



**Request for Proposals**

- 1. Team Sask Uniforms for the 2025 Canada Summer Games**
- 2. Team Sask Merchandise Program**

**Issue Date: August 6, 2024**

**Closing Date for Response: September 20, 2024**

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# 1. INTRODUCTION

## 1.1. Introduction

The [Saskatchewan Games Council](#) (SGC) invites interested suppliers to submit proposals towards either or both of the following open opportunities:

1. Provision of ceremonial uniform packages for [Team Sask](#) at the [2025 Canada Summer Games](#) in St. John's, NL from August 8 - 25, 2025. 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.
2. Supply and administration of a Team Sask souvenir and merchandise program, including operation of an online ordering site. In the lead-up to the 2025 Games, the souvenir program will ideally be print and ship on-demand, administered by the successful vendor. Ahead of Games-time, a specific quantity of each item will be ordered by the SGC for onsite sales, administered by the SGC.

**Suppliers will be evaluated on equal grounds based on each project, regardless of if they submit proposals towards both open opportunities or not. Submitting a proposal towards only one opportunity will not penalize a supplier. If suppliers choose to submit a proposal towards more than one opportunity, all proposals can be contained within the same document. The pricing and items proposed within each uniform package must be clearly detailed and separated within the document.**

The successful company(ies) 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 at the 2025 Canada Summer Games, totaling approximately 550 uniform sets, as well as the supply and administration of a Team Sask merchandise program for the 2025 Games.

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 Summer and Winter Games. The SGC also provides funding support to the Saskatchewan Senior Fitness Association 55+ Provincial Games and the Tony Cote First Nations Summer and Winter Games.

## 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, launched 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 2025 Canada Summer Games will take place in St. John's, Newfoundland and will feature competition from up to 5,000 athletes in 17 sports, representing all 13 provinces and territories. Since its inception, over 90,000 young athletes have participated in the Canada Games, among them many of Canada's top Olympians and Paralympians.

Saskatchewan will be sending upwards of 500 participants to the 2025 Canada Summer Games in St. John's from August 8 – 25, 2025, including athletes, coaches, managers, technicians, athlete support staff, and mission staff.

### 1.3. Project Summary

The SGC will provide the selected supplier with an outline of the key components. The uniform packages must include mockups of each design 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 selection of items included in the uniform kit, the SGC will work closely in partnership with the supplier(s) 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(s) will conduct a thorough inventory and quality inspection to ensure the order is complete and packaged by sport team. In addition, the supplier(s) will assign a staff person to assist with the packing process to immediately address any quality or inventory issues. The selected supplier(s) 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.

#### 1.3.a. **2025 Canada Summer Games**

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 2025 Canada Summer Games. The package must:

- establish a distinctive, stylish, and current Team Sask look
- be available in both adult unisex and women's sizes XS-4XL (if certain items are unavailable in 3XL and 4XL, very close substitutes must be provided)
- 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.

#### 1.3.b. **Team Sask Merchandise Program**

The objective of this project is to produce and administer a stylish, affordable, and attractive merchandise line that will be available for purchase both in advance of the 2025 Games as well as onsite at the Games. In the lead-up to the 2025 Games, the souvenir program will ideally be print and ship on-demand, administered by the successful vendor. Ahead of Games-time, a specific quantity of each item will be ordered by the SGC for onsite sales, administered by the SGC. The program will include an online ordering site for pre-sales. The online site will be set up and administered by the successful vendor, with hosting costs covered by the successful vendor.

### 1.4. Key Dates

The following are the contract timelines for these projects:

#### 1.4.a. **2025 Canada Summer Games Project Timelines**

August 6, 2024	RFP is released
September 20, 2024	Proposals are to be received at the SGC office by 4:00 PM CST on September 20, 2024. <b>Companies not responding by this date will be disqualified</b>
Late September, 2024	Uniform Advisory Committee provides recommendations to SGC
Early October, 2024	SGC selects and notifies the successful company, and communicates decision to all proposing companies

October 14, 2024	Supplier contract signed and project development begins
Mid-February, 2025	SGC provides final sign-off on clothing package
February 28, 2025	SGC submits final order with sizing (based on estimate from previous Games – see section 2.3.)
March-May, 2025	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, 2025	In-hands date for supplier to receive all uniform pieces from factory/decorator for sorting and quality control
Beginning of July, 2025	SGC provides requested sizes by participant/team to supplier; supplier sorts and packages items by sport
Late July, 2025	Uniforms are distributed to participants at Team Sask provincial media conference in late July of 2025 (exact date TBD).

