

REQUEST FOR PROPOSAL

Special Olympics Ontario

District Team Clothing Package

2019 Provincial Winter Games

2019 Provincial 5 Pin Bowling Championships

2019 Provincial Floor Hockey Championships



***Special
Olympics***
Ontario

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2 INTRODUCTION

2.1 What are Special Olympics Ontario Provincial Games?

Special Olympics offer our athletes a full continuum of competitive opportunities from the community and regional levels to the provincial, national and international levels. Within Ontario we have a rotating four year games cycle that encompasses Spring, Summer and Winter Provincial Games as well as Provincial Bowling Championships and Provincial Floor Hockey Championships.

2019 Provincial Winter Games – Sault Ste. Marie

The Provincial Winter Games will be hosted by the SSM Police Service January, 2019. The sports included in the Winter Games include: Alpine Skiing, Nordic Skiing, Snowshoeing, Figure Skating, Speed Skating and Curling. Approximately 450 participants from seven districts take part in the Games.

2019 Provincial 5 Pin Bowling Championships – TBC

The Provincial Bowling Championships will be hosted in June, 2019. Approximately 300 participants from seven districts take part in the event.

2019 Provincial Floor Hockey Championships – Toronto

The Provincial Floor Hockey Championships will be hosted by the Toronto Police Service in conjunction with the Invitational Youth Games being hosted May, 2019. Approximately 300 participants from seven districts take part in the Championships.

2.2 PROJECT SUMMARY

Special Olympics Ontario is seeking proposals from clothing suppliers to design and supply official uniforms for the three 2019 Provincial competitions.

The goal is to procure clothing that meets the following general requirements:

- supports and highlights the Special Olympics Ontario brand
- be of a style that is current and lends itself to the tastes of athletes of all ages
- Durable and will function well in the variable climate of the host city.
- supplied in a wide variety of sizes for both genders
- Clothing will instil a sense of unity and pride in each team and province

SOO requires a supplier partner that can handle all aspects of the design, production, fitting and delivery of a seven (7) complete team clothing packages for each event.

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.

This project will begin almost immediately following the selection of a supplier.

SOO encourages creative responses and candidates may choose to provide for approaches outside those described above, but please separate these costs and timeline impacts as a differential item.

2.3 KEY DATES

The following is the schedule for this process:

May 10, 2018	SOO posts the RFP on website and sends to potential partners.
May 24th, 2018	Companies can submit <u>email</u> questions until the end of day May 24 th , 2018. Q&A summary is sent to all participants via e-mail by May 31st, 2018.
June 15, 2018	Companies are to submit their Proposals by 4:00 p.m. EST on June 15, 2018. Companies not responding by this date and time will be disqualified.
June 25, 2018	SOO will contact companies that have been short listed for selection.
July 2 – 13, 2018	Short listed companies will be given opportunity to conduct a Proposal Presentation at the SOO office.
July 20, 2018	Successful company will be notified.
August 1, 2018	Project begins
August 29, 2018	Design specs completed
Sept - October 2018	Uniform Fittings across province
October 2018	Final order submitted

Upon selection of a supplier, SOO and the supplier will jointly develop a detailed timeline and milestones for concept development, composition of package, designs, samples, sizing, production, embroidery, delivery, staging, tailoring, and other key deliverables.

January 10th, 2019	Deadline for delivery of Winter Games clothing to districts.
April 2019	Deadline for delivery of Bowling Championships and Floor Hockey Championship clothing to all districts.

2.4 COMMUNICATION & SUPPORT DURING THE RFP PROCESS

The contact for this project is Juli Prokopchuk-Brattan, Manager, Major Games at Special Olympics Ontario.

Juli Prokopchuk Brattan
1-888-333-5515 ext 245
416-447-8326 ext 245

2.5 RESPONSES TO THE RFP

Bidding companies who want to respond to the RFP are asked to send an electronic copy of their Proposal to the following address: julip@specialolympicsontario.com

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 SOO.

Companies who do not want to respond to the RFP are asked to contact Juli Prokopchuk Brattan and indicate their intentions. All electronic and hard copies of this RFP in the possession of the supplier must be deleted and/or destroyed.

2.6 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.

2.7 PROPOSAL COSTS

Any costs associated with preparing and presenting proposals in response to this RFP and for providing any additional information required by SOO to facilitate the evaluation process are the sole responsibility of the partner and will not be reimbursed by SOO. SOO also reserves the right to discontinue the procurement process at any time, and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more parties. All supporting documents and manuals, submitted with this proposal, become the property of SOO, unless explicitly requested, in writing, by the vendor.

