenses you propose to charge to VMH
- Identify any additional fees/costs proposed by the respondent that are not covered in the proposal
- Identify any scheduling limitations or concerns
- Please note – ice is booked and paid for by VMH

- **Insurance Requirements**

- All relevant insurance coverage, including liability limits pertaining to the training of minor sports athletes must be listed
- All insurance must be kept up to date for the duration of the contract between the respondent and VMH

- **Additional Requirements**

- Helmets must be worn the entire time trainers are on the ice
- Respect in Sport Activity Leader is a requirement
- Please include all levels of Coaching you or your trainers have obtained
- All trainers that will be working with youth must provide a criminal record check