



Hockey Regina
Request for Proposals
2025 / 2026 Evaluations

Issued – March 17, 2025

Closes – April 4, 2025

Request for Proposal (RFP)

Hockey Regina Inc (HRI) invites you and/or your company to respond to this RFP. The focus of the RFP is to select an evaluation vendor(s) for the 2025-2026 Hockey Season to professionally deliver evaluations that are fair, transparent, and value driven resulting in team formation that places players in the most developmentally appropriate tier to enhance competition, development, and player experience for its registered participants.

This RFP is a tool to help HRI understand you or your organization's relevant capabilities and will enable us to understand how you or your organization will meet the needs of HRI in a cost-effective and value-added manner.

A optional pre-bid question and answer session has been scheduled in the HRI Boardroom on March 20, 2025 (6pm) and March 24, 2025 (10am). Email ahungle@regina.ca to confirm your attendance.

A Vendor Proposal document is available at request (ahungle@hockeyregina.ca) and may be utilized as a template to provide proposal information for this RFP.

Introduction to Hockey Regina Inc.

Hockey Regina is the governing body for all minor hockey in Regina, from U7 through U18. Fostering hockey experiences where all can learn, play and succeed to ultimately build community through hockey.

HRI was formed in 1997 with an amalgamation of the Queen City Hockey League (QCHL) which managed tier hockey in Regina and the Parks Association. Prior to the QCHL, there was the Regina Boys Community Hockey League (RBCHL) which ran the U15 + U18 divisions and the Queen City Minor Hockey Association (QCMHA) which oversaw U9 to U13. In 2024-25, HRI had approximately 2,400 players on 154 teams throughout 27 divisions/tiers. HRI teams used over 10,000 hours of ice at Regina's 13 indoor facilities. HRI scheduled over 2,300 games and 4,000 practices throughout the winter. Besides playing within the HRI league, our teams are also members of Provincial leagues.

Additional information can be found here: <https://www.hockeyregina.ca/>

HRI Evaluation Objective and 2025/2026 Operational Outcomes

OBJECTIVE

To professionally deliver evaluations that are fair, transparent, and value driven resulting in team formation that places players in the most developmentally appropriate tier to enhance competition, development, and player experience for its registered participants.

2025/2026 OPERATIONAL OUTCOMES

1. Players are evaluated fairly
 - With objective data
 - With qualified interpretation of subjective data
 - Without bias
 - Using demonstrated best practices
2. Specific goalie and skater evaluation processes with demonstrated evaluation skills and qualifications in both
3. Provide members with meaningful player evaluation feedback
4. Professionalism in the process, people, and communications
5. Well communicated and organized process
6. Transparency between evaluation vendor and HRI
7. Demonstrate best value to members

Technical Requirements and Assumptions

GENERAL

1. Both skills and scrimmages should be evaluated using best practices and evaluation scores should have documented data to support player ranking.
2. Players will be evaluated using a number system only, player names will not be provided to evaluators.
3. Assume coaches will not form part of the evaluation scores.
4. Evaluation scrimmage teams will be formed utilizing the player ranking after the skills session and other relevant data.

SKATERS

Note: None of the measured skills shall be dependent on the skills of another player being evaluated

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| <ol style="list-style-type: none">1. Skills Session – Skater must be evaluated (at minimum) on ability to:<ul style="list-style-type: none">- Time Trial for all U9 and U11 players- skate both forward and backward- transition between forward and backward skating (both)- skating with and without a puck- ability to pass and receive a pass- ability to do developmentally appropriate shot | <ol style="list-style-type: none">2. Scrimmages - Skater must be evaluated (at minimum) on ability in game situations to:<ul style="list-style-type: none">- skate- pass- handle and protect the puck- checking- positional play (forward vs defense skills)- game play or Hockey IQ (sense) (compete level, anticipation, and team play) |
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GOALIES

Note: Vendor responsible for coordinating qualified shooters for goalie sessions for consistency and quality

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| <ol style="list-style-type: none">1. Skills Session - Goalies must be evaluated (at minimum) on ability to demonstrate:<ul style="list-style-type: none">- basic skating skills- speed & agility- mobility/balance- control- movement & stance | <ol style="list-style-type: none">2. scrimmages - goalies must be evaluated (at minimum) on ability in game situations to:<ul style="list-style-type: none">- hockey sense / focus / read and react- adjusts quickly to changes in the game- communicates to teammates- committed / competitive / enthusiastic- emotional control |
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Scope of Services

HRI has 3 leagues that are evaluated in their organization, these include HRI League, SAAHL and SaskFHL.

