

REQUEST FOR PROPOSAL (RFP)

**UNIFORMS FOR SPECIAL OLYMPICS TEAM CANADA 2025 WORLD
WINTER GAMES**



**SPECIAL OLYMPICS
TEAM • ÉQUIPE
CANADA
D'OLYMPIQUES SPÉCIAUX**

SUMMARY OF KEY INFORMATION

ISSUE DATE: APRIL 1, 2024

CLOSING DATE FOR RESPONSE:
MAY 17, 2024

Table of Contents

1. Introduction & Background
 - 1.1. Who is Special Olympics Canada?
 - 1.2. What are the Special Olympics World Games?
 - 1.3. Scope of project
 - 1.4. Key Dates
 - 1.5. Communication & support during the RFP process
 - 1.6. Legal terms
 - 1.7. Proposal costs
2. Design & Content
 - 2.1. Composition of clothing package
 - 2.2. Key characteristics
 - 2.3. Promotional & souvenir items
3. Mandatory Components
 - 3.1. Key guidelines for the RFP
 - 3.2. RFP Pricing
 - 3.3. RFP Questions
 - 3.4. RFP Format
4. Selection & Evaluation
5. Contact Information
6. Legal Terms

1 INTRODUCTION & BACKGROUND

1.1 WHO IS SPECIAL OLYMPICS CANADA (SOC)

Special Olympics Canada is dedicated to enriching the lives of Canadians with an intellectual disability through sport. It is a national not-for-profit grassroots organization that provides sport training and competition opportunities for over 42,000 athletes of all ages and abilities. More than 20,000 volunteers are currently involved with Special Olympics programs every day in virtually every community nationwide. The Special Olympics National Games are held every two years, alternating between Summer and Winter Games with World Games being held in the year following National Games. Special Olympics Canada's programs are supported by corporate sponsorship, fundraising activities, government funding, individual donors and the involvement of volunteers in each province and territory across the country. For more information, visit our website at: www.specialolympics.ca.

1.2 WHAT ARE THE SPECIAL OLYMPICS WORLD GAMES?

In March 2025, over 120 athletes and coaches will be travelling to Torino, Italy to participate in the Special Olympics World Winter Games 2025. The World Games have become the flagship event of the Special Olympics movement and have grown to become an international demonstration of inclusion, acceptance and unity. Alternating between summer and winter, the Special Olympics World Games opens doors to unimagined possibilities for athletes with intellectual disabilities and their families, drawing the support of coaches, volunteers, and other supporters to create a brighter future for global inclusion.

1.3 SCOPE OF PROJECT

The purpose of this Request for Proposal (RFP) is to identify a supplier for the Apparel and Promotional Packages for the Special Olympics Team Canada 2025 (SOTC). SOC is committed to providing all members of SOTC going to Italy with a clothing and luggage package that has a Canadian look, is fashionable, is suitable for athletes and has an athletic look and feel, meets the host city's climatic conditions, and is sufficiently versatile to be worn following the conclusion of the Games. SOC will also accept proposals for souvenir/promotional items as part of this process.

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. We require a company that can handle all aspects of the design, production (including screen-printing and embroidery of logos), and delivery of a complete team clothing package.

SOC encourages creative responses and candidates may choose to provide approaches outside those described above, but please separate these costs.

This project will begin almost immediately following the selection of company.

1.4 KEY DATES

The following is the schedule for this process:

April 1, 2024	SOC sends the RFP package to potential companies via email as well as posts on our website
April 1 – 30, 2024	Companies can submit email questions until the end of day April 30, 2024
May 17, 2024	Companies are to submit their Proposals by 4:00 p.m. EDT on May 17, 2024 – companies not responding by this date will be disqualified.
May 31, 2024	SOC selects company and communicates decision to all bidding companies.
June 3, 2024	Project development begins.
September 1, 2024	Team sizing and final quantities submitted
January 17, 2025	Delivery of all uniform and luggage pieces

1.5 COMMUNICATION & SUPPORT DURING THE RFP PROCESS

The contact for this project is Danielle Emmons, Program Manager.

