



Request for Proposal

Team Sask Uniforms for the 2021 Canada Summer Games

Issue Date: July 20, 2020

Closing Date for Response: October 1, 2020

1. INTRODUCTION

1.1. Introduction

The Saskatchewan Games Council (SGC) invites interested suppliers to bid on the provision of ceremonial uniform packages for Team Sask at the 2021 Canada Summer Games in Niagara, ON from August 6-21, 2021. Members of Team Sask will wear this uniform package during the Opening and Closing Ceremonies, at medal presentations, in some sport competitions, to and from competitions, at special events, and during leisure time.

The SGC is a registered not-for-profit organization and is the permanent regulatory body responsible for the organization of the Saskatchewan Summer and Winter Games, as well as the overall coordination and preparation of Team Sask competing at the Canada Games and Western Canada Summer Games.

The successful company will receive the opportunity to enter into an agreement for the rights to provide complete or partial walkout uniform design, manufacture and distribution for Team Sask, totaling approximately 530 uniform sets.

An additional opportunity exists to supply and administer a Team Sask souvenir and merchandise program, including operation of an online ordering site. In the lead-up to the Games, the souvenir program will ideally be print and ship on-demand, administered by the successful vendor. Ahead of Games-time, a quantity of each item will be ordered by the SGC for onsite sales, administered by the SGC.

1.2. About Team Sask and the Canada Games

Team Sask is the group of athletes, coaches, managers, technicians, and mission staff who represent Saskatchewan at the Canada Summer and Winter Games.

The Canada Games program, which began in 1967, is Canada's largest multi-sport event and represents the highest level of national competition for our country's next generation of national team athletes and future champions. The 2021 Canada Summer Games will take place in the Niagara Region of Ontario and will feature competition from up to 5,000 athletes in 20 sports, representing all 13 provinces and territories. Since its inception, over 85,000 young athletes have participated in the Canada Games.

Saskatchewan will be sending up to 470 participants to the 2021 Canada Summer Games in Niagara from August 6 – 21.

1.3. Project Summary

The objective of this project is to design, produce, and distribute a high-quality, stylish and affordable team clothing package for members of Team Sask at the 2021 Canada Summer Games. The package must:

- establish a distinctive, stylish Team Sask look
- be available in both unisex and women's sizing
- be available in adult unisex and women's sizes XS-4XL
- be available in the Team Sask primary colour scheme of Kelly green (Pantone 355C) and black, with accent colours that can include white, grey and gold
- be suitable for a summer climate
- provide current streetwear and athletic wear styles and design concepts that members of Team Sask in the age range of 12-23 will be proud to wear both during the Games and after they have returned to their home communities

The purpose of this RFP is to provide a fair evaluation process for all suppliers and to provide the supplier with the evaluation criteria against which they will be judged.

The SGC will provide the selected supplier with an outline of the key components. The uniform package must include and will rely on the supplier to generate an overall concept and design scheme for SGC

approval and/or collaboration. Following agreement on the overall design concept and package, the SGC will work in partnership with the supplier to finalize the design of each item. All designs must be approved by the SGC prior to production. The SGC 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 and packaged by sport team. In addition, the supplier will assign a staff person to assist with the packing process to immediately address any quality or inventory issues. The selected supplier will appoint one key staff person as the primary point of contact with the SGC for the period from the awarding of the contract through to the Games.

This project will begin almost immediately following the selection of a supplier, to guarantee timely and efficient delivery to Team Sask participants.

1.4. Key Dates

The following are the contract timelines for this project:

Contract Timelines

July 20, 2020	SGC sends the RFP package to potential companies via email and posts on website and social media
October 1, 2020	Proposals are to be received at the SGC office by 4:00 PM CST on October 1, 2020. Companies not responding by this date will be disqualified
Late October, 2020	Uniform Advisory Committee provides recommendations to SGC
November 1, 2020	SGC selects and notifies the successful company, and communicates decision to all proposing companies
November 15, 2020	Supplier contract signed and project development begins
Mid-February, 2021	SGC provides final sign-off on clothing package
February 28, 2021	SGC submits final order with sizing
March-May, 2021	Manufacture and decoration of garments; if items are custom-made, physical samples are to be provided to SGC early within this timeframe prior to production of full order
June 15, 2021	Receipt of all uniform pieces

1.5. Communication and Support During the RFP Process

The contact for this project is Karen Lawson, Games Services and Communications Lead, SGC.

T | (306) 529-3120

E | klawson@saskgames.ca

1.6. Proposal Costs

Any costs incurred in the preparation and presentation of proposals in any way whatsoever will be the sole responsibility of the proposing company.

Companies may be invited to attend face-to-face meetings in Regina to present their uniform package and answer questions, at the proposing company's cost, and subject to restrictions surrounding COVID-19.

