



**Request for Proposal
RFP #: 201902**

OFFICIAL PARTNER - CHAMPIONSHIP BANNERS

Proposals will be received until:
12:00pm: June 7, 2019

PURPOSE

BC School Sports (BCSS) is seeking proposals from embroidery/banner distributors for a multi-year banner contract as described herein.

INTRODUCTION

BCSS is the governing body for interscholastic athletics in the province of British Columbia. It serves over 460 member schools, in 136 communities around BC and last year had approximately 94,000 student-athlete registrations in 19 sanctioned sports.

Created over 50 years ago, out of necessity when every sport was creating its own eligibility rules. It was acknowledged a common rules body was required. The organization was formally incorporated as a Not-For-Profit Society in 1971 and became a registered charity with CRA in 1982.

BCSS is governed by a Board of Directors, elected by the membership. In addition, there are Leadership Committees that are relied on to provide guidance to the staff. Currently four full-time employees and two part-time contractors work for the organization.

BCSS offers 19 different sports, each with its own standing committee.

BCSS is responsible for oversight and coordination of our 67 Provincial Championships and their qualification tournaments, the Zone Championships. We work with our sport commissions to execute this, last year we had over 14,000 athletes participate in a Provincial Championship.

REQUIREMENTS:

BC School Sports is in need of an official banner partner to:

- Source and produce our annual Provincial Championship Banners (67) & Outstanding School Banner (1) (2"11' x 4"7') at an agreed upon cost
 - Banners are cloth with stitched letters
- Provide a discount to associations, commissions and schools on embroidery and screening work
- Provide a combination of cash and in-kind credit to BCSS



PARTNERSHIP OPPORTUNITIES:

Opportunities for the official banner partner can include but are not limited to:

- Official supplier of BCSS Provincial Championship Banners
- Full page advertisement in the BCSS Handbook
- Logo & Link on the BCSS website
- Inserts into the annual Athletic Director packages sent out to each member school
- Mention in two (2) monthly newsletters and video updates

The organization reserves the right to make and award, in whole or in part, and to make multiple awards if deemed it to be in the best interest of the organization.

EVALUATION AND AWARD CRITERIA

These criteria are to be utilized in the evaluation of qualifications for development of the short list to be considered for interviews and/or negotiations. Individual criteria have been assigned varying weights and the discretion of BCSS to reflect the relative importance.

- Cost of product and services
- Quality of product and value to the organization
- Delivery time frames on orders
- History working with sports organizations

SUBMISSION INSTRUCTIONS

One (1) digital copy must be submitted and received no later than **12:00pm local time on June 7, 2019**. At this time respondents to this RFP will be identified, reviewed, and evaluated.

Proposals should be sent to:

Shannon Key
Manager of Sport
BC School Sports
skey@bcschoolsports.ca

It is the offerer's responsibility to ensure that their proposal has reached the appropriate delivery location by the date and time of closing. Proposals received after May 31, 2019 will not be considered.

GENERAL TERMS & CONDITIONS

The anticipated agreement will commence July 1, 2019. The contract period will be for two (2) - five (5) years with possible renewals. BCSS reserves the right to alter this time period upon review of all proposals.

Right to Reject/Cancel

BC School Sports reserves the right to reject any and all 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 interests of BCSS.

Formal Contract Required

Upon award, BCSS and the successful bidder will enter in a contract based on the factors described in this RFP. The services to be provided will begin and end on specific dates to be negotiated by the parties.

No Liability for Costs

BC School Sports 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 cost 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 RFP and any contract subsequently executed shall be governed and/or construed in accordance with the laws of the Province of British Columbia