Note: Respondents may choose to respond to any or all evaluated leagues, in combination with any or all age divisions is said leagues, as well choose the goalie only category. Vendors may also elect to bid for execution of skill sessions (skater and/or goalie) only or evaluation of skills and/or scrimmage sessions only. Or any combination thereof.

Use the information below as a guide for the number of players / goalies and sessions required.

For pricing purposes, assume the following:

SAAHL - 75% of players will move to scrimmage #1 and then 75% of those will move to scrimmage #2. Those not selected to move on will start next evaluation at the beginning of the next lower tier.

SAAHL Program								
	Skaters				Goalies			
Division	# Skaters Evaluated	# Players Placed	# Skill Sessions	# Scrimmages	# Goalies Evaluated	# Goalies Placed	# Skill Sessions	# Scrimmages
¹ U13AA	148	65	1	2	16	5	1	2
² U15AA	121	45	1	2	16	6	1	2
³ U16AA	29	15	1	2	6	2	1	2
⁴ U18AA	99	51	1	2	17	6	1	2

¹ Those not selected in U13 AA will evaluate next in U13A HRI Program.

² Those not selected in U15 AA will evaluate next in U15A HRI Program.

³ Those not selected in U16 AA will evaluate next in U18A HRI Program
(this is subject to change, however, for pricing and workplan purposes, assume as noted)

⁴ Those not selected in U18 AA will evaluate next in U18A HRI Program.

For pricing purposes, assume the following:

SFHL - 75% of players will move to scrimmage #1 and then 75% of those will move to scrimmage #2. Those not selected to move on will start next evaluation at the beginning of the next lower tier.

SaskFHL Program								
	Skaters				Goalies			
Division	# Skaters Evaluated	# Players Placed	# Skill Sessions	# Scrimmages	# Goalies Evaluated	# Goalies Placed	# Skill Sessions	# Scrimmages
⁵ U13AA F	52	28	1	2	6	2	1	2
⁶ U15AA F	65	30	1	2	5	2	1	2
⁷ U15A F	53	53	1	2	3	3	1	2
⁸ U18AA F	29	15	1	2	3	2	1	2
⁹ U18A F	43	43	1	1	3	3	1	1

⁵ Those not selected in U13 AAF will evaluate next in U13 B HRI Program (Female Team Only) in co-ed league.

⁶ Those not selected in U15 AAF will evaluate in U15 A League.

⁷ Consists of players unsuccessful in U15 AA F or those directly registered into U15 A F.

⁸ Those not selected in U18 AAF will evaluate in U18 A League.

⁹ Consists of players unsuccessful in U18 AA F or those directly registered into U18 A F.

Note: Vendor must provide all U9 (approximately 365 players) and U11 (approximately 425 players) players with a time trial based on best practices in addition to the sessions noted below.

For pricing purposes, assume the following for HRI:

U9 – all players move to each skill session

U11 – 75% of players will move to the scrimmage portion

U13 - 75% of players will move to scrimmage #1 and then 75% of those will move to scrimmage #2.

Those not selected to move on will start next evaluation at the beginning of the next lower tier.

HRI Program								
	Skaters				Goalies			
Division	# Skaters Evaluated	# Players Placed	# Skill Sessions	# Scrimmages	# Goalies Evaluated	# Goalies Placed	# Skill Sessions	# Scrimmages
U9A	367	172	2	0	N/A	N/A		
U9B		158	2	0	N/A	N/A		

U9C		119	2	0	N/A	N/A		
U11A	241	84	1	1	36	6	1	1
U11B	340	180	1	1	31	20	1	1
U11C		160	1	1		11	1	1
U13A	179	90	1	2	17	9	1	2
U13B	205	106	1	2	16	8	1	2
U13C		99	1	2		6	1	2
U15A	196	90	1	2	16	9	1	2
U15B	165	165	1	2	11	11	1	2
U18A	113	85	1	2	17	9	1	2
U18B	127	127	1	2	8	8	1	2

Support Services provided by HRI

The following support for the evaluation process will be provided

- Booking ice
- Developing schedules in coordination with successful vendor
- Handing out evaluation jerseys, checking off attendance, managing timeclock
- Collaboration and refining final evaluation process with successful vendor
- Communicating process to members
- Communicating out schedules to players and managing changes as needed
- Coordinating referees
- Coordinating timeclock operators for divisions with timed shift changes
- Coordinating bench volunteers
- Communicating feedback

Selection Criteria

HRI will use multiple criteria to select the most appropriate candidate(s). Consideration of all the key objectives described in this document will be expected from all submissions and will be the basis of our evaluation of submitted proposals. Refer to proposal submission guidelines for requirements.

