

Request for Expressions of Interest

St. Bonaventure's College Hockey Academy

Issued by:

St. Bonaventure's College

2A Bonaventure Ave

St. John's, NL A1C 6B3

Deadline for Submission: March 10, 2023



ST. BONAVENTURE'S
COLLEGE

1.0 INTRODUCTION

St. Bonaventure's College ("**SBC**") has been educating students in St. John's and surrounding areas since 1856. Since 1999, we have operated as an independent K-12 Catholic school in the Jesuit tradition. Our students are educated in a respectful and diverse community offering a progressive curriculum aimed at creating a safe and challenging educational experience. The school is focused on forming confident men and women of competence, conscience, compassion and commitment.

SBC holds an important place in the history of hockey in the Province of Newfoundland and Labrador. SBC teams won the prestigious Boyle Trophy 27 times, including 16-consecutive wins between 1944 and 1960. More recently, SBC has re-established both senior and junior high hockey teams which carry on the tradition of hockey excellence at SBC.

2.0 HOCKEY ACADEMY OVERVIEW

2.1 *Purpose*

SBC wishes to enhance the quality and quantity of hockey skills training available to its current and prospective students. The SBC Hockey Academy (the "**Program**") will be integrated into the daily curriculum of the interested students of SBC utilizing the available ice time at the St. Bon's Forum (the "**Forum**") located on the school grounds.

The purpose of this expression of interest ("**EOI**") is to solicit proposals from third parties ("**Vendors**") who are interested in delivering the Program commencing at the beginning of the 2023-2024 school year.

2.2 *Goals and Objectives*

The goal of the EOI is to identify a Vendor who has the interest and capacity to offer high quality hockey skills training to current and prospective SBC students who express an interest and desire to take part in the Program. It is anticipated that the Program will be made available to both male and female students in grades 2 through to grade 9 (being the U9 to U15 age groups). It is also anticipated that students taking part in the Program would receive a minimum of three (3) hours of on-ice instruction per week. Additionally, goalies should receive at least one (1) hour of dedicated goalie training per week.



Students participating in the Program will be expected to enrol as students of SBC and shall be responsible for payment of tuition in the same manner as students not participating in the Program. Students participating in the Program may be eligible for financial assistance on the same criteria as non-participating students. In addition to standard tuition, it is expected that participating students will be responsible for payment of an additional fee to cover the cost of the Program as well as any additional fees set forth by SBC (e.g., operating costs and cost of capital improvements). Financial assistance would not be available from SBC to off-set the additional fee to participate in the Program.

2.3 *Identified Challenges*

Below is a list of a non-exhaustive list of identified challenges. Vendors should give consideration to the below and any additional challenges they see as part of their proposal.

- It is anticipated that the Program will be open to both recreational and competitive players in each of the identified age groups. The successful Vendor should consider how to address the variance in skill of Program participants to ensure that all participants receive maximum benefit.
- The Forum has a non-regulation size ice surface which limits the number of skaters at each session. The Vendor should take this into account and should include in its proposal, if necessary, a plan for alternative ice if required.
- The Forum is anticipated to be available for the Program from 8:00am to 3:00pm daily at no or minimal cost to the Vendor and SBC. The Vendor and/or SBC may be able to secure additional ice time at the Forum however, until that ice time is confirmed, Vendors will be limited to delivering the Program during the currently available ice times only.

2.4 *Areas of Responsibility*

First and foremost, participants in the Program are students of SBC and will be expected to follow the policies applicable to all SBC students (e.g., school uniforms, discipline, etc.). The following table further defines the responsibilities of the Vendor and SBC in relation to the Program.

Responsibility	Vendor	SBC
Student admissions		✓
Implementation and enforcement of all applicable policies and procedures in relation to SBC students		✓
Delivery of SBC's academic program		✓
Preparation of a schedule for delivery of the Program to ensure an acceptable balance between the Program and SBC's academics	✓	✓
Program Delivery	✓	
Progress reports to Program participants	✓	
Regular reporting to SBC with respect the Program	✓	

3.0 EXPRESSION OF INTEREST PROCESS AND VENDOR SUBMISSION REQUIREMENTS

3.1 Contact and Submission Information

Summary of Key Dates	
Intent to Submit Deadline	February 28, 2023
Final date to submit questions	March 3, 2023
Expression of Interest deadline	March 10, 2023
Presentations with select candidates	March 13-22, 2023
Announcement of successful candidate	March 25, 2023

3.2 *Intent to Submit*

Interested Vendors must submit the Intent to Submit notification by the date indicated in Section 2.1. Vendors must send an e-mail to the attention of the contact in Section 2.4 with the following information:

- Name of Vendor's designated contact for the purposes of the EOI.
- Contact information.
- A statement indicating their Intent to Submit an EOI.

