



## **AIRDRIE MINOR HOCKEY ASSOCIATION**

### **REQUEST FOR QUOTE**

Player Evaluators for U11 – U18  
Competitive Streams  
Fall 2025 Evaluation Process



## **1. OVERVIEW**

The Airdrie Minor Hockey Association (AMHA), a not-for-profit minor hockey organization located in the city of Airdrie, Alberta, is seeking bids for the provision of a qualified, independent, and objective player evaluation service provider, as well as any necessary evaluation equipment, for the 2025 evaluations across several age and competition streams. These divisions include:

1. U11 Competitive;
2. U13 Competitive;
3. U15 Competitive; and
4. U18 Competitive.

AMHA is committed to providing a fair, impartial, and professional evaluation process for all players, ensuring candidates are ranked appropriately for team placement based on skill and performance.

## **2. OBJECTIVE**

AMHA intends to contract a vendor to deliver a comprehensive evaluation system for all assigned players, utilizing scrimmage sessions, to rank players effectively for team placement. The process should be objective, transparent, and defensible, in alignment with AMHA's commitment to fair competition.

Further information about AMHA's Evaluation Policy can be found [on our website](#).

## **3. LENGTH OF CONTRACT**

The successful vendor will be awarded a contract for three (3) years,, subject to a post-evaluation review.

## **4. COMMUNICATION**

All inquiries related to this RFQ should be directed to:

- Nicole Gidluck  
AMHA Vice President Administration  
Phone: 403-801-4549  
Email: [vicepresident1@airdriehockey.com](mailto:vicepresident1@airdriehockey.com)
- Lindsey Goddard  
AMHA Evaluation Coordinator  
Email: [evaluationcoordinator@airdriehockey.com](mailto:evaluationcoordinator@airdriehockey.com)
- AMHA Office  
Email: [officeadmin@airdriehockey.com](mailto:officeadmin@airdriehockey.com)



## 5. QUOTE SUBMISSION GUIDELINES

### 5.1. SUBMISSION DEADLINE

The deadline for quote submissions is **June 24, 2025**, by **12:00 PM (noon)**.

### 5.2. DELIVERY OF QUOTE

Submissions must be delivered electronically to all of the following email addresses:

- [vicepresident1@airdriehockey.com](mailto:vicepresident1@airdriehockey.com)
- [evaluationcoordinator@airdriehockey.com](mailto:evaluationcoordinator@airdriehockey.com)
- [info@airdriehockey.com](mailto:info@airdriehockey.com)

Late submissions will not be considered.

### 5.3. PRESENTATIONS

Vendors may be required to make a formal presentation of their proposal to the AMHA Evaluation Committee between **June 26-27, 2025** in Airdrie, Alberta. Further details regarding the presentation schedule, venue, and format will be provided to selected vendors.

### 5.4. AWARDING OF CONTRACT

The contract will be awarded based on the following criteria (in no particular order):

- Service quality
- Expertise
- Availability of evaluators
- Evaluation experience and methodology
- Evaluation philosophy
- Overall cost

Note that the selection will not necessarily be based on the lowest bid but rather the best overall value to AMHA.

## 6. EVALUATION PROCESS

### 6.1. SCRIMMAGE SESSIONS

AMHA anticipates a total of approximately 500 players to be evaluated in 2025. Players will be split by age and competition streams as follows:

- 20% U11 participants
- 25% U13 participants
- 30% U15 participants
- 25% U18 participants



Each player shall participate in:

- Two to Four (2-4) Scrimmage Evaluations: Game-play-based assessments in a 5-on-5 format, with goaltenders. Scrimmages generally last 1hr, with an exception in U11.

Scrimmage evaluations will occur over a span of 15 days, Sept 15 thru 30, 2025. Scrimmage evaluations may occur in multiple sessions on the same day, requiring multiple evaluation teams across different rinks. The scrimmages are planned to utilize approximate 53hrs of evaluation time total.

The AMHA Player Evaluation System is designed to rank players based on their performance during these scrimmage sessions. Player team placement is primarily based on the multi-skate combined rankings by the Evaluation Service Provider, with minor allowances for Coach chosen players amongst defined “bubbles”..

## **7. RFQ SUBMISSION REQUIREMENTS**

Each vendor's submission must include:

- 7.1. Player Evaluation Philosophy: A detailed explanation of the vendor's approach to evaluating players.
- 7.2. Evaluation Methodology: Description of the mechanism and format used for skill evaluations,
- 7.3. Evaluation Criteria/Weighting: Provide the criteria and weighting for each activity evaluated by age group, detailing the focus areas and key factors for evaluation.
- 7.4. Experience and Expertise: Overview of the experience, skills, and qualifications of the vendor and their staff.
- 7.5. Team of Evaluators: The number of evaluators proposed for each ice time, including any required volunteers.
- 7.6. Equipment and Volunteers: List of any equipment or volunteers needed to complete the evaluations, along with any other logistical requirements.
- 7.7. Grievance Process: A description of how the vendor will assist AMHA in managing and resolving any grievances or disputes arising from the evaluation process.
- 7.8. Budget Proposal: Provide the cost for each scrimmage session (on a per hour or per session basis).



**8. TIMETABLE**

Date	Action
June 4, 2025	Issue RFQ to Vendors
June 24, 2025 @ 12:00pm	Quote Submissions Deadline
June 26-27 , 2025	Proposal Presentations
July 3, 2025	Award Notification

**9. CLOSING REMARKS**

AMHA thanks all vendors for their interest in providing evaluation services. We look forward to receiving your proposals. Should you have any questions or require further clarification, please contact Nicole Gidluck, AMHA Vice President Administration at 403-801-4549 or via email at [vicepresident1@airdriehockey.com](mailto:vicepresident1@airdriehockey.com).

We appreciate your time and effort in submitting a proposal and look forward to the possibility of working together

