



REQUEST FOR PROPOSAL



Request for Proposal RFP 2025-03 Hockey Alberta Vehicles

Issue Date:	June 3, 2025
Submission Deadline:	June 20, 2025
Contact:	Brad Lyon
Contact Phone:	403-967-0045
Contact Email:	info@hockeyalberta.ca

Hockey Alberta, a province wide volunteer organization, is the governing body for sanctioned amateur hockey in Alberta. Hockey Alberta has approximately 450 member organizations representing more than 105,000 participants. For more information, please visit the website: hockeyalberta.ca.

I) RFP Details

RFP Title	Hockey Alberta Vehicles
RFP Number	2025-03
Contact Address	Alberta Amateur Hockey Association 120 College Circle, Suite 201 Red Deer, AB, T4R 0T7
RFP Contact	Brad Lyon, Senior Manager, IT/ Administration Phone: 403-967-0045 Email: info@hockeyalberta.ca
Subject Line for Email Inquiries	RFQ 2025-03 – Hockey Alberta Vehicles
Electronic Reply Format	PDF

The following timetable outlines the estimated schedule for this RFP process. Dates are subject to change at the discretion of Hockey Alberta.

Event	Date	Time
Request for Quotation Issue Date	June 3, 2025	
Date by which to submit inquiries and requests for clarification	June 17, 2025	4 pm (MT)
Submission Deadline	June 20, 2025	4 pm (MT)

II) The Services

Alberta Amateur Hockey Association (Hockey Alberta) is seeking proposals for the services of two leased/ long term rental vehicles. As part of this agreement, Hockey Alberta views this as a sponsorship opportunity to become the official vehicle supplier for Hockey Alberta.

Hockey Alberta's vehicles spend more than 100 days each travelling approximately 25,000 km per year across the province for events, conferences, meetings, and programs. When not on the road, the vehicles are in dedicated spots in the Gary W. Harris Canada Games Centre at Red Deer Polytechnic.

This RFP outlines the specifications and requirements of Hockey Alberta.

It is the intention of Hockey Alberta to enter an agreement with the successful Respondent of this RFP to provide the Services. The current lease expires in August.

III) Scope of Work

Vendors are invited to submit proposals to provide Hockey Alberta with two vehicles. Each vehicle must be a new minivan, or large sport utility/ crossover vehicle. In addition, each vehicle is to include, at minimum, the following features:

- Automatic transmission
- Seating capacity for 6 or more
- Fold down rear seats to maximize cargo space
- Standard safety features including back up cameras
- Command start
- Satellite radio
- Set of winter tires on separate rims
- Heated seats

IV) Specifications

AGREEMENT TERM: The lease or long-term rental agreement should be a minimum two (2) year term with the option to renew for additional terms. The vehicles cannot be traded out during the term of the agreement.

PRICING: Responses must include monthly lease/ rental rate, annual kilometre allowances, and applicable charges for overages.

BRANDING: Both vehicles will have branded logo wrapping applied. The successful Respondent is responsible for the costs of wrapping one vehicle. Hockey Alberta is responsible for the costs of wrapping the second vehicle. The successful Respondent's logo would be located, as part of the design, on the rear end of both vehicles. Hockey Alberta and the successful Respondent will work cooperatively to agree on the wrap design.

SPONSORSHIP OPTIONS: Depending on the sponsorship value, the agreement could include the successful Respondent's logo on Hockey Alberta's website platforms (more than 20 million page views in the just-completed season), and partnership promotion via our social media platforms.

ADDITIONAL SERVICES: Please include all services provided as the successful Respondent and/ or any service arrangements that your company feels will benefit Hockey Alberta (including applicable pricing).

V) Submission Requirements

Respondents are required to submit all information identified in **Appendix 1: Response Forms**. The Respondent is to provide an electronic copy of its Reply submitted via email to the RFP Contact's email address.

When submitting a Reply, the Reply must:

- be received at the RFP Contact's email address before the Closing Date.
- Include the subject Line for Email Reply in the email's subject field.
- clearly identify the RFP Title, the RFP Number and the RFP Contact in the Reply.
- clearly identify the Respondent's name and address.
- include a completed Signature Sheet signed by an authorized representative of the Respondent.

Not meeting the submission requirements may result in a Reply being disqualified and not considered.

The date and time a Reply submitted will be as recorded by Hockey Alberta's email system. Hockey Alberta takes no responsibility for a Reply that is undeliverable due to incorrect email address, filters, hardware and/or software outages, file size restrictions, network failures or similar issues, or if Hockey Alberta is, for any reason, unable to access or open a Reply attached to an email. Automatic delivery or read receipts will not be accepted as confirmation of receipt of the Reply by Hockey Alberta.

