

## **RFP: MULTI-YEAR OFFICIAL APPAREL SUPPLIER**

### **INTRODUCTION**

Curling Alberta is the regional governing body for the sport of curling in Alberta. Incorporating in 2018, Curling Alberta is an amalgamate of the Alberta Curling Federation (ACF), the Northern Alberta Curling Association (NACA), the Southern Alberta Curling Association (SACA), and the Peace Curling Association (PCA).

Curling Alberta is seeking a three-year contract to name an “Official Apparel Supplier” to support the needs of the provincial championship teams competing at the National Championships.

The current Request for Proposal (RFP) wishes to set up a fair and transparent evaluation process for all parties and will provide interested individuals with the necessary information to prepare their proposal.

### **Vision**

We believe in spreading the power of sport through curling. We are committed to protecting the health and happiness of future generations while honoring our rich history. For all ages and abilities, Curling Alberta will provide equitable and quality opportunities to participate in our sport, striving to make curling the first sport of choice for all within our boundaries.

### **Mission**

We exist to inspire the curlers of today and tomorrow.

### **SCOPE OF PROJECT**

Curling Alberta is seeking a multi-year supplier partner that can demonstrate the capacity to handle all aspects of the design, production and delivery of a complete Curling Alberta Provincial team clothing package. Where Nationals are not held for the 2021 season, only jackets will be provided to each team member. Assuming Nationals are held in the following seasons, each team member will require one jacket and two shirts. Costs related to these uniform items will be the responsibility of Curling Alberta. Should a team member wish to purchase additional items, it will be at their own expense.

### **Objective**

The goal is to procure team apparel that meets the following general requirements:

- Enhances the Curling Alberta brand and is consistent with standards of quality and professionalism;
- Complies with the rules of provincial and national governing bodies;
- Features styling that is current and suits the taste of the athletes;

- Supports performance durability and comfort;
- Exists in a wide variety of sizes for both genders;
- Produced within restricting timelines.

Uniform packages will be ordered throughout the course of this season, immediately following each category Provincial Championship. Uniforms will be required for following Curling Alberta teams. Should these events change, the successful supplier will be notified as soon as possible.

- U15 (mixed gender) (4 players, 1 coach, plus a potential alternate)
- U18 (men's & women's) (4 players, 1 coach, plus a potential alternate)
- U20 (Junior) (men's & women's) (4 players, 1 coach, plus a potential alternate)
- Seniors (men's & women's) (4 players, plus a potential coach and alternate)
- Masters (men's & women's) (4 players, plus a potential coach and alternate)
- Club Championship's (men's & women's) (4 players, plus a potential coach and alternate)
- Wheelchair (mixed gender) (4 players, plus a potential coach and alternate)
- Mixed Doubles (mixed gender) (2 players, plus a potential coach per gender)
- Mixed (mixed gender) (4 players, plus a potential coach and alternate)

### **SUBMISSION REQUIREMENTS:**

The bid document must contain the following elements in order to be considered:

- A list of qualifications;
- A commitment from December 1, 2020 to April 30, 2021, September 30, 2021 to April 30, 2022, September 30, 2022 to April 30, 2023;
- Documented ability to provide apparel items in male and female sizes;
- Commitment to have orders done quickly, within a short turnaround time;
- Pricing list for proposed apparel, including any potential annual price increases.
- Ability to accept addition orders placed by individual teams should they require additional apparel (ie. extra shirts at cost of the team) within the same timeline.
- Documented ability to complete small quantity orders;
- Reference contact information for similar projects.

Applicants are encouraged to add additional information that may make them stand out from other applicants. Any costs associated with the development of any proposals in response to this RFP will remain the sole responsibility of the proponent and will not be the responsibility of Curling Alberta. Curling Alberta reserves the right to discontinue the procurement process at any time, and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more parties.



## EVALUATION

The following criteria will form the basis of the proposal evaluation:

1. Suitability of the Proposal - Proposal meets the needs and criteria set forth in the RFP
2. Price - The price falls within the budget range internally established for this project
3. Value in kind - Candidate has included a Value in kind Component with their proposal
4. Candidate experience - Candidate has successfully completed similar projects and has the qualifications necessary to undertake the project.

## RFP Closing date October 8, 2020

Suppliers who want to respond to the RFP are asked to send an electronic copy to Britney Andersen at [britney.andersen@curlingalberta.ca](mailto:britney.andersen@curlingalberta.ca)

Contact Britney Andersen at [britney.andersen@curlingalberta.ca](mailto:britney.andersen@curlingalberta.ca) or 587-223-7528 with any questions.