



Request for Proposal

RFP#: BMHA 2020-001

Title: Association Registrar

Contact Person: Lucas Matsuda

Email: president@burnabyminor.com

1. INTRODUCTION

1.1. Background

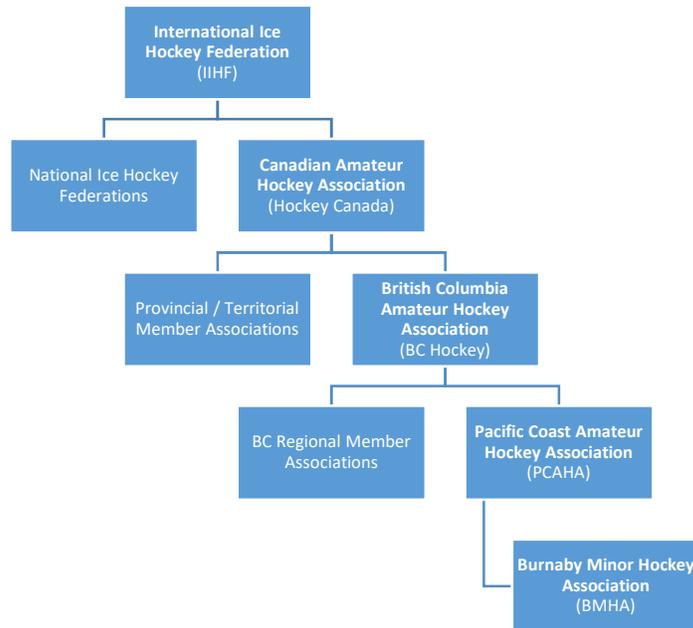
Burnaby Minor Hockey Association (“**BMHA**” or the “**Association**”) is a community based non-profit minor hockey association, guided by our volunteer executive board and run primarily by volunteers from our membership. BMHA is home to over 800 hockey male and female players from our 4-year-old Jr. Bulldogs & Wildcats to our 20-year-old Juveniles.

1.2. Philosophy

The Association’s philosophy is that all children who wish to learn the skills of hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions and available volunteer coaches. Furthermore, to provide an environment in which these children can learn hockey skills, play hockey at a level consistent with their aspirations, learn good sportsmanship and develop into young men and women that their parents and community can be proud of.



1.3. Amateur Hockey Structure



BMHA is a member association of and subject to the rules and regulations of:

- PCAHA;
- BC Hockey; and
- Hockey Canada.

2. INVITATION

The Association, by its volunteer elected Executive Board (the “**Executive**”), invites qualified parties (each, a “**Proponent**”) to submit a competitive proposal for the performance of the duties required of an association registrar (the “**Registrar**”) as detailed below (the “**Work**”). As support staff for the Association, the Registrar is subject to the policies, procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada.

The Work is to commence on April 1, 2020.



3. SUBMISSION INSTRUCTIONS

3.1. Anticipated Timeline

The following table sets out the anticipated timeline for this RFP:

Activity	Timeline
Closing Time:	17:00 PST, Friday, March 6, 2020
Selection of Preferred Proponent:	Friday, March 13, 2020
Award:	Friday, March 20, 2020
Work Commences:	Wednesday, April 1, 2020

With the exception of the Closing Time, the dated above are estimates only and are subject to change at the sole and absolute discretion of the Association.

3.2. Delivery of Proposals

Proposals must be submitted electronically by way of email to the Contact Person

3.3. Closing Time

Proposals must be received on or before the Closing Time (date and time) as listed in Section 3.1.

3.4. Late Proposals

Proposals received after the Closing Time will not be considered.

3.5. Amendment of Proposals

A Proponent may withdraw or amend (additions, deletions or substitutions) a submitted Proposal in the same manner as described in Section 3.2 at any time prior to but not after the Closing Time.

3.6. Contact Person

The following person is the "Contact Person" for this RFP:

Name: Lucas Matsuda
Email: president@burnabyminor.com

Please direct all correspondence and inquiries to the Contact Person.



4. PROPOSAL SUBMISSION FORM AND CONTENTS

4.1. Expectations

The Registrar is expected to:

- 4.1.1. Have, or be committed to quickly develop, a proficient working knowledge of the Hockey Canada Registry (“HCR”) and how to extract information from it;
- 4.1.2. Have, or be committed to quickly develop, a proficient working knowledge of the TeamSnap platform for associations and its interaction with HCR as it relates to registration, rostering players and team officials, and communication to members;
- 4.1.3. Have, or be committed to quickly develop, a proficient working knowledge of the Microsoft Office suite of applications;
- 4.1.4. Have, or be willing to quickly develop, a proficient working knowledge of the Google Suite and its various functionality and applications;
- 4.1.5. Provide timely information and recommendations to the BMHA Board of Directors on registration, team formation, and rep tryout matters;
- 4.1.6. Provide for adequate time and focus to the affairs of the Association as it relates to the Registrar position;
- 4.1.7. Make use of their own computer equipment, Wi-Fi, and software required to complete the Work; and
- 4.1.8. In carrying out all duties:
 - 4.1.8.1. Engage with members, prospective members, and volunteers in a welcoming manner; and
 - 4.1.8.2. Adhere to the rules and regulations of BMHA, PCAHA, BC Hockey, and Hockey Canada.



