

Clarington Minor Hockey Association



Request for Proposal

The Clarington Minor Hockey Association (CMHA), is a rep hockey organization for AA/A/AE teams in the Clarington Area ranging from MD7 to Midget age groups. At this time there are twenty-two CMHA teams and approximately 375 players. The CMHA is currently looking for professional photographer services to provide group and individual photos for our teams.

The CMHA welcomes your company to bid on the opportunity to become/remain our photography provider.

Please prepare a detailed proposal as outlined below. Your company's proposal will be compared against competing proposals. Please note the lowest proposal will not necessarily be awarded the contract. To set your proposal apart we welcome suggestions on other types of items you feel your company can offer outside our mandatory items. This can include unique or exclusive offerings, special promotional groupings or team gift ideas (i.e. Christmas or year end). Please provide details on all suggestions to enhance your proposal. Please describe any additional offerings your company can provide i.e. online or email ordering, hours of operations, point of purchase options, etc.

Photo products required:

- One combined team and individual photo product for each player
- Two photo magnets for each player
- One team photo for each bench staff
- One Sponsor Plaque for each team with team photo and engraving
- One 36x68 poster showcasing all teams along with sponsor names to be displayed at Garnet B Rickard arena.
- Disc or Memory stick of all team and individual photos so we may use at our award banquet.

Note that proposals will also be evaluated on their ability to provide additional photo products to parents outside of this contract at competitive prices.

Please include the following information in your proposal:

- Your company location(s)
- Total cost to the association on each mandatory items as above based on 375 players and 22 teams (number of players and teams for vendor cost comparison only, actual number may vary)
- Detailed information on photo backgrounds offered and creative poses for individual photos.
- Detailed flexible plan on how the team and individual photo dates would run – we would require a retake day for players not able to make their original assigned time.
- Details on how you would handle a player missing from the team photo. Are we able to photoshop a missing player into the team photo and if so, please advise the cost of this.
- Detailed plan to ensure there is adequate staff to handle the team photo and order dates.
- Detailed plan on ordering process for photos and ordering process throughout the season.
- Detailed plan on turnaround time from ordering to receiving.
- What type of warranty you offer if there is an error made.
- Vendors must be in the business of providing professional services that are consistent with the services provided in this RFP.
- Vendors must demonstrate that they have previous experience in providing professional services of a similar nature to those being requested in this RFP.
- Samples must be included in hard copy or electronic format

The deadline for your company to submit your proposal is April 30, 2016 at 9:00pm. Please submit your proposal by email to Erin Bell (ebell99@gmail.com) and Christie Cafik (connor6@rocketmail.com)

We will review all proposals and contact you should we require clarification. The CMHA looks forward to your proposal. Recommended supplier will be tabled at the CMHA executive meeting on May 19, 2016 for approval. The company awarded the contract will be contacted shortly after.

If you have any questions or concerns, please contact Erin Bell at 905 213-1104.

Sincerely,

Erin Bell
CMHA Director