3.3 *Questions about the EOI or the Program*

Vendors with questions about the EOI should forward them via email to the contact identified below. SBC will remove all identifying marks from the email and forward the original question, with an answer, to all Vendors who registered during the Intent to Submit process. SBC will not respond to questions by telephone or in person.

3.4 *Hockey Committee Contacts*

Name	Role
William Cahill	Director and Committee Chair
Derek Follett	Director and Committee Member
Michael Holden	Committee Member
Susan Costello	Committee Member
Mike Tizzard	Committee Member
Kevin Power	Committee Member
Shane Skinner	Committee Member
Stephen Handrigan	President and Head of School
Rob Blackie	Board of Governors Chair



All inquiries should be directed to William Cahill via email wcahill@coxandpalmer.com

3.5 Submission Requirements

Vendors must one (1) electronic copy of their proposal. An electronic copy is defined as an emailed version of the document in PDF/MS Word/Excel file formats. Other file formats will not be accepted.

4.0 PROPOSAL CONTENT

Note: Failure to follow the proposal format may result in the disqualification of your proposal. In order to ensure that there is uniformity to the proposals and to facilitate the comparison between Vendors, all proposals **MUST** contain the following content, organized according to the headings in this section.

Cover Page – Containing legal name, address and contact information for the Vendor.

1. Executive Summary
 - maximum 1 page.
2. Vendor Background
 - a summary of the Vendor's hockey experience and if applicable, academic experience, including experience in delivering hockey training, if any.
3. Program Overview
 - a comprehensive overview of the intended Program which shall include, without limitation, the following:
 - The anticipated number of participants in the Program broken down by grade/age group. This should include a plan for recruitment to the Program from outside of current SBC students.
 - A technical plan/overview for each grade/age group.



- A draft monthly schedule showing the Program anticipated start and end dates.
- A draft weekly schedule showing the full Program schedule broken down by grade/age group.
- A draft budget showing the cost of delivery of the Program including a comprehensive breakdown of the individual cost per Program participant.

4. Vendor Contacts

- Names and contact information for the key personnel of the Vendor who will assist in the delivery of the Program.
- Name and contact information for the principal contact of the Vendor who will act as the key point of contact with SBC.

5.0 EVALUATION

The evaluation will be conducted by the Hockey Committee. It is understood and accepted by any Vendor submitting a proposal that all decisions, as to the degree to which a proposal meets the requirements of this EOI, shall be at the sole discretion of SBC.

SBC reserves to itself the unfettered right to reject any or all responses to this EOI and is not bound to accept the highest ranking, lowest cost, or any response. SBC may elect to cancel this EOI at any time with or without cause and no liability shall accrue to SBC as a result of this exercise of its discretion in this regard.

Upon expiry of the EOI deadline for submissions, the Hockey Committee will evaluate the proposals received in accordance and select up to three (3) Vendors to move to the next stage of the selection process. Selected Vendors will be expected to meet with the Hockey Committee in person to present their proposal for delivery of the Program. After each of the selected Vendors have met with the Hockey Committee, the Hockey Committee will select the successful Vendor and make a recommendation to SBC's Board of Governors.

If approved by SBC's Board of Governors, SBC and the Vendor will negotiate in good faith to enter into a service delivery contract for an initial term of three (3) years.



6.0 CLAIMS

6.1 *Ownership*

All materials submitted in response to the EOI become the property of SBC. Proposals and supporting materials will not be returned to Vendors, nor will SBC consider any expenses that the Vendors may occur in preparing these proposals. All materials submitted will be kept confidential and only reviewed by SBC. This information will not be shared with other Vendors.

6.2 *Rights to Reject*

SBC reserves the right to reject any or all proposals.

