



Request for Proposal for Official Uniform Supplier to Guelph Soccer

Guelph Soccer has issued this Request for Proposals (“RFP”) in order to communicate the details and accept responses for the exciting opportunity of being the official uniform provider for Guelph Soccer Junior Gryphons.

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Statement of Confidentiality

You must treat this Request for Proposal (RFP) as confidential and must not disclose it to any party other than employees with a need to know. Guelph Soccer (“GS” or “the Club”) will similarly treat responses to this RFP as confidential and will not disclose information provided in response to any party other than Guelph Soccer committee members and employees with a need to know.

These obligations do not apply to information that is in the public domain through no breach of confidence by you or Guelph Soccer or to information that you get from a source other than us without a breach of confidence with Guelph Soccer.

If you do not agree with these provisions, please destroy this RFP.

Bidder Conflict of Interest

All parties who were *directly or indirectly* involved in preparing this RFP shall be deemed to be in a conflict of interest and ineligible to bid.

Communication

All questions related to this Request for Proposal or the bidding process should be sent to the Interim Executive Director, Caitlin Dunsmore, at caitlin.dunsmore@guelphsoccer.ca with the subject line “2023 RFP – Uniforms & Equipment”. All questions are to be made in writing, no phone calls please. Proponents must not communicate with any Guelph Soccer staff concerning this RFP from **April 3 to May 29, 2023**, except as mentioned above. Unauthorized communication may lead to disqualification from the bidding process.

Overview of Guelph Soccer

Guelph Soccer is a recognized Canada Soccer Member Association Youth Club. Founded in 1981, Guelph Soccer has been providing soccer opportunity for our community for over 50 years. We offer fun, inclusive, and competitive programs for over 5000 players annually.

Purpose of the Request for Proposal

Guelph Soccer is seeking business proposals through a competitive, fair and open bidding process to provide soccer uniform kits, club apparel, and equipment to the Recreational Program (U7-U18) and the Competitive Program (U8-U21). Guelph Soccer is seeking business proposals from respectable community minded businesses that can provide good value and service to the Club and its members through competitive pricing, quality goods and efficient and effective services.

The successful bidder, at the sole discretion of Guelph Soccer, must be prepared to enter into a supply and service contract with Guelph Soccer for a **three-year term, with an optional one-year renewal to be discussed and determined after the bidding process.**

Guelph Soccer would like to thank all interested bidders for this process.

Product and Service Requirements

Ongoing requirements of uniforms, club apparel and equipment for the most recent seasons have required annual orders based on the following estimates:

Recreational

- Full kit (shirt, shorts, and socks) for up to 2200 summer recreational players registered in the U7 to U18 age groups;
- Jersey for up to 800 fall recreational players registered in the U4 to U18 age groups;
- Jersey for up to 800 winter recreational players registered in the U4 to U18 age groups;
- Practice balls for approximately 2200 players (size 4 & 5)

Development and Competitive

- Full kit (2 shirts, 2 shorts, and 2 socks) for up to 650 competitive and grassroots development players registered in the U8 to U21 age groups;
- Practice jersey for up to 650 competitive and grassroots development players registered in the U8 to U21 age groups;
- Tracksuits (jacket and pants) and bags (duffle or backpack) for approximately 650 players on odd years;
- Goalkeeper kit (2 shirts, 2 shorts, and 2 socks) for approximately 45 teams;
- Game balls for approximately 45 teams;
- Equipment bags, cones, training bibs for approximately 45 teams;
- Other accessories as determined for the development and competitive players.
- Coach shirt, track jacket and rain jacket for approximately 100 coaches.

The successful bidder is expected to be able to fulfill replacement orders for uniforms and soccer balls on an ad hoc basis throughout the term of the agreement. Ability to brand soccer equipment with the Guelph Soccer logo is preferred.

The Club logo will be placed on many items and all quotes must reflect this in the pricing structure.

