

## **Request for Proposal**

Provision of Competitive & Development Soccer Uniforms,  
Club Apparel & Equipment



Waterloo Minor Soccer Club  
2001 University Avenue West  
Waterloo, ON, N2K 4K4

May - 2018

## Table of Contents

Statement of Confidentiality .....	3
Overview of Waterloo Minor Soccer Club .....	4
Purpose of the Request for Proposal .....	4
Product & Service Requirements .....	5
Proposal Guidelines .....	6
Timelines for the RFP Process .....	7
Decision Making Criteria.....	8
Other RFP Process Considerations .....	9

**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.

Waterloo Minor Soccer Club (WMSC) will similarly treat responses to the RFP as confidential and will not disclose information provided in response to any party other than WMSC Board of Director members or 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 WMSC or to information that you get from a source other than us without a breach of confidence with WMSC.

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

## **Overview of Waterloo Minor Soccer Club**

Waterloo Minor Soccer Club was founded in 1971. The philosophy at Waterloo Minor Soccer has always been to provide a positive learning environment with excellent programs, staff, and resources while influencing the 'Beautiful Game'. The programs that are offered allow an opportunity for children and adults within the City of Waterloo to participate in the world's most popular game.

The WMSC provides soccer programming at various levels in the game from recreational to high performance such as the OPDL.

WMSC aligns its Recreational program with Ontario Soccer's Long Term Player Development (LTPD) program. LTPD is about putting the player first and offering age-appropriate opportunities for kids to enjoy the game of soccer. Making the game fun is key in teaching and coaching so that players will continue in the game and may even coach or referee as they get older.

The OPDL is one of the province's first standards-based, youth high-performance leagues that combines top-level competition with performance development training standards.

## **Purpose of the Request for Proposal**

WMSC is seeking business proposals through a competitive, fair and open bidding process to provide soccer uniform kits, club apparel, and equipment to the Grassroots Development Program (U9-U12) and the Competitive Program (U13-U21). WMSC is seeking business proposals from respectable community minded businesses that can provide good value and service to WMSC and its members through competitive pricing, quality goods and efficient and effective services.

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

WMSC would like to thank all interested bidders to this process.

## Product & Service Requirements

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

- Full practice kit (shirt, shorts, and socks) for up to 900 competitive and grassroots development players registered in the U9 to U21 age groups;
- Full kit (2 shirts, 2 shorts, and 2 socks) for up to 900 youth players registered in the U7 to U21 Spring / Summer Competitive season;
- Tracksuits (jacket and pants) and bags (duffle or backpack) for approximately 900 players;
- Goal Keeper kit (2 shirts, 2 shorts, and 2 socks) for approximately 30 teams;
- Practice balls for up to 900 youth players (sizes 3, 4 & 5);
- Game balls for approximately 55 teams;
- Equipment bags, cones, training bibs for approximately 55 teams;
- Other accessories as determined for the development, competitive and OPDL players.
- Coach shirt, track jacket and rain jacket for approximately 55 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 WMSC 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 WMSC'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 9 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 9 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 store front for WMSC members to acquire WMSC branded merchandise.

## Proposal Guidelines

WMSC 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: Paul Burns, Executive Director by 5:00 pm EST on June 15, 2018. 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 WMSC 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
3. **Sample Pricing** - Based on WMSC products and services list prior. All prices must be itemized, provide an explanation of all fees and costs.
4. **Value Proposition** – Any unique or special offerings that the vendor believes to be a competitive differentiator, this includes marketing support.
5. **Costs** - All costs must be itemized with a clear explanation of all fees and related costs and taxes.
6. **References** - Include 3 references with a similar profile to WMSC (see Appendix A for reference format).
7. **Current Customers** – Include a minimum of 4 current clubs that the company supplies (see Appendix A for fillable chart).

**8. Partnerships –**

- a. List any affiliations, alliances, and partnerships that you have with other organizations globally that might enhance WMSC'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 the WMSC in terms of marketing, promotional and sponsorship opportunities (see Appendix A for fillable chart).

**9. Core Competencies –** List all related to your organization.**10. Value Added Services –** List all other services that the WMSC could utilize from your organization.**11. Uniform Design/ Development/ Innovation –** describe the process of selecting uniforms and equipment including the overall design and functionality.**12. Timelines –** Include a calendar of events from order, to warehousing, embellishment, delivery to payment.**13. 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 WMSC Executive Director and Board of Directors and will include scope, budget, schedule, and other necessary items pertaining to the project.

All enquiries related to this RFP are to be directed in electronic format to, Paul Burns at [executivedirector@waterloounited.com](mailto:executivedirector@waterloounited.com) with the subject line "2018 Uniform & Equipment RFP". Enquiries will only be responded to if received by June 14, 2018 at 5:00pm.

## Timelines for the RFP Process

<b>June 1, 2018</b>	RFP posted online & sent to selected group of vendors to bid
<b>June 15, 2018</b>	Deadline for RFP submission (5:00 pm EST) for bidders
<b>June 22, 2018</b>	Shortlist decision – bidders notified on or before date
<b>June 22, 2018</b>	Shortlisted bidders invited to present their proposal to a Selection Committee <b>(this may not be applicable and at the sole discretion of WMSC)</b>
<b>July 5, 2018</b>	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 WMSC selection committee.



It is essential that bidders provide their responses in a clear and concise manner with sufficient evidence for WMSC to assess their proposal with the noted criteria. Bidders may be asked to make a presentation of their proposal, which WMSC 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 WMSC. WMSC 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. WMSC 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 WMSC 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 WMSC in writing to the e-mail address provided above. WMSC may withdraw a name of a potential partner by notifying the potential partner in writing via email.

### **Modification of Terms**

WMSC 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 the WMSC become the property of WMSC.