The Respondent should confirm receipt of its Reply with the RFP Contact prior to the Closing Date.

VI) Evaluation Criteria

Replies that comply with the Submission Requirements are evaluated in accordance with the following criteria:

Criteria	Weighting
Price and kilometre restrictions	30%
Services offered by Respondent	20%
Vehicle features	25%
Value of in kind or financial sponsorship	25%

NOTES:

1. A short list of Respondents may be established upon completion of an initial round of evaluations.
2. A short-listed Respondent may be requested to make a presentation regarding its Reply to Hockey Alberta.

VII) Terms and Conditions

- Hockey Alberta reserves the right to accept or reject any or all quotations.
- This is not a request for, or an authorization, to perform any work or deliver any Services.
- All communications are to go through the RFP Contact. Hockey Alberta will not be bound by, and the Respondent agrees not to rely upon, any information given or statements made by anyone other than the RFP Contact in preparing or submitting a Reply.
- Questions, or requests for clarification, are to be submitted by the date noted in Section 1 - RFP Details. Please use the *Question and Answer Template* included as Appendix 2. Hockey Alberta may share the question(s) and answer(s) with all potential respondents, or update the RFP documents.
- The successful Respondent will be required to enter a formal Leasing Agreement with Hockey Alberta.
- The lowest or any proposal will not necessarily be accepted.
- All quotations must be valid for a minimum of 90 days from the Submission Deadline.

APPENDIX 1: Response Forms

1. GENERAL INFORMATION OF RESPONDENT

Legal / Business Name
Other Business Names under which the Respondent operates
Company Profile (no more than one page)

The Company Profile should include a brief introduction and an overview of the Respondent's background and profile including a description of the services the Respondent provides.

Respondent Contact	
Contact Name	Title
Telephone	Email

Respondent Location Information	
Street Address	City – Province – Postal Code
Mailing Address	City – Province – Postal Code
Telephone	Fax
Email	Website Address

2. RESPONDENT EXPERIENCE

Provide detailed information on the qualifications and capacity of the Respondent to provide the Services, carry out the Scope of Work, and meet the Specifications as outlined in this RFP.

3. PROPOSAL: PRICE AND FULL DETAILS

The Respondent shall provide a full and itemized breakdown of all items included in its proposal, including the price for providing the Services. This information provided by the successful Respondent will be included in the Lease/ Long-Term Rental agreement.

4. EXCEPTIONS TO SPECIFICATIONS

Based on the details outlined in the previous section (***Proposal: Price and Full Details***), the Respondent is to highlight any proposed exceptions or different recommendations to what is outlined in the Specifications section (Section IV) of the RFP.

Original Specification	Proposed Specification	Justification for Proposed Change

5. VALUE-ADDED ITEMS/ SPONSORSHIP

Provide details on value-added services or attributes of the Respondent, along with any partnership/ sponsorship opportunities that could be undertaken between the Respondent and Hockey Alberta.

6. INSURANCE

Hockey Alberta may have staff members under the age of 25 who are authorized to drive the vehicles. Please outline any specific insurance requirements of Hockey Alberta by the Respondent for the vehicles.

7. REFERENCES

Hockey Alberta reserves the right to contact supplied references to assess the Respondent's suitability to be awarded the Contract. By signing and sending its Reply to Hockey Alberta, the Respondent authorizes Hockey Alberta to contact supplied references and do credit checks on the Respondent.

Work Experience				
Reference Name/ Location				
Reference Contact		Telephone	Email Address	Contract (\$)
Type of work, duration, description of services				
Reference Name/ Location				
Reference Contact		Telephone	Email Address	Contract (\$)
Type of work, duration, description of services				

8. SIGNATURE SHEET

The Respondent acknowledges and agrees that it has thoroughly reviewed and complied with all documents making up this Request for Quotation.

The Respondent also acknowledges and agrees it has thoroughly reviewed and will comply with the terms and conditions in the *Request for Quotation*.

I/We wish to present this Reply as a qualified Respondent for the Services required by Hockey Alberta and certify that the information contained in this document is accurate and true to the best of our knowledge.

Name of Respondent (full legal name)	
Authorized Signature	Title of Signing Authority
Print Name	Date

APPENDIX 2: Question and Answer Template

Questions regarding this Request for Quotation should be directed in writing using this template via email to the RFQ Contact before the date specified in Section I- RFQ Details. Ensure each question is explained in sufficient detail to enable an accurate answer. Questions received after the deadline will not be answered.

Question #	Date	Respondent Question	Hockey Alberta Response