



WLHMA Photography RFP
2016/17

REQUEST FOR PROPOSAL
West London Minor Hockey Association

West London Minor Hockey Association (WLMHA), London, Ontario, will accept sealed bids until 5:00 p.m. May 15, 2016.

WLMHA is stipulating specific requirements for youth hockey photography:

- Be certain you have complied with all specification requirements, and have signed all required documents
- Be sure to fill out the forms listed below and submit with the sealed bid
- Material misstatements concerning completed actions by the bidder in any statement, or failure to complete and submit any required form may render a bid non-responsive, and may be due cause for rejection of the bid
- Please read carefully all general and specific conditions

All bids must be submitted to Dave Leff through email at d.leff@me.com

If you have any questions, please contact Yvonne Long at yvonnelong@me.com

WLMHA continually assesses its business operations, and investigates opportunities to enhance our level of customer service. WLMHA is looking to procure a company to provide exclusive rights to photograph WLMHA youth hockey teams/individuals and tournaments for the 2016/17 season for a one-year contract.

Information:

- Approximately 50 teams and 700 players
- Competitive Tournament (last weekend in January), 130+ teams
- Tyke Tournament (Thursday-Friday of March Break), 20+ teams
- Possible House League Tournament (between Christmas and New Years)

Contract Terms:

- WLMHA reserves the right to reject any and all proposals. This includes the right to request clarification of information submitted and to request additional information
- This contract is for September 2016-August 2017. This contract can be extended for one additional year with the written consent of both parties. Contract terms may be renegotiated at the time of renewal for the 2017/18 season
- WLMHA will schedule team/individual opportunities to be held seasonally throughout the year. However, WLMHA does not guarantee the number of photography sales to youth sports teams/individuals

Vendor Proposal:

- This invitation for proposals does not commit WLMHA to pay any costs incurred by any Proposer in the submission of a proposal
- Any proposal may be deemed non-responsive by the WLMHA Board, if it is not on the Proposal Forms provided or is not in complete compliance with any and all conditions of the bid packet



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Negotiations & Modifications of Proposal:

- The final contract terms with WLMHA will be determined through negotiation with all qualified responders after proposals are received and reviewed for the 2016/17 season
- A vendor may modify their original proposal through the negotiation process. WLMHA may award the contract to the vendor whose proposal may be more favorable or advantageous to WLMHA. To be effective, every modification must be made in writing and signed by the vendor or his/her designee

Contract Compliance:

- Each Proposer shall inform itself, and the Proposer awarded a contract shall comply with all Provincial and local laws, statutes, and ordinances relative to the execution of the work
- Each Proposer shall obtain and include in his/her proposal all permits and licenses that may be required to perform the contract, i.e. Copies of your business license
- Each Proposer must carry adequate liability insurance to the satisfaction of WLMHA and proof of insurance must be provided

RFP Process:

- A Request for Proposal (RFP) process will be used to select a vendor. All proposals must include pages 3 and 4 of this document or the proposal will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the vendor

The proposal should be of sufficient detail to allow WLMHA to fully and clearly understand:

- Photography offerings and price
- The vendors' ability to procure all necessary permits or business licenses
- Brief outline of vendors' history in similar type(s) of operations and business references
- Any other considerations the vendor deems relevant

Timeline Schedule:

- Issue RFP: March 26, 2016
- Deadline for submittal of Proposal: May 15, 2016
- Review, discussion and negotiations completed by: June 30, 2016
- Service begins: September 1, 2016

Thank you for your interest. For any additional questions, please contact Yvonne Long at yvonnelong@me.com



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Vendor Proposal Form

Business Name: _____

Contact Person: _____ Email Address: _____

Business Phone #: (____) _____

Mailing Address: _____ City: _____

Postal Code: _____

Please describe any other photo packages you may offer to teams/individuals and provide unit prices. Please attach current examples of your team photography, action photography and individual player poses. If you photograph on green screen and substitute digital backgrounds, please attach several samples that could incorporate the Hawks logo.

Compensation package to WLMHA based on sales. WLMHA to receive a percentage (%) or set amount per sales transaction:

This contribution will be paid: _____ quarterly _____ annually _____ per event

My business will contribute product (list specific items, amount of product to be donated, and cash value of contribution), i.e. Sponsor photos

Business History:

Where is your business located? _____

How many years has your organization been in business? _____

How many organizations do you currently provide youth sports teams/individuals photography service to?



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Business References

Please list 4 organizations with whom you currently provide photography service

Organization Name: _____
Organization Location: _____
Contact Person: _____
Contact Phone #: (_____) _____

Organization Name: _____
Organization Location: _____
Contact Person: _____
Contact Phone #: (_____) _____

Organization Name: _____
Organization Location: _____
Contact Person: _____
Contact Phone #: (_____) _____

Organization Name: _____
Organization Location: _____
Contact Person: _____
Contact Phone #: (_____) _____

The undersigned Bidder declares that he/she has read and fully understands the Request For Proposal and that the information contained herein is true and correct to the best of their knowledge. Bidder also agrees that his/her Proposal shall remain open and not withdrawn for a period of not less than sixty (60) days from the scheduled bid opening date.

SUBMITTED BY: _____

Signature of Authorized Representative Firm Name: _____

Title Address: _____

Date: _____

Telephone Number: _____