3 IMPORTANT GUIDELINES

3.1 PARTNER QUALITIES

Use the RFP to showcase your ability to support the following requirements and preferences:

- Design experience and creative expertise in clothing design
- Production facilities capable of meeting all demands and timelines
- Must be able to accommodate clothing fittings in multiple locations across the province. (Up to 15 locations)
- Quality materials and commitment to working in partnership with SOO that athletes will wear with pride
- Must have ability to package individual clothing requirements and ship clothing to multiple locations across the province.
- Experience in servicing sport organizations and the sport community
- Flexibility to accommodate special orders
- Online purchasing capabilities
- Itemized billing per clothing piece

The selected partner will have extensive expertise in design and production, and will possess a proven ability to meet jointly established timelines. Companies demonstrating an existing promotion and distribution network such as wholesale, retail or on-line services will have a competitive advantage.

3.2 KEY TERMS

District Teams – There are seven (7) teams across the province that will be uniformed.

District Team Colors – Each district has a team color that will be used for uniform design.

3.3 KEY GUIDELINES FOR PROPOSAL

- Preference will be given to suppliers that can provide all or most uniform pieces.
- Preference will be given to suppliers that can facilitate sizing team members at numerous locations (up to 15) across the province.
- Preference will be given to suppliers that can provide individualized uniform packing and direct shipping to key contacts across the province.
- All uniform pieces will have the Special Olympics Ontario logo in either embroidery or Screen Printing. Please provide prices for both types of logo within quotation.
- Please provide all delivery charges in quote.
- Uniform pieces that are shipped after the expected date of delivery will be subject to a late delivery charge that is equal to a 10% price reduction on the late delivery items.
- Billing must be in the form of one invoice for all items. Invoice must include a detailed list of all items ordered. Final payment will be made upon delivery of all uniform pieces. Deposit on the uniform order to be negotiated with chosen supplier.

4 BUSINESS REQUIREMENTS

4.1 GOALS AND OBJECTIVES OF THE PROJECT

The objective of this project is to design, produce and supply high-quality, stylish and affordable clothing package for the 2019 Provincial Competition team members.

SOO will provide the selected supplier with an outline of the key components the clothing package must include, and rely on the supplier to generate an overall concept and design scheme for approval. Following agreement on the overall design concept and package, SOO will work in partnership with the supplier to finalize the design of each item. All designs must be approved by SOO prior to production. SOO will provide sizing and quantity information to the supplier in accordance with jointly established timelines.

Following the completion of production, the supplier will conduct a thorough inventory and quality inspection to ensure the order is complete. In addition, the supplier will assign a staff person (if necessary) to assist with the packing process to immediately address any quality or inventory issues, and obtain tailoring services for required alterations during the staging process.

4.2 AUDIENCE PRIORITIES

Audience Group	Description	Priority
Athletes, Coaches and District Team Manager	<ol style="list-style-type: none">1. Highest quality of design, materials and production2. Design adaptations to properly fit all athletes3. Considered "in" – athletes proud to wear4. Reflect the SOO brand5. Suitable for Winter environment and conditions6. Available in male and female sizes.7. Available in Tall and Youth Sizes	*****

4.3 THE ROLE OF SPONSORS

SOO is proud of and committed to its relationship with its partners and sponsors. We believe we will deliver considerable value to our sponsors by effectively serving the above audience groups.

Proposals submitted with specific sponsorship details will be given extra consideration for the final selection.

4.4 ELEMENTS THAT SHAPE THE SOO BRAND

Our goal is to create an emotional connection between the general public and the team members. SOO wants to promote sport for people with an intellectual disability in the province by empowering and showcasing the accomplishments of Ontario Athletes.

5 DESIGN & CONTENT

5.1 COMPOSITION OF CLOTHING PACKAGE

SOO will work in partnership with the selected supplier to develop the exact composition of the 2019 Provincial Competition clothing package.

Refer to Appendix A for a complete list of uniform requirements.

5.2 KEY PRINCIPLES

In the development of the 2019 Provincial Competition clothing package, the following key principles will be paramount:

- High quality
- Comfort
- Practicality
- Current style acceptable to athletes of all ages
- Affordability
- Ability to generate public interest and demand
- Incorporation of the SOO logo
- Available in the seven district team colors

Refer to Appendix B for the logos.

Refer to Appendix C for the design ideas.

5.3 SIZING

SOO will provide general sizing information for as large a percentage of the Team as possible. Because some athletes will be selected following clothing production deadlines historical sizing data will be used. In addition, SOO will rely on the expertise of the supplier in appropriate sizing based on your experience with athletes and other sporting events.

