



**Glanbrook Minor Hockey Association  
- Hockey School Instructor  
Invitation to Tender (ITT)**

**Tender close: July 17, 2024, 16:00h**

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## Invitation to Tender (ITT) : Glanbrook Minor Hockey Association (GMHA) – Hockey School Instructor

1. Your organization, along with others, is invited to offer a tender for provision of the above, to the specification outlined in the attached documents:

Document 1 – Instructions and information on the tendering process.

Document 2 – Specification of the Requirement

Document 3 – Declaration and information to be provided by tenderer

2. Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date given below.
3. One copy of your tender to be sent to: [vpoperations@glanbrookminorhockey.com](mailto:vpoperations@glanbrookminorhockey.com) and cc'd to [secretary@glanbrookminorhockey.com](mailto:secretary@glanbrookminorhockey.com) no later than **July 17, 2024 16:00h (4:00pm EDT)**. Late tenders will **NOT** be considered.
4. If after having read the enclosed specification, you decide not to submit a tender, GMHA would be grateful if you could send your reasons (though you are under no obligation to do so) to [vpoperations@glanbrookminorhockey.com](mailto:vpoperations@glanbrookminorhockey.com) and cc'd to [secretary@glanbrookminorhockey.com](mailto:secretary@glanbrookminorhockey.com) with subject "No Tender". All feedback will be held in strict confidence.

## **INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES**

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Please contact: [vpoperations@glanbrookminorhockey.com](mailto:vpoperations@glanbrookminorhockey.com) if you have any doubts as to what is required, or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed.

### **Contract Period**

The contract is to be for a period of **1 year with possible extension**. Contract to begin after the tenderer is awarded.

### **Incomplete Tender**

Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

### **Receipt of Tenders**

Tenders will be received up to the time and date stated. Those received before the due date will be retained, unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time. Tenders may be received in hard copy or digital format.

Hard copy tenders to be delivered no later than July 17, 2024; 16:00h to: Shelly Upton, GMHA Secretary, 75 Country Fair Way, Binbrook, ON L0R 1C0; please also send an email to: [secretary@glanbrookminorhockey.com](mailto:secretary@glanbrookminorhockey.com) advising that your tender has been delivered/couriered in person.

Digital tenders to be emailed no later than July 17, 2024; 16:00h to: [vpoperations@glanbrookminorhockey.com](mailto:vpoperations@glanbrookminorhockey.com) and cc'd to [secretary@glanbrookminorhockey.com](mailto:secretary@glanbrookminorhockey.com) .

### **Acceptance of Tenders**

By issuing this invitation Glanbrook Minor Hockey Association is not bound in any way and does not have to accept any tender.

### **Inducements**

Offering an inducement of any kind in relation to obtaining this or any other contract with Glanbrook Minor Hockey Association will disqualify your tender from being considered

and may constitute a criminal offence.

### **Confidentiality of Tenders**

Please note the following requirements, you must not:

Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.

Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.

Make any arrangements with another organization about whether they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

In addition, Glanbrook Minor Hockey Association shall keep all tenders in strict confidence. Details of each tender shall only be shared with the evaluation committee, with the exception of the winning tender whose details will be shared with the Board of Directors as necessary to develop/fulfill the Hockey School Instructor contract.

### **Costs and Expenses**

You will not be entitled to claim from Glanbrook Minor Hockey Association any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

### **Debriefing**

Following the award of contract, debriefing will be included in the letter sent to unsuccessful tenders.

### **Evaluation Criteria**

See Document 2

### **Basis of the Contract**

The specification in Document 2, and declaration and information in Document 3, together with any special requirements, will form the basis of the contract between the successful tenderer and Glanbrook Minor Hockey Association.

## **Format of Bids**

Tenderers should present their proposals in the following format:

**Section 1 Table of Contents**

**Section 2 Management Summary**

**Section 3 Meeting the Specification**

**Section 4 Cost and Charging Arrangements**

**Section 5 Declarations and Information to be Provided (Document 3)**

## **Conclusions**

Whilst every endeavour has been made to give tenderers an accurate description of Glanbrook Minor Hockey Associations' requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

**SPECIFICATION OF REQUIREMENT**

*[The evaluation criteria will be based on a points system, considering factors such as coaching experience, qualifications, training, methodology, past performance and alignment with our program's purpose. The detailed scoring and rationale will be disclosed to tenderers upon request after the final decision has been made.]*

**1 Introduction/Background**

*Please use this space to introduce yourself and insight into your hockey background*

**2 Purpose and Program Description**

Hockey School will focus on introducing children to the game of hockey. The season will be a structured, safe and positive experience that will teach children the fundamentals of the game. The program is intended to promote fun, teamwork and develop confidence while working on the basic skills of skating, passing, stick handling and shooting.

The following is a description of the program during the 2023-2024 season. The expectation of the GMHA is that the upcoming 2024-2025 season will be run similarly. Tenderers are welcome to propose alternate programming (1 hr per week) and/or bid on the following program structure.

2023-2024 season:

- 20 weeks of on-ice programming (October 2023-March 2024).
- 1 hour session at 11am each Saturday.
- one-hour welcome skate/evaluation held at GMHA Opening Day in September.
- All sessions took place at Glanbrook Municipal Arena.

Hockey School is available to all genders who were born in 2019/2020.

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### **3 Coaching History and Development Vision**

*Please provide your coaching history along with a detailed view on what you think is most important when it comes to hockey development, especially with the age group of the hockey school.*

### **4 Current Certifications**

*Please provide a list of your current certifications.*

**4 Costs**

*Please provide a detailed breakdown of costs.*



**DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER**

1 \_\_\_\_\_ (Name of tenderer) declares that we accept Glanbrook Minor Hockey Associations' standard terms and conditions and

2 declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence. The tender price has not been fixed nor adjusted in collusion with any third party, and

3 declare that the tender will remain valid until the evaluation has been completed, a contract issued and signed between the winning tenderer and GMHA, and

4 declare that we are not entitled to claim from Glanbrook Minor Hockey Association any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful, and

5 declare that the tenderer will provide appropriate certifications and any insurance that is required.

signed on behalf of the Tenderer \_\_\_\_\_

dated \_\_\_\_\_