

REQUEST FOR PROPOSAL (RFP)

**UNIFORMS FOR SPECIAL OLYMPICS TEAM CANADA 2019 WORLD
SUMMER GAMES**

Special Olympics
Olympiques spéciaux
Canada



SUMMARY OF KEY INFORMATION

ISSUE DATE: JULY 6, 2018

CLOSING DATE FOR RESPONSE:
AUGUST 10, 2018

1 INTRODUCTION

1.1 WHO IS SPECIAL OLYMPICS CANADA (SOC)

Special Olympics Canada is dedicated to enriching the lives of Canadians with an intellectual disability through sport. It is a national not-for-profit grassroots organization that provides sport training and competition opportunities for over 45,000 athletes of all ages and abilities. More than 21,000 volunteers are currently involved with Special Olympics programs every day in virtually every community nationwide. The Special Olympics National Games are held every two years, alternating between Summer and Winter Games with World Games being held in the year following National Games. Special Olympics Canada's programs are supported by corporate sponsorship, fundraising activities, government funding, individual donors and the involvement of volunteers in each province and territory across the country. For more information, visit our website at: www.specialolympics.ca.

1.2 PROJECT SUMMARY

The purpose of this “Request for Proposal” is to identify a supplier or suppliers for the non-competitive and competitive apparel for 2019 Special Olympics Team Canada as well as the apparel for our Games Experience guests. SOC is committed to providing all members of the 2019 SO Team Canada going to Abu Dhabi, with a clothing and luggage package that has a Canadian look, is fashionable, meets the host city’s climatic conditions, and is sufficiently versatile to be worn following the conclusion of the Games. SOC will also accept proposals for souvenir/promotional items as part of this process.

In the development of the 2019 Special Olympics Team Canada clothing package, the following are the key principles:

- Colours – red, black, white, grey
- High quality, Comfort, Practicality
- Athletes’ judgment that clothing is stylish and “in”
- Affordability
- Incorporation of the SOC logo/SOC Team Canada logo and promotion of the SOC brand
- Specific Items will also require a sponsorship logo
- Bilingual
- Items that could be worn following the Games
- Items available in a wide range of sizes from all retail sizes

We require a company that can handle all aspects of the design, production (including screen-printing and embroidery of logos), and delivery of a complete team-clothing package.

The purpose of this RFP is to provide a fair evaluation process for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

SOC encourages creative responses and candidates may choose to provide approaches outside those described above, but please separate these costs.

This project will begin almost immediately following the selection of company.

Companies can submit a proposal for Package A, Package B, Package C or all packages. We will also accept proposals by sport for Package B only understanding that this is for very specific competitive gear.

1.3 KEY DATES

The following is the schedule for this process:

July 6, 2018	SOC sends the RFP package to potential companies via email as well as posts on our social media pages
July 9 – July 26, 2018	Companies can submit email questions until the end of day July 26, 2018
August 10, 2018	Companies are to submit their Proposals by 4:00 p.m. EST on August 10, 2018 companies not responding by this date will be disqualified.
August 20, 2018	SOC selects company and communicates decision to all bidding companies.
August 22, 2018	Project development begins.
September 28, 2018	Delivery of training camp shirts and try-on samples for non-competitive and competitive gear (The samples will be used to gauge how the final clothing pieces will fit. Sizing can be adjusted depending on fit of final items).
January 18, 2019	Delivery of all uniform and luggage pieces

1.4 COMMUNICATION & SUPPORT DURING THE RFP PROCESS

The contact for this project is Kendra Isaak, Director of Sport and Competitions, SOC.

Number: (416) 927-9050 ext. 4387
Fax: (416) 927-8475
E-mail: kisaak@specialolympics.ca

1.5 RESPONSES TO THE RFP

Bidding companies who want to respond to the RFP are asked to send an electronic copy to the following e-mail address: kisaak@specialolympics.ca

If a bidding company intends to respond with other partners or as a group, one proposal is to be provided with one company acting as the single contact to SOC.

1.6 LEGAL TERMS

This RFP document and process is subject to legal terms found at the end of this document. Companies not able to accept these terms should not submit proposals.

1.7 PROPOSAL COSTS

Any costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the company.

