

REQUEST FOR PROPOSAL

Special Olympics Ontario

**Team Ontario Fan Wear
2026 National Summer Games**



***Special
Olympics***
Ontario

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2 INTRODUCTION

2.1 WHO IS TEAM ONTARIO?

Team Ontario consists of 311 athletes and 135 coaches/mission staff participating in Special Olympics Canada National Summer 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 2026 National Summer Games to be held in Medicine Hat, AB from August 10 – 15, 2026.

Team Ontario Fans consist of approximately 300 families and friends who support our athletes either on-site in Medicine Hat or from home.

2.2 PROJECT SUMMARY

Special Olympics Ontario is seeking proposals from clothing suppliers to design and supply official Team Ontario Fan Wear for the 2026 National Summer 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 all ages
- Durable and will function well in the variable climate of both Ontario & Alberta
- Available in a wide variety of sizes for both genders
- Clothing will instill 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, web-based sales and delivery of the fan wear.

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.

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:

July 24, 2025	SOO posts the RFP on website and sends to potential partners.
August 8, 2025	Expression of Interest due from companies planning to bid. Companies can submit <u>email</u> questions until the end of day August 8, 2025. Q&A summary is sent to all participants via e-mail by August 11, 2025 .
August 29, 2025	Companies are to submit their Proposals by 4:00 p.m. EST on August 29, 2025. Companies not responding by this date and time will be disqualified.
September, 2025	Shortlisted companies will be invited to provide an in-person presentation to the selection committee.
September 22, 2025	SOO selects partner and communicates decision to all bidding companies.
September 22, 2025	Project development begins.
July 31, 2026	Deadline for delivery of all Team Ontario Fan Wear.

2.4 COMMUNICATION & SUPPORT DURING THE RFP PROCESS

The contact for this project is Rebecca Norton, member of Team Ontario and Program Consultant – Major Games at Special Olympics Ontario.

Rebecca Norton
416-447-8326 x 255
416-566-7955
rebeccan@specialolympicsontario.com

2.5 RESPONSES TO THE RFP

Bidding companies who want to respond to the RFP are asked to send an email, expressing their intent to bid, by **August 8th**, to: rebeccan@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.

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
- Quality materials and commitment to working in partnership with SOO and representatives of Team Ontario to produce a package, that supporters will wear with pride
- Experience in servicing sport organizations and the sport community
- Online purchasing capabilities

The selected partner will have extensive expertise in design and production, and more importantly, extensive experience in web based sales platforms. Companies demonstrating an existing promotion and distribution network such as wholesale, retail / web-based services will have a competitive advantage.

3.2 KEY GUIDELINES FOR PROPOSAL

- Preference will be given to suppliers that can provide web based sales.
- All Fan Wear pieces will have the Special Olympics Ontario logo and secondary logo(s) in either embroidery or Screen Printing. Please provide prices for both types of logo within quotation.
- Please provide an example of delivery charges in quote.

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 Fan Wear for the 2024 National Winter Games supporters from Ontario.

SOO and Team Ontario 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 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 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.

4.3 ELEMENTS THAT SHAPE THE TEAM ONTARIO BRAND

Our goal is to create an emotional connection between the supporters 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.

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 2026 National Summer Games Fan Wear package.

5.2 KEY PRINCIPLES

In the development of the 2026 Team Ontario National Summer Games Fan Wear package, the following key principles will be paramount:

- Team Ontario has Red and Black as primary colors with white as an accent color.
- 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

5.3 SIZING

Sizing requirements:

- Youth and Adult Sizing
- XXS to 3XL
- Male and Female Sizing options

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.

6.2 IMPLEMENTATION & TIMELINE

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

- Initial Package Composition and Design Consultations Jan/Feb 2026
- Final Delivery date – July 31, 2026

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

Fan Wear prices must be all inclusive (except taxes and shipping)

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 and web-based sales platforms.

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.

8.6 RFP EVALUATION CRITERIA

The following criteria, shown in order of importance 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. Candidate experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake the project.
3. Proposal presentation – The information is presented in a clear, logical manner and is well organized.
4. Proposals demonstrating a significant sponsorship component will be considered favorably.

8.7 RFP FORMAT

1. Title Page: 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. Once submitted, your firm's proposal can be withdrawn at any time before September 15, 2025.
- 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 bid.
- 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.