This RFP consists of the provision of the following items, which must meet Guelph Soccer's branding and quality requirements:

1. Supply, on a prescribed order basis, player uniforms in a variety of sizes for both females and males from ages 8 to 21 years old. Player uniforms may include but are not limited to: home and away jerseys, or reversible jerseys, shorts and socks.
2. Supply, on as needed basis, optional player team apparel in a variety of sizes for both females and males from ages 8 to 21 years old. Optional team items typically consist of training jackets, sweatshirts, rain jackets, kit bags, etc.
3. Supply, on a prescribed or as needed basis, club apparel for coaches, team officials and staff for both female and male in adult sizes.
4. Supply, on a prescribed and as needed basis, soccer equipment and supplies, including but not limited to, soccer balls, training bibs, cones, ladders, portable goals, and other related equipment.
5. Provision of an on-line storefront for Guelph Soccer members to acquire Guelph Soccer branded merchandise.

Proposal Guidelines

Guelph Soccer would like to conduct an open and competitive process for the procurement of the uniforms and soccer equipment, which is outlined below. Proposals are to be submitted in person or via mail in a sealed document to: Caitlin Dunsmore, Interim Executive Director by **5:00 pm EST on May 29, 2023**. Any proposals received after this date and time will be declined. All proposals submitted to the office in person must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Vendors are instructed to provide information on the following items in their submissions:

1. **Company Overview** – Provide an understanding of the vendor’s business
 - a. Company Name;
 - b. Key Contact name and title;
 - c. Address;
 - d. Website and social media outlets;
 - e. Phone Number;
 - f. History of previous business relationships with Guelph Soccer or other Ontario Soccer Clubs or Academies (see Appendix A);
 - g. Description of payment policies;
 - h. Sample Vendor Agreement (warranty terms and refund/return policy);
2. **Product Recommendation** - Description of vendor products
 1. **Sample Pricing** - Based on Guelph Soccer’s products and services list prior. All prices must be itemized, provide an explanation of all fees and costs.
 1. **Value Proposition** – Any unique or special offerings that the vendor believes to be a competitive differentiator, this includes marketing support.
 2. **Costs** - All costs must be itemized with a clear explanation of all fees and related costs and taxes.
 3. **References** - Include 3 references with a similar profile to Guelph Soccer (see Appendix A for reference format).
 4. **Current Customers** – Include a minimum of 4 current clubs that the company supplies (see Appendix A for fillable chart).
 5. **Partnerships** –
 - a. List any affiliations, alliances, and partnerships that you have with other organizations globally that might enhance Guelph Soccer’s access to player, coach and club development (see Appendix A for fillable chart).
 - b. List any benefits these affiliations, alliances, and partnerships would have for Guelph Soccer in terms of marketing, promotional and sponsorship opportunities (see Appendix A for fillable chart).

6. **Core Competencies** – List all related to your organization.
7. **Value Added Services** – List all other services that Guelph Soccer could utilize from your organization.
8. **Uniform Design/ Development/ Innovation** – describe the process of selecting uniforms and equipment including the overall design and functionality.
9. **Timelines** – Include a calendar of events from order, to warehousing, embellishment, delivery to payment.
10. **Processes** – Include order processes and policies.

Please also provide any additional information that would be relevant to the RFP and the vendor's capability to provide the goods and services requested, including a more complete and thorough product and service offering.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Guelph Soccer's Executive Director and will include scope, budget, schedule, and other necessary items pertaining to the project.

All inquiries related to this RFP are to be directed in electronic format to, Caitlin Dunsmore at caitlin.dunsmore@quelphsoccer.ca with the subject line "2023 Uniform & Equipment RFP". Inquiries will only be responded to if received by **May 29, 2023 at 5:00pm.**

Timelines for the RFP Process

| | |
|------------------------|--|
| April 3rd 2023 | RFP posted online & sent to selected group of vendors to bid |
| May 29th 2023 | Deadline for RFP submission (5:00 pm EST) for bidders |
| June 12th 2023 | Shortlist decision – bidders notified on or before date |
| June 30th 2023 | Shortlisted bidders invited to present their proposal to a Selection Committee (this may not be applicable and at the sole discretion of Guelph Soccer) |
| July 17th, 2023 | Contract awarded to successful bidder |

Decision Making Criteria

Responses meeting the mandatory criteria will be further assessed against the following desirable criteria:

Service Proposal

- Proven experience with providing uniforms and equipment described.
- Service level agreement (turnaround times, customer service).

