



## Request for Proposal

**RFP#:** BMHA 2024-002

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**Title:** U7 Development

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**Contact Person:** Cheryl Reesor

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**Email:** president@burnabyminor.com

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### 1. INTRODUCTION

Development U7 Candidate is responsible for delivering BMHA's U7 hockey program according to Hockey Canada's Pathways. This role will work closely with the elected BMHA Director of Coaching and Development and report to the BMHA's Board of Directors. This position will be key in creating a love for hockey and teaching the "fun"amentals.

The U7 Candidate is expected to have previous experience, current coaching certifications, and safety risk management credentials are also a requirement.

Qualified candidates should possess strong communication, organizational, motivation, teaching, and coaching skills. This person should embody the character and values that will set a positive example for all players and member families of Burnaby Minor Hockey Association.

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, invites qualified parties (each, a "**Candidate**") to submit a competitive proposal for BMHA's U7 hockey program as detailed below (the "**Work**"). The U7 Candidate is/are subject to the policies, procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada.

The Work is to commence in September 2024.



### 3. SUBMISSION INSTRUCTIONS

#### 3.1. Anticipated Timeline

The closing time for submissions is **11:59 PM May 27th 2024**. After May 27th, the committee will convene and review all submissions. The successful candidate will be contacted and the work will begin in September 2024.

#### 3.2. Delivery of Proposals

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

#### 3.3. Late Proposals

Proposals received after the Closing Time will not be considered, unless approved by the President.

#### 3.4. Contact Person

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

**Name:** Cheryl Reesor  
**Email:** [president@burnabyminor.com](mailto:president@burnabyminor.com)

### 4. PROPOSAL SUBMISSION FORM AND CONTENTS

#### 4.1. Expectations

U7 Candidate is expected to:

- Provide hourly rate for on ice instruction
- Deliver on ice instruction to players in line with U7 Hockey Canada Program
- Provide development and mentorship of coaches through meaningful engagement of coaches during on-ice instruction
- Communicate and provide practice plans for development ice to coaches
- Provide detailed monthly invoice listing all ice times attended for U7 and hourly rate for those ice times
- Provide monthly summary of work to elected BMHA Director of Player and Coach Development
- Attend BMHA executive board meetings upon request



BMHA will endeavor to secure dedicated development ice. Should dedicated development ice not be available, providers must be able to deliver development at bi-weekly team practice times.

## 5. PROPOSAL EVALUATION

### 5.1. Proposal Considerations

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

## 6. CONFIDENTIALITY

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

## 7. PROPONENT AUTHORIZATION

The Candidate is required to provide, as part of the Proposal, an authorized representative with whom all correspondence shall be conducted. Please note, all proposals 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.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 8. CONTRACT AWARD

Upon a selection of a successful Candidate, if within thirty (30) 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 the selected Candidate. In this case, BMHA reserves the right to enter into negotiations with the next qualified Candidate or to cancel this RFP entirely and not award a contract to any Candidate. The Association will not be obligated in any manner to any Candidate, selected, whatsoever until a written contract has been duly executed relating to an approved proposal.