



REQUEST FOR QUOTATION - SERVICES

Issue Date: February 28, 2021	Attachments: 0	Reference Number: YKSA-SCHEDULER-2021
REPLIES MUST BE RECEIVED PRIOR TO LOCAL TIME:		23:59 on Saturday, April 3, 2021

Return To: Yellowknife Slopitch Association (YKSA) P.O. Box 11089 Yellowknife, NT X1A 3X7	Contact: Rebekah Clarke Email: ykslopitch@hotmail.com Phone: (867) 444-9430
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DESCRIPTION OF SERVICES REQUIRED

General Title of Contract: Game Scheduler ~ Yellowknife Slopitch Association
Term of Contract: From: May 1, 2021 To: September 12, 2020 The contract may also be extended, based on the mutual agreement of both parties, for a period not to exceed 1 year.
BACKGROUND: <ul style="list-style-type: none"> - The YKSA utilizes Fritz Theil Ball Parks 1 & 2 and Parker Park 1 & 2 for regular slopitch season play. - The YKSA Summer 2021 season is anticipated to run from May 17, 2021 to September 12, 2021 with 24 – 36 registered teams. - YKSA teams will be scheduled to play two (2) games per week. - YKSA game times are typically from Monday to Friday from 6:00 PM to 11:00 PM and Sunday from 4:00 PM to 11:00 PM. - The YKSA has up to 5 divisions of teams that play ball (A, B, C, D, E). These divisions are determined by the number of teams registered and skill level of the team.
SCOPE OF WORK: The YKSA requires a game scheduler to: <ul style="list-style-type: none"> - Complete game scheduling of all registered teams during regular season. - Complete game scheduling for the YKSA playoffs. The YKSA playoff format is double knockout structure, so during the playoffs the scheduler will be required to be available daily to complete regular updates to the schedule as teams win/lose playoff games. - Complete rescheduling for 'rained out' or other YKSA cancelled games. - Enter all scheduled and rescheduled games on the YKSA website and playoff games in Challong (https://challonge.com/). - Scheduler must have own computer equipment and internet.
FEES AND PAYMENT OF SERVICES: <ul style="list-style-type: none"> - This will be a fixed price contract. All costs must be considered when determining your fixed price. No other costs will be considered or paid for other than the fixed price. - Payment will be made to the Contractor upon completion of services rendered and the email submission of an invoice: ykslopitch@hotmail.com.

TOTAL NET BID PRICE	\$
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BIDDER - OFFER

Name of Firm	Address
Contact	
Phone:	Email

The Bidder hereby offers to supply the services indicated herein in accordance with the terms and conditions set out herein and any attached terms and conditions at the TOTAL NET BID price as set out

Authorized Signature Title Date

YKSA ACCEPTANCE

CONTRACT AUTHORITY ACCEPTANCE - When signed, this document becomes a Contract.		
_____ Authorized Signature	_____ Title	_____ Date



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QUOTATION FORM

INSTRUCTIONS TO BIDDERS

1. Quotations received after the specified deadline will be rejected and returned to the bidder unopened.
2. All Quotations must be submitted on the Form provided; failure to do so will result in the Quotation being rejected as non-responsive. Quotations submitted using the Quotation Form must be signed by a duly authorized representative of the bidder. Incomplete or illegible Quotations will be rejected.
3. Quotations or amendments sent by email will be accepted under the following conditions:
 - a. The Quotation and any amendments are received prior to the closing deadline at the following email address: **ykslopitch@hotmail.com**.
 - b. The YKSA will not accept liability for any claim, demand or other actions for any reason should an email transmission be interrupted, not received in its entirety, received after the closing deadline, received by any other email address other than that stated herein, or for any other reasons.
 - c. The YKSA cannot guarantee the confidentiality of information contained in the Quotation or amendments.

Emailed Quotations and amendments should be submitted in Portable Document Format (PDF), and must not exceed 10 megabytes in size. Email transmissions may not necessarily be immediate and can experience lengthy delivery delays. Bidders should ensure that sufficient delivery time is allowed for the Quotation and any amendments to be received.

The subject line of the email transmission should state: **Game Scheduler ~ Yellowknife Slopitch Association Quotation.**

It is the bidder's responsibility to ensure receipt of the email transmission by contacting the Contact Person specified on the first page of this document.

4. All Quotations are irrevocable for a period of thirty (30) days from the closing deadline.
5. If a Quotation or amendment contains a defect, or fails to comply with the requirements of this Quotation, the YKSA at its sole discretion reserves the right to accept the Quotation if it determines that the defect or failure to comply is immaterial.
6. In the event all Quotations, or amendments, have material defects, or fail to comply with the requirements of this Quotation, the YKSA reserves the right to either cancel the Quotation call or to accept the Quotation deemed to be in the best interest of the YKSA.
7. The lowest or any Quotation will not necessarily be accepted. The YKSA reserves the right to cancel the Quotation, in whole or in part, at any time for any reason whatsoever, and may at the sole option of the YKSA, reissue the same thereafter, without incurring any liability to any bidder and no bidder shall have any claim against the YKSA.
8. The YKSA reserves the right to negotiate price, scope of work, or both, with any Bidder.
9. Addenda issued prior to the Quotation Deadline will be in writing and must be incorporated into the Quotation.
10. Verbal responses to any inquiry cannot be relied upon and are not to be construed as an implied term of this Quotation or any resultant contract.
11. All prices must be quoted in Canadian dollars.
12. All questions or enquiries concerning this Request for Quotations should be in writing, directed to the contact person indicated on the first page of this document, and submitted no later than five (5) business days prior to the specified Quotation submission deadline.