Product recommendation

- Product is current in style and with correct quantities available.

Pricing competitiveness

- Price of the product(s) is competitive and comparable.

Value Proposition

- Organization provides suitable added value in addition to the product(s).

References

- Organizations references are positive in nature and answer all questions asked by the Guelph Soccer's selection committee.

It is essential that bidders provide their responses in a clear and concise manner with sufficient evidence for Guelph Soccer to assess their proposal with the noted criteria. Bidders may be asked to make a presentation of their proposal, which Guelph Soccer reserves the right to select a shortlist of proposals for this purpose. Bidders will be notified of the success or failure of their submissions. Please note if you are unsuccessful in your bid, there will be no follow up or explanation.

Other RFP Process Considerations:

Expenses & Remuneration

Vendors are responsible for their own expenses in preparing a response for this RFP and subsequent negotiations with Guelph Soccer. Guelph Soccer will not be liable to any potential vendor for any claims, whether for costs or damages incurred by the potential vendor in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

Acceptance of Responses

This RFP is not an agreement to purchase services. Guelph Soccer is not bound to enter into a contract with any potential vendor. Responses will be assessed in light of the criteria described in this document.

Definition of Contract

Should a potential partner be selected for interview, this will neither constitute a contract nor give the potential vendor any legal or equitable rights or privileges relative to the requirements set out in this RFP. Only if Guelph Soccer enters into a full written contract will a potential partner acquire any legal or equitable rights or privileges.

Withdrawals

A potential vendor may withdraw its name from the list of potential vendors by notifying Guelph Soccer in writing to the email address provided above. Guelph Soccer may withdraw a name of a potential partner by notifying the potential partner in writing via email.

Modification of Terms

Guelph Soccer reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a contract.

Ownership of Responses

All documents, including responses, submitted to Guelph Soccer become the property of Guelph Soccer.

Partnerships

| ORGANIZATION NAME | NUMBER OF YEARS AS PARTNERS | TYPE OF RELATIONSHIP | FUNCTION / EXPERTISE / LOCATION |
|-------------------|-----------------------------|----------------------|---------------------------------|
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Benefits

| ORGANIZATION NAME | BENEFITS TO GUELPH SOCCER |
|-------------------|---------------------------|
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| | |

Club / Academy References

| ORGANIZATION NAME | CONTACT NAME | PHONE / EMAIL |
|-------------------|--------------|---------------|
| | | |
| | | |
| | | |

Current Clubs / Academies

| ORGANIZATION NAME | CONTACT NAME | PHONE / EMAIL |
|-------------------|--------------|---------------|
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Price forms with *branded* (custom) equipment

| Item | Estimated Quantity | Unit Price | Total Price |
|------------------------------|--------------------|---------------|-------------|
| Player Jersey | | | |
| Player Shorts | | | |
| Player Socks | | | |
| Branded practice soccer ball | | | |
| Branded match soccer ball | | | |
| Goalkeeper jersey | | | |
| Branded clipboard | | | |
| Coach jersey | | | |
| Coach jacket | | | |
| Coach hat | | | |
| Goalkeeper gloves | | | |
| | | Total: | |

On behalf of my organization, I am submitting this bid to Guelph Soccer for supplying uniforms and equipment for the Outdoor and Indoor Programs. I hereby acknowledge that I have read the terms of this RFP and all information provided is accurate to the best of my knowledge. Signature on this proposal constitutes a contractual commitment and an irrevocable offer (after May 29, 2023) on behalf of the submitting organization.

Name: _____

Title: _____

Company Name: _____

Date: _____