



WATERLOO MINOR SOCCER CLUB

SEPTEMBER 2018

REQUEST FOR PROPOSAL

RECREATIONAL PROGRAM SOCCER
UNIFORMS AND EQUIPMENT

*Any questions regarding this document or the
bid application process should be directed to:*

Paul Burns
Executive Director

*Waterloo Minor Soccer Club
Suite 107 – 2001 University Avenue E
Waterloo, ON, N2K 4K4*

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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. Waterloo Minor Soccer Club (“WMSC” 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 WMSC Board of Directors 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 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 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 Executive Director, Paul Burns, at executivedirector@waterloounited.com with the subject line “2018 RFP for Recreational Programs”. All questions are to be made in writing, no phone calls please. Proponents must not communicate with any WMSC staff concerning this RFP from **September 14 to September 28, 2018**, except as mentioned above. Unauthorized communication may lead to disqualification from the bidding process.



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OVERVIEW

Waterloo Minor Soccer Club (WMSC) was founded in 1971. Our philosophy is to provide a positive learning environment with excellent programs, staff, and resources while influencing the 'Beautiful Game'. The programs that we offer allow children and adults within the City of Waterloo to participate in the world's most popular game – soccer. We provide soccer programming at various levels in the game from recreational to high performance such as the OPDL; the province's first standards-based, youth high-performance leagues that combines top-level competition with performance development training standards.

"Waterloo Minor Soccer Club mentors youth as they engage in an active lifestyle, learn life skills and values and pursue their goals."

SCOPE AND TERM OF REQUEST OF PROPOSAL

Waterloo Minor Soccer Club is seeking business proposals to provide recreational team soccer uniforms and equipment for all age groups (U3-U19) for the Indoor and Outdoor seasons through a competitive, fair and open bidding process. We are looking for respectable community-minded businesses that can provide good value and service to the club and its members through competitive pricing, high quality goods, and efficient and effective services for a term of 3 years, with an optional 2 years renewal.

TIMELINE:

September 14, 2018	RFP issued.
September 27, 2018	Last day for submitting questions.
September 28, 2018	Proposals due (5:00pm EST).
October 5, 2018	Shortlisted proponents announced.
October 9-12, 2018	Shortlisted proponents present to a Selection Committee.
October 19, 2018	Contract awarded.

WMSC reserves the right to accept proposals submitted after the deadline as well but is not obliged to do so.

PROPOSAL GUIDELINES

Proposals are to be submitted in person or via mail to **Paul Burns, Executive Director**. All proposals submitted in person must be signed by an official agent or representative of the company submitting the proposal.

Quoted costs should be all-inclusive, including any outsourced or contracted work. No separate additional charges will be allowed for freight or delivery. Additionally, any proposals which include outsourcing or contracting work must include details of the organization, as seen in **Appendix A**.

Proponents that are shortlisted will be asked to present their proposal along with samples of the goods to our Selection Committee. WMSC will bear no costs associated with preparing a response to this RFP and subsequent negotiations. 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.

All prices and costs must be in Canadian Dollars and must be the final and best offer. A detailed breakdown of all costs is required.

DELIVERABLES

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

- Supply, on a prescribed order basis, branded player uniforms in a variety of sizes for both females and males from ages 3 to 19 years. Player uniforms may include but are not limited to: jerseys, shorts and socks.
- Supply, on a need basis, optional branded player apparel in a variety of sizes for both females and males from ages 3 to 19 years. Optional team items include but are not limited to: training jackets, sweatshirts, rain jackets, kit bags, etc.



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- Supply, on a prescribed and need basis, branded uniforms for coaches, team officials and staff for both female and male in adult sizes.
- Supply, on a prescribed and need basis, branded/generic soccer equipment and supplies, including but not limited to, soccer practice balls, soccer match balls, and clipboards.
- Provision of an on-line store front for WMSC members to acquire WMSC branded uniforms, apparel, and equipment.

The successful bidder is expected to be able to fulfill replacement orders for uniforms and equipment on an ad hoc basis throughout the term of the agreement. Price quotations are required for two scenarios as seen in **Appendix B**: generic equipment (no branding) and all equipment branded with the Club's logo and/or name.

All items for the Outdoor 2019 season will be due by April 2019. All items for the Indoor 2019-2020 season will be due by October 2019.

REQUIREMENTS

Ongoing requirement of recreational team soccer uniforms and equipment. The following quantities are estimates (indoor & outdoor seasons combined):

Game Kits for 2600 players, ages U3 to U19:

- 1 set of uniforms (jersey, shorts, and 1 pair of socks).
- 1 practice soccer ball (size 3, 4 or 5 based on age).

