



Kemptville & District Minor Hockey Association



2011/12 Tournaments Request for Proposal (RFP)

Overview

The Kemptville and District Minor Hockey Association (KDMHA) is the parent organization of the Kemptville Panthers ("boys" hockey) and Kemptville Storm ("girls" hockey) hockey leagues. The KDMHA is issuing a proposal for player awards for the 2011/12 tournaments.

Instructions

Contact Person - All enquiries related to this RFP, including any requests for information and clarifications, are to be directed only to the RFP contact as indicated below. The RFP contact will respond in a reasonable timeframe. All enquiries are to be directed **via email only**. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and distributed to all applicants.

KDMHA Tournament RFP Contact:
Karen Bedard and Crystal Walt
KDMHA Tournament Team
tournaments@kemptvillehockey.com

RFP Delivery - Completed RFP responses are to be sent to the RFP contact **via email only**. If requested, a soft copy (vs. pdf format) of this RFP can be provided in order to facilitate ease of response. Subject line of the email must identify "Response to KDMHA Tournament RFP".

Late Proposals - Only completed RFP responses that are received by email and computer date/time stamped before the posted closing time will be considered on time. RFP responses that are received late will be marked late and will not be considered nor evaluated. In the event of a dispute, the RFP response receipt time to the RFP contact email as above shall prevail whether accurate or not.

Eligibility - Responses will not be evaluated if the applicant's current or past corporate or other interests may, in the KDMHA's opinion, give rise to conflict of interest in connection with that described in this RFP. This includes, but is not limited to, involvement by an applicant vendor in the preparation of this RFP. If an applicant is in doubt as to whether there might be a conflict of interest, the applicant should consult with the RFP contact person listed above prior to submitting a RFP response.

Changes to Proposal - By submission of a written notice, the applicant may amend or withdraw its RFP response prior to the closing date and time. Upon closing time, all RFP responses become irrevocable. The applicant will not change the wording of its RFP response after closing and no words or comments will be added to the proposal unless requested by the KDMHA for purposes of clarification.

Ownership of RFP - All RFP responses submitted to the KDMHA become the property of the KDMHA. They will be received and held in confidence by the KDMHA, subject to the provisions of the freedom of information and protection of privacy act and this RFP.

Use of RFP - Any portion of this document, or any information supplied by the KDMHA in relation to this RFP may not be used or disclosed, for any purpose other than for the submission of the RFP response.

By submission of a RFP response, the applicant agrees to hold in confidence all information supplied by KDMHA in relation to this RFP without limiting the generality of the foregoing.

No Lobbying - Applicants must not attempt to communicate directly or indirectly with any KDMHA Executive board member, contractor or representative of the KDMHA, other than the RFP contact listed above regarding the details described in this RFP, other than as expressly directed or permitted by the KDMHA.

Contract Period & Firm Pricing - The applicant will enter into a tender contract with the KDMHA for the One delivery only.

Currency & Taxes - All pricing is to be:

- in Canadian dollars
- inclusive of delivery (where applicable)
- inclusive of harmonized sales tax (where applicable).

Timelines

- RFP Release Date – Sunday December 4, 2011
- RFP Submission Deadline – Wednesday December 7, 2011 at 6 pm
- Successful Vendor Confirmed – Wednesday December 7, 2011 at 10 pm

Tender Requirements

Custom T-Shirts

- Screenprinted graphic front (supplied) and small screenprint logo on back
- White Cotton Tshirt (minimum 5.6oz)
- One colour print
- Quantity of 160 , size mens m and l

Evaluation Criteria

Qualified RFP responses will be reviewed by pre-selected members of the KDMHA Executive against the evaluation criteria as outlined below. The tender will be awarded to the applicant that scores the best overall in the following criteria. **The lowest price does not necessarily ensure a successful bid.**

Business Information	10 points
Product Quality and Pricing	60 points
Value-added Services	10 points
Commitment to Delivery Dates	10 points
Proximity to Kemptville	5 points
Completeness of RFP	5 points
Total	100 points

Business Information (10 points)

Contact Information	Name, Address, Contact Details	3 pts
Business	Brief Biography of Business	2 pts
References	Two references	5 pts

Product Quality and Pricing (60 points)

- All required products are described under **Tender Requirements**.
- Applicants are encouraged to be detailed to ensure understanding of the various products.
- Payment arrangements will be negotiated with the successful applicant.

Value-added Services (10 points)

KDMHA will consider “value-adds” proposed by vendors for this RFP. Value-adds are normally monetary or merchandise savings that could be offered if selected as the successful vendor.

Commitment to Delivery Dates (10 points)

Note: If the vendor commits to the December 21, 2011 delivery date but then fails to deliver (for reasons within or beyond the vendor’s control), the total costs payable for the entire contract will be reduced by 10% for each day past the delivery date, to a maximum reduction of 20%.

Proximity to Kemptville (5 points)

KDMHA values and supports local vendors. Businesses located within a 25km radius of the North Grenville Municipal office (285 County Rd 44) will be awarded an additional 5 points.