4.2. Scope of Work

The key responsibilities of the Registrar are:

- 4.2.1. Manage all stages of registration for the Association covering new players, returning players, late registrations, withdrawals, player transfers in/out, and to assist new volunteers obtaining a Hockey Canada ID;
- 4.2.2. Manage all stages of rostering players and team officials to teams including, but not limited to carding for rep teams, moving players between teams during the team balancing period, withdrawals, and ensuring proper certification for all team officials rostered to a team;
- 4.2.3. Access and maintain HCR and TeamSnap databases throughout the seasons, including setting the parameters for each season prior to registration opening for a season;
- 4.2.4. Maintaining a current list of team officials and their respective certifications (i.e. Respect in Sport, Concussion Awareness Training Tool, Criminal Record Check, coaching certification, safety certification, etc.) and work with the Risk Manager to ensure the Association is 100% compliant for all required certifications;
- 4.2.5. Provide communication to members and potential new members about the registration process;
- 4.2.6. Maintain a waitlist of potential new members in all age categories, as required;
- 4.2.7. Work with the Executive to develop and implement registration parameters (i.e. registration fees, dates, process, etc.) and ensure TeamSnap / HCR is updated accordingly;
- 4.2.8. Provide information and recommendations (i.e. reports) to the Executive, division managers, and coaches on the number of players registered for the purposes of rep tryouts and team formation, as required;
- 4.2.9. Facilitate in-person registration sessions as required;
- 4.2.10. Advise on deadlines for player moves and releases from rep so that division managers and coaches are aware of final roster player freezes;
- 4.2.11. Provide the final roster reports to the Executive and the City of Burnaby for the purposed of determining the following season's ice allocation;



- 4.2.12. Attend all meetings of registrars held by PCAHA of other regulatory bodies;
- 4.2.13. Attend and provide information relating to the registration process at all BMHA coach/manager meetings;
- 4.2.14. Provide reports to the BMHA Board of Directors as required; and
- 4.2.15. Report to and follow the direction of the Association President, or his/her delegate.

4.3. Transition to TeamSnap

BMHA will be transitioning from Quick Enrollment to TeamSnap for the registration of players for the 2020/2021 season. As noted in Section 4.1 above, experience in using TeamSnap and strong computer skills will be viewed favourably.

4.4. Form of Proposal

Proponents should follow the form of Proposal described in this Section 4 and provide all the information requested by this RFP.

5. FINANCIAL

5.1. General Registrar Duties

In your proposal, please include your cost/fee structure and/or breakdown based on requirements outlined in Section 3 above (the “**Standard Monthly Rate**”) and your proposed payment frequency.

5.2. TeamSnap Transition

BMHA will be transitioning from Quick Enrollment to TeamSnap for the registration of players for the 2020/2021 season. In addition to the Standard Monthly Rate, Proponents should include a surcharge to account for the extra time required during the first 6 months to affect the transition.

5.3. Independent Contractor Status

It is the intention of the Association that the Registrar is engaged as an independent contractor of the Association. The Registrar is not an employee of the Association.

5.4. Tax Matters

As the Registrar is an independent contractor and not an employee of the Association, the Association will issue a T4A at the end of each calendar year. Please indicate if billing will be to the individual or to a corporation and subject to GST.



6. PROPOSAL EVALUATION

6.1. Proposal Considerations

To be considered responsive, a Proposal must meet all the requirements outlined in Section 4 above. Proposals not meeting all of these requirements will be considered non-responsive and will not be given further consideration. Only shortlisted Proponents will be invited to present their Proposal to the Executive.

6.2. Evaluation Criteria

For those Proposals meeting the requirements, each Proposal will be evaluated based on the following criteria:

Criteria	Weighting
Experience	30%
Monthly Cost / Fee	25%
Technical Capabilities	25%
Proposal	20%
TeamSnap Transition Cost / Fee	5%

6.3. Proposal Selection

The successful Proponent will be selected based upon the best overall value to the Association as determined by the Executive and generally based on the categories and weighting in Section 6.2.

7. CONFIDENTIALITY

Information pertaining to this RFP, including any additional information provided to the Proponent, is strictly confidential. The distribution of this information without the express written consent and authorization from BMHA is strictly prohibited.

8. PROPONENT AUTHORIZATION

The Proponent is required to provide, as part of the Proposal, an authorized representative with whom all correspondence shall be conducted. Please note, all proposal submitted must be certified as valid and signed by the representative to be accepted. Please include the name, title, phone, and email information in the Proposal.



9. CONTRACT AWARD

Upon a selection of a successful Proponent, if within sixty (60) days of notification of award by BMHA, a written agreement (contract) cannot be negotiated and finalized, BMHA at its sole discretion may terminate negotiations with selected Proponent. In this case, BMHA reserves the right to enter into negotiations with the next qualified Proponent or to cancel this RFP entirely and not award a contract to any Proponent. The Association will not be obligated in any manner to any Proponent, selected, whatsoever until a written contract has been duly executed relating to an approved proposal.