1. Services, capabilities, and ability to meet HRI objectives
2. Quality of program delivery
3. Demonstrated experience in coaching and/or playing and/or related education, and fit with HRI
4. Specific goalie and skater evaluation processes with demonstrated evaluation skills and qualifications in both areas
5. Technical and tactical skills with an understanding there is a notable difference between tiers of players.
6. Workplan that is transparent and includes training and orientation where needed
7. Pricing and total program cost
8. Relevance of previous experience and references

HRI intends to work collaboratively with the preferred proponent(s) to refine the evaluation process to provide best value for our members.

Proposal Requirements

Proposals shall include the following information, clearly referencing each section below in your response:

A. VENDOR PROFILE

Please provide a summarized background of yourself or your company, ensuring you include at least the following items:

1. Number of years in operation (or for individuals, years' experience in related work)
2. Description of services offered, certifications, years of service etc.
3. Please outline any history and experience in working with HRI and/or other minor hockey associations including duration, location and nature of work, past or present

Include any other relevant information to describe your organization.

B. METHODOLOGY

Describe your methodology in the areas related to your bid:

1. Evaluating Skaters
 - How do you evaluate skills?
 - How do you score skills?
 - What is scoring based on in skills?
 - How do you evaluate scrimmages?
 - How do you score scrimmages?
 - What is the scoring based on?
2. Evaluating Goalies
 - How do you evaluate skills?
 - How do you score skills?
 - What is scoring based on in skills?
 - How do you evaluate scrimmages?
 - How do you score scrimmages?
 - What is the scoring based on?
3. Delivering on-ice skater skill sessions for evaluation.
 - How will you plan and deliver age and tier appropriate sessions
 - How do you ensure quality instruction based on age and tier appropriate sessions
4. Delivering on-ice goalie skill sessions for evaluation.
 - How will you plan and deliver age and tier appropriate sessions
 - How do you ensure quality instruction based on age and tier appropriate sessions
5. How do your processes align to best practices?

Proponents are encouraged to provide any matrixes, written documentation that illustrate both methodology and best practices.

C. QUALIFICATIONS

1. Provide the qualifications/certifications and demonstrated experience in either coaching, playing or education as relevant.
2. Detail the company's history and experience serving communities and provide specific reference to your ability to align with the mission and vision of HRI
3. Describe your previous evaluation experience, current coaching certifications
4. Updated Criminal Record Check
5. Provide information on how members of your team/staff will be selected and how you will validate and upskill their qualifications. Hockey Regina reserves the right to validate and assess on ice instructor and evaluator qualifications.

D. PREVIOUS EXPERIENCE AND REFERENCES

Please provide examples of previous assignments undertaken that are similar to this RFP. Provide three significant, relevant client references including name and contact information, along with a description of the scope of services provided.

E. PRICING AND WORKPLAN

Please submit with your pricing any conditions or assumptions on which your pricing is based. Your proposal should include a detailed workplan and associated hourly rate with the proposed number of hours. Include the number of evaluators and/or on ice instructors for each division related to your bid. Pricing should be all encompassing; HRI will not pay costs or expenses beyond the agreed to contract.

F. DELIVERABLES

Identify the deliverables provided to HRI. These should include:

1. Evaluation results
2. Player Rankings
3. Qualitative and Quantitative data

Terms of the Agreement

The length of the agreement with the selected service provider will be for the current hockey season, until May 1, 2026, commencing on the effective date of the agreement. The agreement may be renewable after May 2, 2026, at the sole discretion of Hockey Regina Inc.

Hockey Regina reserves the right to accept or reject any proposal(s).

This RFP does not obligate Hockey Regina to any costs incurred in the preparation and submission of bids nor does it obligate Hockey Regina to award a contract(s).

Submissions

The closing time for submissions is **2pm pm on April 4, 2025**. After April 4th the committee will convene and review all submissions. The successful candidate(s) will be contacted, and the work will begin May 2025.

Proposals may only be submitted electronically by email to the contact below. Late proposals will not be considered unless approved by the evaluation committee.

Contact Person for this RFP

Amanda Hungle

E-mail: ahungle@hockeyregina.ca

Key Dates

	Date	Milestone
1	March 17, 2025	RFP issued
2	March 20, 2025 – 6pm	Optional Pre-Bid Q+A Meeting #1 – HRI Boardroom
3	March 24, 2025 – 10am	Optional Pre-Bid Q+A Meeting #2 – HRI Boardroom
3	April 2, 2025	Last day for questions
4	April 4, 2025 – 2pm	RFP Closes
5	April 11/12, 2025	Interview shortlisted (if required)