#### **1.4.b. Team Sask Merchandise Program Project Timelines**

August 6, 2024	RFP is released
September 20, 2024	Proposals are to be received at the SGC office by 4:00 PM CST on September 20, 2024. <b>Companies not responding by this date will be disqualified</b>
Early October, 2024	SGC selects and notifies the successful company, and communicates decision to all proposing companies
October 14, 2024	Supplier contract signed and project development begins (with majority of work being conducted in 2025)
Spring 2025	2025 Games merchandise items are finalized and selected; ordering website is launched in late spring of 2025
Late June, 2025	SGC submits order to supplier for items to have in stock for SGC to sell onsite at the 2025 Canada Summer Games

#### **1.5. Communication and Support During the RFP Process**

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

C | (306) 529-3120

E | [klawson@saskgames.ca](mailto: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.

## 2. DESIGN AND CONTENT

### 2.1. Example Composition of Clothing Package

The SGC will work in close partnership with the selected company(ies) to develop the exact composition of the Team Sask Uniform Kits, 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.

In addition to noting if the supplier has the ability to source and produce custom apparel, it is encouraged that interested suppliers provide a list of premium brands to which the supplier has wholesaler access (e.g., Nike, Under Armour, Champion, Lululemon, etc.) as well as stock apparel and soft/hard goods brands (e.g., Gildan, Anvil, ATC, Bella + Canvas, Trimark, Pukka Inc., 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 2025 Canada Summer Games branding as well as Saskatchewan Games Council provincial sponsors' 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.

#### 2.1.a. 2025 Canada Summer Games

Estimated Quantity	Item	Suggested Colour
550	Outer layer (i.e. weather-resistant summer-weight jacket, bomber-style jacket, athletic jacket, rain jacket, etc.)  Decoration: Team Sask logo, 2025 CSG logo, sponsor logos	Primarily green w/black or white accents
550	Technical fabric short sleeve t-shirt or tank top  Decoration: Team Sask logo	Green, black, or white
550	Cotton or tri-blend short sleeve t-shirt with screen-printed design  Decoration: custom graphic	Green, athletic grey, or white
550	Middle layer (i.e. quarter zip, crewneck sweater, summer weight hoodie or technical fabric long sleeve t-shirt)  Decoration: Team Sask logo	Green, grey, white, or black
550	Bottom layer (i.e. athletic or technical fabric shorts)  Decoration: Team Sask logo	Black
530	Hat  Decoration: Team Sask logo	Black, white or green
530	Backpack  Decoration: Team Sask logo, sponsor logos	Black

530	Socks or other specialty item	Green
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Although a maximum team size of approximately 500 is expected, additional quantities of sized items are required to accommodate for size trades and giveaways. Non-sized items will be ordered in slightly fewer quantities than sized items as size trades will not be required.

### 2.1.b. Team Sask Merchandise Program

Estimated Quantity	Item	Suggested Colour
TBD	Crewneck sweater (unisex)	Green, grey, or black
TBD	Hoodie (unisex)	Green, grey, or black
TBD	Cotton or tri-blend short sleeve t-shirt with screen-printed design (unisex)	Green
TBD	Tank top (women's)	Green
TBD	Ball cap	Green, grey, or black
TBD	Cheer gear (e.g., flag, pins, noisemakers, sunglasses)	Green

### 2.2. Decoration

All logos and artwork required to be included on uniform items can be downloaded in vector format from the Google Drive folders linked below. The cost of decoration must be included in the price of each item. The folder can be accessed here: [2025 Canada Summer Games | Team Sask Uniform RFP | Logos](#).