2 DESIGN & CONTENT

2.1 COMPOSITION OF CLOTHING PACKAGE

SOC will work in partnership with the selected company(s) to develop the exact composition of the 2019 Special Olympics Team Canada clothing package. The following list is for general guidance, and SOC will encourage and thoroughly evaluate any additional items or suggestions not captured below.

Uniform Pieces Required

Package A

Training Camps

- 330 Light-weight T-Shirt (M & F)

Walk On Uniforms

- 80 Shorts (M)
- 85 Capris (F)
- 165 Shirt/Golf Shirt (unique design) (M & F)
- 165 Unique Hat

- 165 Walking/Running Shoes

Casual Wear

- 495 Short Sleeve Shirts (3 per person - Moisture wicking) (M & F)
- 165 Light-weight Zip-Up Hoodie (M & F)
- 165 Sleeveless shirt (must have thick straps) (M & F)
- 165 Light Track Pants (M & F)
- 165 Casual Short (knee length) (M & F)
- 495 Ankle Socks (3 pairs per person)
- 60 Staff Golf Shirt (M & F)
- 4 Dress Shirt (M & F)
- 175 Large Wheeled Duffle (Max size 158cm (50x70x38))
- 270 Large Backpacks- need to fit a binder and/or laptop inside

Games Experience Guests

- 30 Light-weight T-Shirt (M & F)
- 30 Golf Shirt (M & F)
- 30 Light Zip-Up Hoodie (M & F)

Package B

Competitive Gear

- Swimming
 - 24 Bathing Suit (M & F)
 - 24 Towel
 - 24 Swim Cap
 - 32 Deck Sandals
- Athletics
 - 24 Running Singlet (M & F)
 - 24 Running Shorts (M & F)
- Bowling
 - 48 Golf Shirt (2 designs/colours) (M & F)
 - 22 Black Pants (M & F)
 - 16 Towel
- Basketball
 - 10 Home & 10 Away Jerseys (unique design) (M & F)
 - 20 Shorts (M & F)
 - 20 Socks (2/person)
- Bocce
 - 6 Pants (M & F)
 - 12 Golf Shirt (2 designs/colours) (M & F)
- Golf
 - 36 Golf Shirt (2 designs/colours) (M & F)
 - 36 Golf Shorts (2 per person) (M & F)
 - 18 Belt
- Powerlifting
 - 10 Cotton T-Shirt (2 per person) (M & F)
 - 5 Training Shorts (M & F)

- 5 Singlet (M & F)
- Rhythmic Gymnastics
 - 6 Leotard (F only)
 - 12 Tights (2 per person) (F only)
- Soccer
 - 12 Home & 12 Away Jerseys (M & F)
 - 24 Shorts (2 per person) (M & F)
 - 24 Socks (2 per person)
 - 2 Goalie Jersey

Package C

Promotional Items

- Beachballs
- Trading pins
- Water bottles
- Buffs
- Gifting options

All sizes must be available within the order and at the price point.

The total budget available is \$153,000 inclusive of taxes.

2.2 SPECIAL OLYMPICS CANADA TEAM SIZE ESTIMATES

The 2019 Canadian Team will total 165 individuals of which 110 will be athletes and 55 coaches/mission staff. The Games Experience guests will be approximately 30 people.

2.3 SIZING

SOC will provide sizing and quantity information to the company in accordance with jointly established timelines. SOC would like sample items for try-on at the October 11 & 18, 2018 training camps. Estimated sizing needs would be **XS-4XL** in men's and women's. If certain items are not available in the larger sizes, alternatives should be suggested by the company.

2.4 PROMOTIONAL AND SOUVENIR ITEMS

Although not a requirement under the terms of this proposal, SOC encourages companies to include potential ideas regarding the sale of SO Team Canada clothing items to SOC supporters. The company would be responsible for cost of inventory, sales and shipping.

2.5 SPONSORSHIP OPPORTUNITIES

Value In Kind (VIK) provision of SO Team Canada clothing would be considered a sponsorship, and the company would receive the appropriate level of sponsor benefits in return for their support. Sponsorship agreement details will be discussed with successful candidate. VIK will be considered a competitive advantage when evaluating proposals.

3 IMPLEMENTATION & TIMELINE

3.1 IMPLEMENTATION & TIMELINE

Please provide your recommended Implementation Plan and Timeline with the following assumptions:

- Initial Package Composition and Design Consultations – August-September, 2018
- Final Delivery date – January 18, 2019 (in time for sorting, packing, and cargo shipment to Team Members)

Timelines should highlight key milestones, approvals, and deliverables.

