

BC SCHOOL SPORTS

Request for Proposal

Provision of Championship Apparel

RFP Submission Deadline: August 31, 2022



INTRODUCTION

BC School Sports (BCSS) is a registered charity and not-for-profit organization which governs all high school interscholastic athletics in the province of British Columbia. It serves 440 member schools, in 153 communities around BC, and last year had approximately 96,000 student-athlete registrations in its 19 sanctioned sports. BCSS requires championship apparel to be produced and sold for each of our BCSS Provincial Championships. BCSS is accepting proposals in response to this Request for Proposal (RFP) to find a qualified partner to source and provide quality apparel to sell to student-athletes competing in BCSS provincial championship events.

OBJECTIVE

The objective of this RFP is to sign a two-to-three-year agreement with a company that will provide the best overall value to BCSS and its student-athletes. Souvenir apparel is a popular and much anticipated offering at our championships. While the provision of cash to BCSS to access this opportunity is a factor, other criteria will form the basis of our award decision, as outlined in the Evaluation Factors section below of this RFP.

The successful applicant will:

- Provide quality logo'd championship apparel at an affordable price to student-athletes at BCSS Championships.
- Consistently deliver access to a diverse range of both branded and white label apparel products
- Optimize the financial return to BCSS, by way of apparel rights fee and/or a commission on sales
- Make available to BCSS at a reduced or wholesale price, apparel to be utilized by the championship committees and event volunteers
- Where required, produce at no cost to BCSS the event artwork in accordance with BCSS branding guidelines and championship logo guidelines in advance of BCSS Championships.
- To produce and deliver quality apparel for all outlined BCSS championship by way of an online store and/or merchandise being sent to tournament host to sell at event with cost of unsold items being absorbed by the vendor.
- Be able to execute on tight windows and turnarounds (as short as 6-10 days) while having product on site for championships.

- Provide apparel for BCSS Staff and Board of Directors, and other BCSS Corporate events and requirements

SCOPE:

As the governing body for high school sports in British Columbia. BCSS oversees the coordination of all provincial championships in 19 sports over three seasons of play annually. Annually this means approximately 40 different championship events, with over 14,000 participants, and 50,000+ spectators. We have provided a comprehensive list, in Appendix A below which includes dates, locations and participant numbers for each championship.

Generally, we have offered a t-shirt, long-sleeved t-shirt, and hoody at every event, and then where required other sport specific apparel, such as sweatpants, golf shirt, hats or other items.

While it can vary from event to event, generally we have seen anywhere from 55%-85% of participating student-athletes purchase event apparel.

SUBMISSION GUIDELINES & REQUIREMENTS:

The following submission guidelines & requirements apply to this RFP:

1. Only qualified individuals or companies with prior experience on projects such as this should submit proposals in response to this RFP.
2. Bidders must list one or more projects they have completed that is similar in size and scope to this project as part of their response, including references for same. Samples of apparel from previous projects should be provided.
3. The proposal must provide an overview of the proposed apparel offerings, timeline for ordering processing as well as pricing and commission structure.
4. Proposals must be signed by an authorized company personal.
5. If you have a standard set of terms and conditions, please submit them with your proposal. Note that all terms and conditions will be subject to negotiation.
6. Proposals must be sent to Jordan Abney, Executive Director, in PDF form and be received by 4:00pm on Wednesday, August 31, 2022 to be considered.
7. Proposals must remain valid for a period of sixty (60) days.
8. BCSS anticipates selecting at least two proposals to have more in-depth discussions with.

SUBMISSION CRITERIA:

The criteria set forth below should be met to achieve successful completion of the project:

- Criteria 1: List apparel items potentially offered for each championship (offerings can vary by sport to include sport specific apparel i.e. golf shirt) include information on style, sizing, colour choices and proposed retail pricing for each item.
- Criteria 2: Retail option(s); please include your plans (online store, or merchandise sold at event or combination of both), including timelines for stores, production turnaround, shipping, payment methods, staffing and volunteer requirements
- Criteria 3: Cash contribution to BCSS plus commission (either percentage of gross sales, or a rebate per item sold)

RFP & PROJECT TIMELINES:

The Request for Proposal timeline is as follows:

- Issuance of RFP: Wednesday, August 10, 2022
- Deadline for Submission to BCSS: **Wednesday, August 31, 2022**
- Selection of Top Bidder(s) and start of negotiations: Wednesday, September 7, 2022
- Completion of Negotiations and Awarding of Contract: Friday, September 16, 2022
- Notification of Unsuccessful Bidders: will occur via email by Tuesday, September 20, 2022