### 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, close alternatives should be suggested by the company. As physical sizing kits will not be provided to participants at the time of ordering, it is required that a standard sizing chart be made 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 at the 2025 Games. This estimate will be used when submitting the final order, with additional sizes ordered beyond the actual team size to accommodate for a certain margin of error given this estimate. Once team selections are made final, online sizing forms will be distributed to Team Sask participants several months ahead of the 2025 Games, and a final list of each participant's requested sizes will be organized by sport team and submitted to the supplier(s) in early July of 2025. The successful supplier(s) will be responsible to sort and 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 by July 11, 2025. Emergency orders will be defined as only those made up to July 11, 2025, 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 St. John's, NL for the 2025 Games.

### 2.5. Sponsorship Opportunities

Value in Kind (VIK) provision of Team Sask apparel or other items would be considered a sponsorship and the supplier(s) 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(s). 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

#### **3.1. 2025 Canada Summer Games Pricing**

This RFP requires a clothing package for Team Sask to wear at the 2025 Canada Summer Games in St. John's, NL. 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 (as well as potential delivery of some items directly to St. John's, NL), 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: **\$140,000**

With approximately 550 uniform sets required, the approximate cost of each uniform set will total \$255.00 **inclusive** of all applicable taxes and any other costs associated with the uniform. Please indicate unit price of each item in your cost breakdown.

#### **3.2. Team Sask Merchandise Program Pricing**

This RFP requires the supply and administration of a Team Sask souvenir and merchandise program, including operation of an online ordering site. In the lead-up to the 2025 Games, the souvenir program will ideally be print and ship on-demand, administered by the successful supplier. An on-demand model is desired by the SGC to reduce risk of carrying excess inventory. Ahead of Games-time, a set quantity of each item will be ordered by the SGC for onsite sales that will be administered by the SGC.

The SGC seeks to earn a minimum of \$2,500 net proceeds from merchandise sales ahead of and during the 2025 Games. The SGC will rely on the expertise of the successful supplier to develop a suitable pricing strategy to achieve this revenue goal, while allowing for the SGC to have some input into the sale price of items to ensure they are priced appropriately for the target market.

### 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.

### 4.2.a. 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 Executive Director Greg Perreux (with an electronic copy sent to <a href="mailto:gperreux@saskgames.ca">gperreux@saskgames.ca</a> ) before the specified closing time of 4:00 PM CST on September 20, 2024.
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 Saskatchewan-based (owned and operated) companies.
5. Suppliers must provide proof that products will be or have been produced only in approved audited factories (e.g., no child labour, appropriate staff working conditions, etc.)
6. Consideration will be given to suppliers who are concerned about their environmental footprint and have taken steps to improve manufacturing & businesses processes that will lessen their impact on the environment.

### 4.2.b. Evaluation Scale:

Proposals will be evaluated based on the candidate'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%
Previous 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(s) 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, including a summary of your proposal and its key features;
3. 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;
4. Storyboards, colour combinations, and detailed descriptions of the style and make of each item, with physical samples of each item where possible;
5. 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:  
Greg Perreaux, Executive Director  
Saskatchewan Games Council Inc.  
280-1870 Albert St  
Regina, SK S4P 4B7

In addition to having a physical copy of the proposal(s) delivered to the Executive Director by September 20, 2024 for the 2025 Canada Summer Games and/or Team Sask Merchandise Program opportunities, please forward a PDF copy of the proposal(s) via email to Greg Perreaux at [gperreaux@saskgames.ca](mailto:gperreaux@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 proposals or the costs associated with attending interviews or presentations.
- B. Late submissions will not be accepted.
- C. The Saskatchewan Games Council reserves the right to accept, in whole or in part, the proposal(s) that it deems most advantageous and the right to reject any or all proposals for any reason. The lowest or any proposal submission will not necessarily be accepted.
- D. The submission of a proposal, the receipt of a proposal by the Saskatchewan Games Council, and the opening of proposal submissions do not in any way constitute a commitment to any proponent. The Saskatchewan Games Council may, at its sole discretion, elect to cancel or amend the RFP process.
- E. Price quotes should be per unit less all discounts and taxes unless otherwise stated in the proposal 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 proposal 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. If the 2025 Canada Summer Games are postponed or cancelled due to any reason, 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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