2. DESIGN AND CONTENT

2.1. Example Composition of Clothing Package

The SGC will work in close partnership with the selected company to develop the exact composition of the Team Sask Uniform Kit, which may include the SGC providing design input into custom items if applicable as well as selection and decoration of non-custom items. The following list is for general guidance, and the SGC will encourage and thoroughly evaluate any additional items or suggestions not captured below.

Creative suggestions and other items included by the proposing company that would enhance the Team Sask uniform kit within the all-inclusive fixed price are more than welcome. It is encouraged that interested suppliers provide a list of brands to which the supplier has wholesaler access (e.g. Nike, Under Armor, Lululemon, etc.).

Proposing companies are to note that the clothing package should include both unisex and women's sizes, in a possible size range of XS-4XL. Team Sask branding will be included on each item, with 2021 Canada Summer Games branding and Saskatchewan Games Council provincial partner branding included on select items.

The following is a non-comprehensive list of what items can be included in supplier proposals. Interested suppliers are free to suggest additional or alternative items.

Estimated Quantity	Item	Suggested Colour
530	Outer layer (i.e. weather-resistant summer-weight jacket)	Primarily green w/black or white accents
530	Technical fabric short sleeve t-shirt or tank top	Black, green, grey, white, or gold
530	Cotton or tri-blend short sleeve t-shirt with screen-printed design	Black, green, grey, white, or gold
530	Warmer layer (i.e. quarter zip, crewneck sweater, summer weight hoodie or technical fabric long sleeve t-shirt)	Black, green, grey, white, or gold
530	Bottom layer (i.e. athletic or technical fabric shorts)	Black
500	Hat	Black or green
500	Backpack	Black
530	Socks or other specialty item	Green

Although a maximum team size of approximately 470 is expected, additional quantities of each item are required to accommodate for size trades and giveaways.

2.2. Decoration

All logos and artwork required to be included on uniform items can be downloaded in vector format from the Google Drive folder linked below. The folder can be accessed here: [2021 Canada Games | Team Sask Uniform RFP | Logos](#). The cost of decoration must be included in the price of each item.

Please note that the Niagara 2021 logo is expected to be updated in the coming months. The logos uploaded to the Google Drive can be used as a placeholder for any mockups included in the proposal.

2.3. Team Size and Sizing Estimates

The SGC will provide sizing and quantity information to the company in accordance with jointly established timelines. Estimated sizing needs are **women's XS-3XL** and **unisex XS-4XL**. If certain items are not available in the larger or smaller sizes, alternatives should be suggested by the company. As sizing kits will not be provided to participants at the time of ordering, it is required that a standard sizing chart is available in digital format for each apparel item in the uniform kit.

Data from previous Games will be used to formulate a close estimate of sizes needed in 2021. This estimate will be used when submitting the final order. An online sizing form will be distributed to Team Sask participants in spring 2021, and a final list of each participant's requested sizes will be organized by sport team and submitted to the supplier in early July of 2021. The successful supplier will be required to package uniforms by sport team using this sizing data.

2.4. Emergency Orders

The selected supplier must be able to address emergency requests for additional uniform kits or individual uniform pieces, if requested by the SGC in June or early July, 2021. Emergency orders will be defined as only those made in June or early July, 2021, and order quantities will be confirmed on an as-and-when-required basis, at the sole discretion of the SGC.

The supplier must complete an emergency order within four weeks of receipt of the respective emergency order request by the SGC. Emergency orders must be delivered to Regina, SK and/or St. Catharines, ON.

2.5. Sponsorship Opportunities

Value in Kind (VIK) provision of Team Sask apparel or other items would be considered a sponsorship and the supplier would receive the appropriate level of sponsor benefits and recognition from the SGC in return for their support. Sponsorship agreement details will be discussed with the successful supplier. VIK will be considered a competitive advantage when evaluating proposals, with a 5% weight in the evaluation scale listed in section 4.2.

3. RFP PRICING

This RFP requires a clothing package for Team Sask to wear at the 2021 Canada Summer Games in Niagara, ON. When submitting a proposal, the supplier is requested to include all associated costs within the total project costs listed below. For example, the total project proposal must include: provision of colour drawings for each article of clothing, fabric samples, samples of each item in the clothing package if possible, production, delivery to Regina, SK, and all other tasks associated with the production, development, storage and delivery of the Team Sask uniform package. It must also reflect all costs related to decoration, logo placement, and **all applicable taxes**. The pricing requested is on a fixed price basis and the selected supplier will be contracted to deliver all functions in this document within the stated price.

The following is the fixed budget that the SGC has allocated for this project: **\$110,000**

With approximately 530 uniform sets required, the approximate cost of each uniform set will total \$207 **inclusive** of all applicable taxes and any other costs associated with the uniform. Please indicate unit price of each item in your cost breakdown.

