



REQUEST FOR PROPOSAL (RFP)

DEVELOPMENT SERVICES

CAMBRIDGE MINOR HOCKEY ASSOCIATION

ISSUED ON: Wednesday, December 3, 2025

INTENT TO SUBMIT DEADLINE: Wednesday, December 17, 2025

SUBMISSION DEADLINE: Friday, January 16, 2026

Intent to Submit Applications will be submitted via an online form found at cambridgeminorhockey.com

Applications to be submitted to: vptravel@cambridgeminorhockey.com

Cambridge Minor Hockey Association

OUTLINE

1. Introduction and Background
2. Scope of Services
3. Proposal Requirements
4. Evaluation Criteria
5. Closing Date

1. INTRODUCTION AND BACKGROUND

The Cambridge Minor Hockey Association (CMHA) is seeking proposals from certified and experienced individuals or businesses to provide high-level instruction and development for our rep-level hockey players across various age divisions for the upcoming hockey season. Development Services will be focused on the following 4 key areas: Skills Development, Power Skating, Goalie Skills and Mental Health.

The goal is to establish a partnership with a certified individual or business that can offer quality programming, expert coaching, progressive skill development, competitive pricing, timely delivery, and capacity to support all rep teams, to help us enhance our rep player development programs.

CMHA is a competitive hockey association serving over 550 rep athletes across 32 teams. We are committed to providing skill development opportunities that support long-term player growth. As such, we aim to deliver structured and current instruction that is integrated into team practices to meet the ever-changing needs within the minor hockey landscape.

2. SCOPE OF SERVICES

The selected individual or business will be responsible for, at minimum, designing, implementing, and executing a comprehensive age-appropriate curriculum. Services may include, but are not limited to:

- Providing structured sessions for teams.
- Supplying qualified instructor(s) who meet Hockey Canada Coaching Requirements
- Evaluating athletic performance and providing written feedback, at minimum, 3 times/year to the players, the coaches and the Rep Committee.

Schedule:

- Program Duration: September 2026 to February 2027
- Estimated Time Commitment: six (6) hours, once per week, four (4) weeks per month for a total of one hundred and forty-four (144) hours.

CMHA anticipates awarding a contract for a period of one (1) hockey season, with the possibility of renewal based on instructor performance, program success, and mutual agreement.

3. PROPOSAL REQUIREMENTS

Proposals should include the following:

1. Company/Instructor Information
 - Name, address, contact information
 - Description of business or individual qualifications
 - List of instructor(s) and relevant certifications
 - Confirmation of adequate and available resources to meet the requirements within the stated timeframes
 2. Experience & References
 - Summary of relevant instruction and experience
 - References from at least two (2) current or recent hockey teams or organizations
 3. Program Approach & Methodology
 - Description of instructional philosophy and techniques
 - Sample session plans or curriculum overview
 - Description of how programming will be tailored for different age/skill levels
 4. Pricing Structure
 - Hourly or per-session rates
 - Any package or seasonal rates
 - Additional costs (if applicable)
 5. Insurance & Certifications
 - Proof of liability insurance
 - Proof of certifications, vulnerable sector checks, and first aid (if applicable)
-

4. EVALUATION CRITERIA

Preference will be given to an individual or business located in Cambridge. The contents of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.

The proposal should include the level of service to be provided, related experience, and information on the individual or business.

Proposals received after the date and time specified will not be considered and will be returned to the proposer unopened.

CMHA will rate proposals based on technical and financial merit.

Upon the closing of the competition, the proposals will be reviewed internally by the CMHA Rep Committee based on an evaluation matrix, and a recommendation made for contract award to the Board of Directors. Following the initial evaluation process, the CMHA Rep Committee may elect to ask certain respondents to complete an oral interview with the purpose of allowing selected individuals and/or businesses to expand and discuss their written responses.

Terms and Conditions:

CMHA expects to contract with the person or business whose proposal demonstrates that the performance of its work would be most advantageous (all factors considered), and CMHA reserves the right to award the bidder that presents the best value as determined solely by CMHA in its absolute discretion.

In addition,

- CMHA reserves the right to accept or reject any and all proposals, in whole or in part.
- The lowest bid will not necessarily be selected.
- All costs associated with proposal preparation are the responsibility of the applicant.
- The successful provider must comply with all CMHA, Alliance, OHF and Hockey Canada Regulations.

CMHA expects to award the contract by the end of March 2026. While we anticipate the project will proceed as outlined, its implementation is contingent upon securing sufficient and suitable ice time to deliver development programs to the entire association.

All candidates will be notified regardless of the outcome by electronic communication.

5. SUBMISSION INSTRUCTIONS

All proposals must be submitted electronically to:

Email: vptravel@cambridgeminorhockey.com

Subject Line: RFP – Development Services (insert name of specialty i.e. Power Skating, Skills Development)

RFP Closing Date: Friday, January 16, 2026, at 4:00 PM.

All materials submitted in response to the RFP shall become the property of the CMHA.