Number: (416) 927-9050 ext. 4308
Fax: (416) 927-8475
E-mail: demmons@specialolympics.ca

Any questions concerning requirements, contractual terms and conditions, or proposal format must be directed to the contact person listed above.

1.6 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.

1.7 PROPOSAL COSTS

Any costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the company.

2 DESIGN & CONTENT

2.1 COMPOSITION OF CLOTHING PACKAGE

SOC will work in partnership with the selected company(s) to develop the exact composition of the Special Olympics Team Canada 2025 clothing package. The following list is for general guidance, and SOC will encourage and thoroughly evaluate any additional items or suggestions not captured below.

Category A – Non-Competitive Apparel

Item Description	Material	Potential Add-Ons	Gender	Sizing	Estimated Quantity
T-shirt	High performance dri-fit	Multiple, single colour logos, front and back	Unisex	XXS – 4XL	300
Long sleeve t-shirt	High performance dri-fit	Multiple, single colour logos, front and back	Unisex	XXS – 4XL	300
Staff golf shirt	High performance dri-fit	Embroidered logo, single colour	Male & Female	XXS – 4XL	40
Toque		Embroidered logo, single colour			145
Team Zip-Up		Embroidered logo, screening on arm, single colour	Unisex	XXS – 4XL	145
Winter jacket		Multiple, single colour logos, front and sleeve	Male & Female	XXS – 4XL	145
Light winter jacket (puffer coat)		Multiple, single colour logos, front and sleeve	Male & Female	XXS – 4XL	145

Wheeled suitcase			O/S		145
Backpack		Embroidered logo	O/S		145
Water bottle	Stainless Steel		O/S		145

Category B – Competitive Apparel

Item Description	Material	Potential Add-Ons	Gender	Sizing	Estimated Quantity
Alpine skiing race suit		Screened logo	Unisex	XS – XL	26
Figure Skating competitive attire		Screened logo	Male & Female	XS – XL	5 male 7 female
Skin suit (cross country skiing & snowshoe)		Screened logo	Unisex	XS – XL	50
Speed Skating skin suit		Screened logo	Unisex	XS – XL	6

Category C – Promotional Items

Item Description	Material	Potential Add-Ons	Gender	Sizing	Estimated Quantity
Bufs	Fleece-lined		Unisex	O/S	145
Fanny packs		Screened or Embroidered logo	Unisex	O/S	145
Mittens	Fleece-lined	Embroidered logo	Unisex	O/S	145
Gifting options					

All sizes must be available within the order and at the price point.

The total budget available is \$150,000 inclusive of taxes.

2.2 KEY CHARACTERISTICS

In the development of the Special Olympics Team Canada 2025 clothing package, the following are key characteristics:

- Colours – red, black, white, grey
- High quality, Comfort, Practicality
- Affordability
- Incorporation of the SOC logo/SOC Team Canada logo and promotion of the SOC brand
- Specific Items will also require a sponsorship logo (Government of Canada and Games logo)
- Items that could be worn following the Games
- Current style acceptable for all ages
- Items available in a wide range of sizes for both genders where applicable

2.3 PROMOTIONAL & SOUVENIR ITEMS

Although not a requirement under the terms of this proposal, SOC encourages companies to include potential ideas regarding the sale of SO Team Canada clothing items to SOC supporters. The company would be responsible for cost of inventory, sales and shipping. Management of the sale of any items to SO Team Canada supporters through an online store is preferred.

2.4 SPONSORSHIP OPPORTUNITIES

Value In Kind (VIK) provision of SO Team Canada clothing would be considered a sponsorship, and the company would receive the appropriate level of sponsor benefits in return for their support. Sponsorship agreement details will be discussed with successful candidate. VIK will be considered a competitive advantage when evaluating proposals.