4 RFP PRICING

The total project cost must include: provision of color drawings, samples of each item in the clothing package, production (including screen printing and embroidery of logos), delivery to SOC's office or other designed facility, tailoring and all other tasks associated with the development, production and delivery of the team clothing package. The selected company(s) will appoint one key staff person as the primary point of contact with SOC for the period from the awarding of the contract through the 2019 Special Olympics World Winter Games in Abu Dhabi. The pricing requested is on a fixed price basis and the company will be contracted to deliver all functions in this document for the stated price. If the company has excluded any function or added functions to these requirements, these changes should be noted, clearly indicating the tradeoff decisions.

The total project cost must include: the cost for items listed under the Key Principal, 2 logos on each item, taxes and fees. Some items may require a third logo so the RFP must include the cost of additional logoing.

5 RFP QUESTIONS, EVALUATION & FORMAT

5.1 EXPERIENCE

- a) Please describe your expertise and experience in the world of sport and/or with non-profit organizations.
- b) List the three contracts your firm has completed within the past three years that best reflect the type of work within this RFP and briefly describe the role your firm played in each project.
- c) Provide three client references. We will not contact your references unless your firm is one of the final candidates being considered.

The following criteria, shown in order of importance and with percentage weighting, form the basis upon which SOC will evaluate proposals.

1. Suitability of the proposal – Proposal meets the needs and criteria set forth in the RFP. **40%**
2. Price – The price falls within the budget range internally established for this project. **20%**
3. Value In-Kind (VIK) – Candidate has included a VIK component within their proposal. **20%**
4. Candidate experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake the project. **10%**
5. Proposal presentation – The information is presented in a clear, logical manner and is well organized. **10%**

5.2 RFP FORMAT

The response format will be evaluated (criteria item #5) and if you fail to present your proposal in the following format, you will be penalized.

1. Title Page: your company name, address, web site address, telephone number, fax number and contact person.
2. An introduction letter signed by the person or persons authorized to sign on behalf of the company.
3. A one-page summary of your proposal.
4. The content of your proposal should not exceed 5 pages. Discuss your proposal, including the features, benefits and uniqueness of your proposal. You should also describe how you will meet our deadlines.
5. Fees. Include a bullet list of exact deliverables that you associate with the stated fees.

6 RFP LEGAL TERMS

You must follow these guidelines and requirements when preparing and submitting your proposal:

- A. Late proposals will not be accepted, opened or read, under any circumstances and will be returned to the company.
- B. Once SOC is in receipt of your proposal, we will not allow any changes or modifications to your submission. Please make sure that your submission is final.

- C. Once submitted, your firm's proposal can be withdrawn at any time prior to being awarded or signing a contract.
- D. The statements made in your proposal are binding; therefore an authorized representative of your company, preferably an officer, must sign your proposal.
- E. If you wish to submit alternate solutions you may do so. Alternate solutions should be treated as separate proposals.
- F. Your firm must honor the price quoted in your proposal for at least 90 days from the date of submission. The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of fees with a complete explanation of the nature of those fees.
- G. Your proposal must clearly state any need for sub-partners, the work they will perform, their names, addresses, telephone numbers, email addresses and expertise. SOC will not refuse a proposal based upon the use of sub-partners; however we retain the right to refuse the sub-partners you have selected.
- H. By submitting a proposal your company agrees to all the terms and conditions of this Request for Proposal.
- J. SOC and the company agree that all details of this Request for Proposal process, including both financial information and proposal concepts, shall be confidential during this process, and thereafter, and do whatever is reasonably necessary to preserve such confidentiality. The contents of all press announcements, if any, regarding the selection of SOC's Team Uniform Supplier shall be agreed upon by both parties prior to being released or published.
- K. SOC does not bind itself to accept either the lowest cost proposal or any proposal submitted.
- L. SOC will not be liable for any costs or expenses incurred in the preparation of a proposal.
- M. All terms and conditions of this Tender are governed by Ontario law. successor.
- N. The company, if chosen, shall undertake to indemnify SOC against claims and litigation (including legal fees) related to/arising from the activities of the service provider.
- O. The company, if chosen, shall undertake to disclose any conflicts of interests in the provision of the services.