Equipment for 250 teams:

- 1 match soccer ball.
- 1 goalkeeper jersey
- 1 set of goalkeeper gloves
- 1 coach clipboard

Coaching staff uniforms for 300 coaches:

- 1 Coach jersey.
- 1 Coach jacket.
- 1 hat.

Other accessories as needed for the recreational players. Refer to **Appendix B** for the pricing forms.

DECISION CRITERIA

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

- Service proposal and experience
- Product recommendation
- Pricing competitiveness
- Value proposition
- References

The proposal with the lowest price will not necessarily win. The Club will look for the proposal with the best value.

SPONSORSHIP INFORMATION

All relevant sponsorship information must be included in the bid. This includes:

- Deadlines for each season
- Size of sponsorship on front of jersey
- Colour and formats
- Logo or text only



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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. All proponents will be informed whether their proposals have been shortlisted or not. Please note if an organizations proposal is not shortlisted there will no follow up or explanation.

Should WMSC accept an offer, the proposed prices become legally binding.

WITHDRAWALS

A potential vendor may withdraw its name from the list of potential vendors by notifying WMSC in writing to the e-mail address mentioned above before the deadline (September 28, 2018). Similarly, WMSC may withdraw the name of a potential partner by notifying the potential partner in writing via email.

DEFINITION OF CONTRACT

Getting selected for an interview or sample showing neither constitutes a contract nor gives 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.

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. Changes will be communicated to all companies/ organizations who have submitted bids via email.

OWNERSHIP OF RESPONSES

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



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APPENDIX A

Name of Organization: _____

Street Address: _____ City: _____

Province: _____ Postal Code: _____ Telephone Number: _____

Details of Authorized Individual:

First Name: _____ Last Name: _____

Contact Number: _____ Email: _____

Previous Customers / Business Relationships

ORGANIZATION NAME	PRIMARY SERVICES	LENGTH OF RELATIONSHIP



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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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Partnerships

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

Benefits

ORGANIZATION NAME	BENEFITS TO WMSC



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APPENDIX B

Price forms with *branded* (custom) equipment.

OUTDOOR 2019 SEASON – DUE BY APRIL 2019			
Item	Estimated Quantity	Unit Price	Total Price
Player Jersey	1800		
Player Shorts	1800		
Player Socks	1800		
Branded practice soccer ball	1800		
Branded match soccer ball	200		
Goalkeeper jersey	200		
Branded clipboard	200		
Coach jersey	250		
Coach jacket	250		
Coach hat	250		
Goalkeeper gloves	200		
		Total:	

INDOOR 2019 SEASON – DUE BY OCTOBER 2019			
Item	Estimated Quantity	Unit Price	Total Price
Player Jersey	800		
Player Shorts	800		
Player Socks	800		
Branded practice soccer ball	800		
Branded match soccer ball	50		
Goalkeeper jersey	50		
Branded clipboard	50		
Coach jersey	50		
Coach jacket	50		
Coach hat	50		
Goalkeeper gloves	50		
		Total:	

Grand Total: _____



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Price forms with *generic* (non-custom) equipment.

OUTDOOR 2019 SEASON – DUE BY APRIL 2019			
Item	Estimated Quantity	Unit Price	Total Price
Player Jersey	1800		
Player Shorts	1800		
Player Socks	1800		
Generic practice soccer ball	1800		
Generic match soccer ball	200		
Goalkeeper jersey	200		
Generic clipboard	200		
Coach jersey	250		
Coach jacket	250		
Coach hat	250		
Goalkeeper gloves	200		
		Total:	

INDOOR 2019 SEASON – DUE BY OCTOBER 2019			
Item	Estimated Quantity	Unit Price	Total Price
Player Jersey	800		
Player Shorts	800		
Player Socks	800		
Generic practice soccer ball	800		
Generic match soccer ball	50		
Goalkeeper jersey	50		
Generic clipboard	50		
Coach jersey	50		
Coach jacket	50		
Coach hat	50		
Goalkeeper gloves	50		
		Total:	

Grand Total: _____

On behalf of my organization, I am submitting this bid to the Waterloo Minor Soccer Club for supplying uniforms and equipment for the Outdoor and Indoor Recreation 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 September 28, 2018) on behalf of the submitting organization.

Full Name: _____ Title: _____
 Organization: _____
 Date (mm/dd/yyyy): ____/____/____ Signature: _____