

# REQUEST FOR PROPOSAL

**Special Olympics Ontario**

**Team Ontario Clothing Package**

**2020 National Winter Games**

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***Special  
Olympics***  
*Ontario*

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## 2 INTRODUCTION

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### 2.1 WHO IS TEAM ONTARIO?

Team Ontario consists of 250 athletes and 86 coaches/mission staff participating in Special Olympics Canada National Winter Games. The National Games is the country's largest multi-sport event and runs every two years. Team Ontario is comprised of athletes, coaches, managers, Mission Staff and VIP's from across the province. This Request for Proposals (RFP) addresses Team Ontario's needs for the 2020 National Winter Games to be held in Thunder Bay, On from February 24 – March 1, 2020.

Team Ontario consists of athletes ranging in age from 13 – 60 years of age and will be competing in 8 sports: 5 Pin Bowling, Alpine Skiing, Cross Country Skiing, Curling, Figure Skating, Floor Hockey, Snowshoeing, Speed Skating.

### 2.2 PROJECT SUMMARY

Special Olympics Ontario is seeking proposals from clothing suppliers to design and supply official Team Ontario uniforms for the 2020 National Winter Games.

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

- Supports and highlights the Team 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 Northern Ontario in the Winter
- Supplied in a wide variety of sizes for both genders
- Clothing will instil a sense of unity and pride in the team and province

SOO requires a supplier partner that can handle all aspects of the design, production, fitting 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.

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:

- |                        |                                                                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 15, 2019         | SOO posts the RFP on website and sends to potential partners.                                                                                         |
| April 29, 2019         | Companies can submit <u>email</u> questions until the end of day April 29, 2019. Q&A summary is sent to all participants via e-mail by May 3, 2019.   |
| May 21, 2019           | Companies are to submit their Proposals by 4:00 p.m. EST on May 29, 2019. <b>Companies not responding by this date and time will be disqualified.</b> |
| May 27 – 30, 2019      | Shortlisted companies will be invited to provide an in-person presentation to the selection committee.                                                |
| June 14, 2019          | SOO selects partner and communicates decision to all bidding companies.                                                                               |
| July 2, 2019           | Project development begins.                                                                                                                           |
| Sept 13 – Oct 11, 2019 | Team Ontario uniform fittings will take place across province.                                                                                        |

Upon selection of a supplier, SOO and representatives of Team Ontario 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 24, 2020 | Deadline for delivery of all Team Ontario clothing to SOO team members. |
|------------------|-------------------------------------------------------------------------|

## 2.4 COMMUNICATION & SUPPORT DURING THE RFP PROCESS

The contact for this project is Juli Prokopchuk-Brattan, Chef de Mission for Team Ontario and 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](mailto: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.

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# **3 IMPORTANT GUIDELINES**

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## **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
- Resources to accommodate uniform fittings in multiple locations across the province
- Quality materials and commitment to working in partnership with SOO and representatives of Team Ontario to produce a package, that athletes will wear with pride
- Ability to pack 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

**Opening Ceremonies** – Clothing to be worn by Team Ontario during the Opening Ceremonies. These pieces receive tremendous visibility and are open to the most creative interpretation, while still reflecting a distinctive look.

**Casual Wear** – Clothing to be worn during day-to-day activities at the Games and in the Athlete Village.

**Competition Wear** – Clothing items to be worn by athletes during competition (for all 8 sports)

## 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 (approx. 15) across the province.
- Preference will be given to suppliers that can provide individualized uniform packing and direct shipping to key contacts (approx. 20) 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.

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## 4 BUSINESS REQUIREMENTS

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### 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 2020 National Winter Games team from Ontario.

SOO and Team Ontario will provide the selected supplier with an outline of the key components the clothing package must include (See 2020 Team Ontario Uniform Appendices), 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 and Team Ontario will work in partnership with the supplier to finalize the design of each item. All designs must be approved by SOO and Team Ontario prior to production. Team Ontario 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 |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Athletes</b>                                   | <ol style="list-style-type: none"> <li>1. Highest quality of design, materials and production</li> <li>2. Design adaptations to properly fit all athletes</li> <li>3. Considered "in" – athletes proud to wear</li> <li>4. Reflect the Team Ontario brand</li> <li>5. Suitable to the Maritimes environment and conditions</li> <li>6. Available in male and female sizing</li> </ol> | *****    |
| <b>Mission Staff Team Members</b>                 | <ol style="list-style-type: none"> <li>1. Highest quality of design, materials and production</li> <li>2. Reflect the Team Ontario brand</li> <li>3. Suitable to the Maritimes environment and conditions</li> <li>4. Proud to wear both during and post-Games</li> <li>5. Available in male and female sizing</li> </ol>                                                             | ****     |
| <b>Key Stakeholders (VIP, Board Members, etc)</b> | <ol style="list-style-type: none"> <li>1. Highest quality of design, materials and production</li> <li>2. Reflect the Team Ontario brand</li> <li>3. Suitable to the Maritimes environment and conditions</li> <li>4. Proud to wear both during and post-Games</li> <li>5. Available in male and female sizing</li> </ol>                                                             | ***      |

## 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 TEAM ONTARIO BRAND

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

The Team Ontario brand should... **Inspire** the athlete in all of us, **Encourage** excellence in all we do.

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## 5 DESIGN & CONTENT

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### 5.1 COMPOSITION OF CLOTHING PACKAGE

SOO and representatives of Team Ontario will work in partnership with the selected supplier to develop the exact composition of the 2020 National Winter Games clothing package. The following list is for general guidance, and Team Ontario will encourage and thoroughly evaluate any additional items or suggestions not captured below.

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

### 5.2 KEY PRINCIPLES

In the development of the 2020 Team Ontario National Winter Games clothing package, the following key principles will be paramount:

- Team Ontario has Red as the primary color with black and white as the accent colors.
- 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, Team Ontario logo, Games Logo and Team Slogan and promotion of the Team Ontario brand

**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, Team Ontario 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
- Regular and Tall Sizing options
- Male and Female Sizing options

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

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## 6 RFP APPROACH & TIMELINE

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### 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.

### 6.2 IMPLEMENTATION & TIMELINE

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

- Initial Package Composition and Design Consultations July /Aug 2019
- Final Delivery date – January 24, 2020

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.

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## **7 RFP PRICING**

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The total project cost must include: provision of color drawings, fabric samples, full sizing kits 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 and a representative of Team Ontario for the period from the awarding of the contract through the 2020 National Winter Games. 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.

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## **8 RFP QUESTIONS, EVALUATION & FORMAT**

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### **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.
7. Companies that can complete the Team Ontario uniform order and the Fan Wear requirements (see Team Ontario Fan Wear RFP), will be ranked higher.

## **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.

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## **9 RFP LEGAL TERMS**

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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 May 27, 2019.
- 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.

## **10 APPENDICES – See attached**

### **APPENDIX A – TEAM ONTARIO CLOTHING REQUIREMENTS**

### **APPENDIX B – LOGOS**

### **APPENDIX C – UNIFORM DESIGN**