



Let's Play Ball



REQUEST FOR PROPOSALS

CLL Player Development Program 2019

PROJECT:

CLL Player Development Program (2019)

Coquitlam Little League (CLL) is soliciting requests for proposals from Qualified Vendors (Vendors) for the purpose of implementing a Player Development Program for the 2019 season, ranging from Spring 2019 to Fall Ball 2019.

The successful proponent will work with the CLL Board of Directors, Coordinators and Coaches to further develop the skills of players registered in the CLL system.

CLL welcomes bidders to bid on all or part of the Scope of Services outlined in this RFP document and in **Attachment B**.

CLL reserves the right to award to or reject any and all submittals and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate CLL to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not obligate CLL to accept or contract for any expressed or implied services in **Attachment B** or to make an award to the lowest bidder.

Request for Proposals Information:

RFP Number	RFP# 2018-01
RFP Name:	CLL Player Development Program (2019)
Date Issued:	December 22, 2018
Contact Person:	Sandon Fraser
Phone #:	(778) 388-3930
Email Address:	president@coquitlamlittleleague.ca
Submit Via:	Email <u>only</u>
Submission Includes:	Excel and PDF File of Attachment A, B and C
Submittals Accepted Until:	January 11, 2019 by 12:00pm (noon)
Award Date:	January 22, 2019

CLL REGISTRATION:

For reference, in 2018, CLL had the following registration numbers and Teams, as per below:

Registration Numbers - Final numbers 2018

AGE	2018 Total	# TEAMS	Field Locations	Notes
Blastball	91	9	Lower Mackin	Not part of Development Program
5/6, M/W	62	6	Middle Mackin	Mini-Minor (T-Ball)
5/6, T/Th	59	5	Middle Mackin	Mini-Minor (T-Ball)
7/8	138	12	Hartley Park	Rookie (Slinger Pitching Machine)
9/10	132	6	Middle Mackin	Minor - 9s only
				Rest of 9s played in Major A
11/12	136	6	Mackin Park	Major A (some 10s)
		6	Mackin Park	Major AA
		3	Mackin Park	Major AAA
13/14	32	2	Blue Mountain Park	Intermediate/Junior
15/16	6	1	Blue Mountain Park	Played interlock with D3
17/18/19	4	--	Blue Mountain Park	Not part of Development Program
Total	660			Total - CLL Association

SCOPE OF SERVICES:

The Player Development Program shall include, but is not limited to, LEADING the development of players and coaches in the fundamentals and tactics of baseball from ages 5-6 to 13+.

CLL requests that the successful bidder **LEAD** development sessions alongside CLL coaches and coordinators throughout the SEASON. CLL has identified the SEASON as SPRING 2019, SUMMER 2019 and FALL BALL 2019.

AGE	SPRING	SUMMER	FALL BALL	OFF-SEASON	PRE-SEASON
	APR-JUN 2019	JUN-AUG 2019	SEP-OCT 2019	NOV-DEC 2019	JAN-MAR 2020
5/6, M/W	*	--	--	--	--
5/6, T/Th	*	--	--	--	--
7/8	*	*	*	--	--
9/10	*	*	*	--	--
11/12	*	*	*	--	--
13/14	*	*	*	--	--
15/16	*	--	--	--	--

It is estimated that the overall total hours required from the Vendor will be:

1 x Instructor: 84hrs
2 x Instructors: 196hrs

Please note that the estimated hours required are subject to change and are only a guideline. Please see **Attachment B** for the estimated coaching hours and session types.

The successful Vendor will work with the various coordinators and the Coach & Player Development committee to schedule days of the week and numbers of participants for each session. Sessions can include, but are not limited to: Coaches Clinics, General Player Development Clinics, Pitching Clinics, Hitting Clinics, Catching Clinics, Fielding Clinics and Guest Coach Sessions.

FACILITIES:

All Clinics and Sessions shall take place at CLL owned/managed fields and facilities. The Vendor will not have to supply their own facility for the work outlined the Scope of Work section and in **Attachment B**.

SUBMITTAL REQUIREMENTS:

Qualified Vendors shall provide a scope of work and Project Proposal in accordance with the requirements provided in this request. The Proposal must include the following elements:

1. Completion of the Application Form & Statement of Qualifications in **Attachment A**
2. Completion of the Player Development Pricing Schedule in **Attachment B**
3. Completion of the Hourly Rate Schedule in **Attachment C**

QUALIFIED VENDORS:

A Qualified Vendor shall be a bidder with baseball knowledge, baseball experience and instructor capacity to fulfill all of the Player Development Program requirements as set out in **Attachment B**. The Vendor can be structured as a corporation, partnership, sole proprietorship and may be comprised of one or more Vendors working together.

INSURANCE COVERAGE:

All Vendors will be required to demonstrate that they have adequate insurance to cover their employees, agents, contractors and volunteers in the provision of the services required in this RFP. The types and amounts of insurance will be consistent with the types and amounts of insurance that a Vendor offering similar services would maintain but, in any event, will not be less than what would be reasonably expected to be carried.

RFP OWNERSHIP:

All rates and information provided as part of this RFP shall be owned by CLL, however CLL will maintain the confidentiality of such information and will **not** distribute or share such information with any third parties without the express consent of the bidder at any time. For the avoidance of doubt, CLL will be permitted to share such information with Board members as well as third party advisors to the Board, if any, provided such third party advisors have agreed to be bound by the terms of an industry standard non-disclosure agreement which offers protections against disclosure of such information at least as stringent as those set out in this RFP.

EVALUATION CRITERIA:

Evaluations of all bids will be based on the criteria listed below:

- Experience of firm with similar projects and baseball associations;
- Experience of proposed project team and key team members;
- References; and
- Pricing.

CONTRACT NEGOTIATION:

CLL reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process. CLL and the successful Vendor will enter into a formal contract (the "Service Agreement") on terms and conditions acceptable to CLL prior to the Vendor commencing to perform any services.

Vendors are encouraged to bid on those portions of work which they are capable of providing. Please indicate in your response if you are bidding on only specific items by filling in the appropriate rates in **Attachment B**.

CONTRACT & BILLING:

CLL shall enter into a Services Agreement with the selected Vendor which will have a project start date of no later than April 1, 2019. The Services Agreement shall remain in full force and effect for a period of twelve months (unless otherwise agreed between the parties). Upon the conclusion of the Services Agreement, CLL may elect, at its sole and exclusive discretion, to reengage the Vendor for an additional term to provide or put the 2020 Player Development Program out for bid.

The Services Agreement shall set out the agreed terms and conditions governing the provision of the player development services for the term of that Services Agreement, and shall identify the hours of service required and the agreed rates to be paid for such services.

CLL and the Vendor shall negotiate and agree to the schedule for the delivery of the services required for each SEASON. If the parties are unable to reach agreement on such schedule, CLL may elect to secure the services of another Vendor for that SEASON.

By the fifth business day of each month during the term, the successful Vendor shall issue CLL an itemized invoice listing all hours and totals, including GST, if applicable, incurred in the provision of the services during the preceding month.

Upon CLL's acceptance of the Vendor's invoice, CLL shall pay the successful Vendor on net 30 terms via cheque, wire transfer or etransfer.