3 MANDATORY COMPONENTS

3.1 KEY GUIDELINES

- Vendors can choose to bid on either Category A, Category B, Category C, or all three. Please make clear in the proposal which section(s) the vendor is proposing.
- Please provide pricing per item per section.
- Please provide a timeline highlighting key milestones, approvals, and deliverables.
- The RFP must include the cost of additional logo placements.
- Please include options of turnaround times including express and cost related

3.2 RFP PRICING

The total project cost must include: provision of colour drawings, samples of each item in the clothing package, production (including screen printing and embroidery of logos), delivery to SOC's office or other designated facility, tailoring and all other tasks associated with the development, production and delivery of the team clothing package. The selected company(s) will appoint one key staff person as the primary point of contact with SOC for the period from the awarding of the contract through the Special Olympics World Winter Games Torino 2025. The pricing requested is on a fixed price basis and the company will be contracted to deliver all functions in this document for the stated price. If the company has excluded any function or added functions to these requirements, these changes should be noted, clearly indicating the tradeoff decisions.

The total project cost must include: the cost for items listed under section 2.1, 2 logos on each item, taxes and fees. Some items may require a third logo so the RFP must include the cost of additional logoing.

3.3 RFP QUESTIONS

- a) Please describe your expertise and experience in the world of sport and/or with non-profit organizations.
- b) List three contracts your firm has completed within the past three years that best reflect the type of work within this RFP and briefly describe the role your firm played in each project.
- c) Please describe in detail how you would rectify any issues with quality or final products, i.e. misprints, discrepancies between samples and delivered product, late delivery, etc.
- d) Provide three client references. We will not contact your references unless your firm is one of the final candidates being considered.

3.4 RFP FORMAT

The response format will be evaluated based on the following areas that must be included in your submission:

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. A one-page summary of your proposal, including answers to the RFP Questions in section 3.3.
4. The content of your proposal should not exceed 5 pages. Discuss your proposal, including the features, benefits and uniqueness of your proposal. You should also describe how you will meet our deadlines.
5. Fees. Include a bullet list of exact deliverables that you associate with the stated fees.

4 SELECTION & EVALUATION

The following criteria, shown in order of importance and with percentage weighting, form the basis upon which SOC will evaluate proposals.

1. Suitability of the proposal – Proposal meets the needs and criteria set forth in the RFP. **45%**
2. Price – The price falls within the budget range internally established for this project. **25%**
3. Candidate experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake the project. **20%**
4. Proposal presentation – The information is presented in a clear, logical manner and is well organized. **10%**

5 CONTACT PERSON

Proposals are to be submitted to:

Danielle Emmons
Program Manager, Special Olympics Canada
21 St. Clair Avenue East, Suite 600
Toronto, ON M4T 1L9
Tel: (416) 927-9050 ext. 4308
Email: demmons@specialolympics.ca

6 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 and will be returned to the company.

B. Once SOC is in receipt of your proposal, we will not allow any changes or modifications to your submission. Please make sure that your submission is final.

- C. Once submitted, your firm's proposal can be withdrawn at any time prior to being awarded or signing a contract.
- 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 honour the price quoted in your proposal for at least 90 days from the date of submission. 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. Your proposal must clearly state any need for sub-partners, the work they will perform, their names, addresses, telephone numbers, email addresses and expertise. SOC will not refuse a proposal based upon the use of sub-partners; however we retain the right to refuse the sub-partners you have selected.
- H. By submitting a proposal your company agrees to all the terms and conditions of this Request for Proposal.
- J. SOC and the company 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 SOC's Team Uniform Supplier shall be agreed upon by both parties prior to being released or published.
- K. SOC does not bind itself to accept either the lowest cost proposal or any proposal submitted.
- L. SOC will not be liable for any costs or expenses incurred in the preparation of a proposal.
- M. All terms and conditions of this Tender are governed by Ontario law.
- N. The company, if chosen, shall undertake to indemnify SOC against claims and litigation (including legal fees) related to/arising from the activities of the service provider.
- O. The company, if chosen, shall undertake to disclose any conflicts of interests in the provision of the services.
- P. SOC reserves the right to select none of the submissions from applicants.