4. RFP QUESTIONS, EVALUATION, FORMAT AND DELIVERY

4.1. Experience

The selected supplier will have extensive experience in design and production and will possess a proven ability to meet jointly established timelines. In the application, please include the following:

1. Your expertise and experience in the sport industry and/or with non-profit organizations.
2. Two contracts your company has completed within the past five years that best reflect the type of work within this RFP, and briefly describe the role your firm played in each project.
3. Two client references. We will not contact your references unless your company is one of the final candidates being considered.

4.2. Evaluation

This section details the mandatory and desirable criteria against which proposals will be evaluated. Proposing companies should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

Mandatory criteria:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

1. The proposal must be received by the Saskatchewan Games Council office (with an electronic copy sent to mbracken@saskgames.ca) before the specified closing time.
2. Storyboards, colour combinations, and detailed descriptions of the style and make of each item, with physical samples of each item where possible.
3. Pricing must be firm and be all inclusive of applicable taxes, shipping, embroidery or other decoration style, and logos, and not exceed the amounts stated in section 3. The cost breakdown will list the unit price of each item in the uniform kit.
4. Strong consideration will be given to a proponent where production and/or outsourcing will be done within Saskatchewan.
5. Suppliers must provide proof that products will be or have been produced only in approved audited factories.

Evaluation Scale:

Proposals will be evaluated based on the bidder's ability to meet all requirements of this RFP. Emphasis will be placed on the following:

Criterion	Score
Quality of clothing and suitability of the proposal <i>Proposal meets the needs and criteria set forth in the RFP</i>	50%
Pricing based on costs per clothing package <i>The price falls within the budget range established for this project</i>	30%
Past experience, packaging, storage and delivery <i>Candidate has successfully completed similar projects and has the qualifications necessary to undertake the project</i>	15%
VIK component <i>Candidate has included a VIK component within their proposal</i>	5%

4.3. RFP Format

Please ensure your response to this RFP includes the following items:

1. Title Page: Your company name, address, website address, telephone number, email and key contact person;
2. An introductory letter signed by the person or persons authorized to sign on behalf of the company;
3. A 1-2 page summary of your proposal and its key features;
4. The body of the proposal, including the features, benefits, and uniqueness of your proposal. Please ensure it is clear how you would meet the RFP requirements and deadlines;
5. Storyboards, colour combinations, and detailed descriptions of the style and make of each item, with physical samples of each item where possible;
6. Include contact information for two references of organizations you have previously supplied for.

4.4. RFP Delivery

Please deliver proposals by the prescribed deadline to:

Mark Bracken, Executive Director
Saskatchewan Games Council Inc.
280-1870 Albert St
Regina, SK S4P 4B7

In addition to having a physical copy of the proposal delivered to the Saskatchewan Games Council office by October 1, 2020, please forward a PDF copy of the proposal via email to mbracken@saskgames.ca.

5. TERMS AND CONDITIONS

Candidates must follow these guidelines and requirements when preparing and submitting the proposal:

- A. In no event will the Saskatchewan Games Council be responsible for the cost of preparation of bids or the costs associated with attending interviews or presentations.
- B. Late bid submissions will not be accepted.
- C. The Saskatchewan Games Council reserves the right to accept, in whole or in part, the bid submission(s) that it deems most advantageous and the right to reject any or all bid submissions for any reason. The lowest or any bid submission will not necessarily be accepted.
- D. The submission of a bid, the receipt of a bid by the Saskatchewan Games Council, and the opening of bids do not in any way constitute a commitment to any bidder. The Saskatchewan Games Council may, at its sole discretion, elect to cancel the tender.
- E. Price quotes should be per unit less all discounts and taxes unless otherwise stated in the tender document. All unit prices should be extended and totaled. In case of a mathematical error, the unit price shall govern. Taxes should be shown separately. Additional charges such as handling, crating, cartage, or service, will not be accepted unless detailed and shown as a separate charge in the bid and agreed upon by the Saskatchewan Games Council.
- F. The Saskatchewan Games Council may, at any time, terminate any resulting contractual agreement without cause, reason or liability by giving at least 30 days written notice specifying the effective date of termination. In the event of the termination of any resulting contractual agreement, payment by the Saskatchewan Games Council shall be limited to amounts payable in accordance with the contractual agreement for services provided to the date of termination.
- G. Due to the current pandemic (COVID-19), and if the 2021 Canada Summer Games are postponed or cancelled, the Saskatchewan Games Council can cancel, delay, or alter the agreement **prior** to the supplier going into production. The supplier must enter into an agreement understanding these unique circumstances and be willing to work cooperatively with the SGC towards an acceptable outcome.

6. CONTACT AND QUESTIONS

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