EVALUATION FACTORS & METRICS

- Cash component or commission expected to BCSS
- The level of commission on each item (percentage or dollar amount per item sold)
- Price of items offered
- Demonstrate plan to facilitate multiple championships apparel orders within a short time span as well as a quick turnaround time from order to delivery of products.
- Quality of products sold (please provide proposed brand names)
- Selling strategy and required timelines (online store vs site sales)
- Sample(s) of previous work

QUESTIONS AND INQUIRIES:

We are happy to answer questions you may have as you prepare your proposal. Please reach out to:

Jordan Abney
Executive Director
jabney@bcschoolsports.ca
604-477-1488

TERMS AND CONDITIONS

Expertise

The successful bidder will have demonstrable experience sourcing, manufacturing and producing high quality medals and an extensive catalogue of awards, with a proven track record of innovative thinking and problem solving.

Right to Reject/Cancel

BC School Sports reserves the right to reject any submissions received in response to this RFP. The issuances of this RFP does not commit BCSS to award a contract. BCSS reserves the right to cancel this procurement, to waive any defect or technicality, and to advertise for new proposals without notice or justification where the rejection, cancellation, waiver or advertisement would be in the best interest of BCSS.

Formal Contract Required

Upon award, BCSS and the successful candidate will enter a contract based on factors described in this RFP. The services to be provided will begin and end on specific dates to be negotiated by the parties (1-2 years).

No Liability for Costs

BCSS shall not be liable for any costs associated with the development, preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP. Each prospective bidder responding to this RFP agrees that it will have no claims against BCSS for any costs or liabilities incurred relating to this RFP.

Indemnification

The contractor will indemnify and save harmless BCSS, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the Owner may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this contract, where the same or any of them are based upon, arise out of or occur directly or indirectly, by reason of any act or omission of the contractor or any agent, employee, officer, director or subcontractor of the contractor, pursuant to this contract, excepting always liability arising out of the independent negligent acts of the owner.

Applicable Law

This Request for Proposal and any Contract subsequently executed shall be governed and/or construed in accordance with the laws of the Province of British Columbia.

Appendix A - Championship details

Note: The below includes championship locations, which will move around the province in many cases from year to year. The approximate date and number of student-athletes will not change regularly. The final schedule is subject to change, but the below is provided to assist with understanding timelines and the scope.

Fall Season of Play			
Championship	2022-2023 Championship Date	2022-2023 Championship Location	Approximate number of athletes attending
Cross Country	November 5	Victoria	1100
Aquatics	November 18 & 19	Richmond	800
Field Hockey AA	November 2 - 4	Victoria	325
Field Hockey AAA	November 9-11	TBA	280
Boys Soccer A	November 2-4	Burnaby	350
Boys Soccer AA	November 21-23	Burnaby	375
Boys Soccer AAA	November 24-26	Burnaby	375
Boys Volleyball A	December 1-3	Duncan	200
Boys Volleyball AA	Nov. 30-Dec 3	Victoria	230
Boys Volleyball AAA	Nov. 30-Dec 3	Kelowna	250
Girls Volleyball A	December 1-3	Prince George	200
Girls Volleyball AA	December 1-3	Merritt	300
Girls Volleyball AAA	December 1-3	Lake Country	200
Girls Volleyball AAAA	December 1-3	Kelowna	270
Football AA/AAA	December 3	Vancouver	400

Winter Season of Play			
Championship	2022-2023 Championship Date	2022-2023 Championship Location	Approximate number of athletes attending
Wrestling	February 23-25	Vancouver	400
Girls Basketball A	March 1-4	Nanaimo	215
Girls Basketball* AA/AAA/AAA	March 1-4	Langley	675
Boys Basketball* A/AA/AAA/AAA	March 8-11	Langley	960
Ski/Snowboarding	February 27-March 1	TBA	275
Curling	March 1-4	Terrace	75
Gymnastics	March 9-11	North Vancouver	225

Spring Season of Play			
Championship	2022-2023 Championship Date	2022-2023 Championship Location	Approximate number of athletes attending
Mountain Biking	May 27	Castlegar	375
Ultimate AA/AAA	May 25-26	TBA	550
Tennis AA/AAA	May 25-27	TBA	400
Badminton	June 1-3	TBA	350
Girls Soccer A	June 1-3	TBA	360
Girls Soccer AA	June 1-3	Victoria	370
Girls Soccer AAA	June 1-3	Kelowna	360
Golf A	June 5-7	TBA	60
Golf AA	June 5-7	Shawnigan Lake	80
Golf AAA	June 5-7	TBA	80

Note: * denotes event currently in negotiation with facility about apparel sales