Sizing requirements:

- Youth and Adult Sizing
- XXS to 5XL
- Male and Female Sizing options
- Tall Sizing options

Please provide price break down for larger sizes of each uniform piece.

6 RFP APPROACH & TIMELINE

6.1 APPROACH

Describe your strategy, creative, technology, systems, and methods to meet our business goals and requirements.

If the proposed solution has additional features or benefits not covered in our requirements, Please note them as "Additional Features" and ensure they are priced separately.

It is highly recommended to provide several options (color combination, price points, etc) for each piece of clothing to allow SOO to "Mix and Match" the final pieces for the Uniform selection.

The use of multiple manufacturers may be required due to the team color requirements.

6.2 IMPLEMENTATION & TIMELINE

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

- Initial Package Composition and Design Consultations August 2018
- Final Delivery date – January 10, 2019

Timelines should highlight key milestones, approvals and deliverables. Please ensure all facets of your methodology are showcased within the timeline activities. Also, ensure all deliverables we have noted in this RFP and within your methodology are listed.

7 RFP PRICING

The total project cost must include: provision of color drawings, fabric samples, three sizing samples of each item in the clothing package, production, individual packing, delivery to SOO locations across the province, tailoring and all other tasks associated with the development, production and delivery of the team clothing package. The selected supplier will appoint one key staff person as the primary point of contact with SOO for the period from the awarding of the contract through the 2019 Provincial Competition. The pricing requested is on a fixed price basis and the partner will be contracted to deliver all functions in this document for the stated price. If the partner has excluded function or added functions to these requirements, these changes should be noted, clearly indicating the tradeoff decisions.

8 RFP QUESTIONS, EVALUATION & FORMAT

8.1 YOUR COMPANY

8.2 EXPERIENCE

a) Please describe your expertise and experience in the world of sport and/or with non-profit organizations.

8.3 DESIGN

b) Please describe your design process.

8.4 QUALITY ASSURANCE

c) Please describe your quality assurance methods and procedures and identify the quality assurance team.

8.5 CLIENT SERVICING

d) Please describe the availability of your staff in terms of the timeframe for a response with a proposal or quote for design, fabric or sizing questions.

8.6 RFP EVALUATION CRITERIA

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

- 1.** Suitability of the proposal – Proposed solution meets the needs and criteria set forth in the RFP.
- 2.** Price – The price falls within the budget range internally established for this project.
- 3.** Sponsorship – Consideration for sponsorship opportunities.
- 4.** Candidate experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake the project.
- 5.** Proposal presentation – The information is presented in a clear, logical manner and is well organized.
- 6.** Proposals demonstrating a significant sponsorship component will be considered favorably.

8.7 RFP FORMAT

1. Title Page: RFP number and revision number, 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. Table of contents.
4. A one-page summary of your proposal.
5. The content of your proposal should not exceed 50 pages. Discuss your proposal, including the features, benefits and uniqueness of your solution. You should also describe how you would meet our deadlines.
6. Fees. Include a bullet list of exact deliverables that you associate with the stated fees.

9 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.
- B. Upon review of all RFP's, SOO will invite the top ranking companies to a meeting to present their proposal in person. These partners will be given the opportunity to engage in negotiations for final selection of the partner.
- C. Once submitted, your firm's proposal can be withdrawn at any time before June 15, 2018.
- 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. 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. By submitting a proposal your firm agrees to all the terms and conditions of this Request for Proposal.
- H. SOO and the Partner 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 SOO's Clothing Partner shall be agreed upon by both parties prior to being released or published. Neither party shall unreasonably withhold its agreement to an

announcement.

- I. SOO does not bind itself to accept either the lowest cost tender or any tender submitted.
- J. SOO will not be liable for any costs or expenses incurred in the preparation of a tender.
- K. All terms and conditions of this Tender are governed by Ontario law.
- L. The Partner, if chosen, shall undertake to indemnify SOO against claims and litigation (Including legal fees) related to/arising from the activities of the service provider.
- M. The Partner, if chosen, shall undertake to disclose any conflicts of interests in the provision of the services.
- N. Special Olympics Ontario reserves the right to cancel the RFP process up to the start of the project (August 1, 2018).

10 APPENDICES – See attached

APPENDIX A – PROVINCIAL GAMES CLOTHING REQUIREMENTS

APPENDIX B – LOGOS

APPENDIX C – UNIFORM DESIGN IDEAS