



RFP: OFFICIAL UNIFORM SUPPLIER

INTRODUCTION

Curling Alberta is seeking an “Official Uniform Supplier” to support the needs of the Provincial Championships Teams competing at the National Championships. The current Request for Proposal (RFP) wishes to set up a fair evaluation process for all parties in providing interested vendors 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 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 (1 jacket and 2 shirts per team member).

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 teams 2024-2026 Curling Alberta teams.

- Under 15 (Girl’s & Boy’s) (4 players, 1 coach, plus a potential alternate per gender)
- Under 18 (Girl’s & Boy’s) (4 players, 1 coach, plus a potential alternate per gender)
- Under 20 (Men’s & Women’s) (4 players, 1 coach, plus a potential alternate per gender)
- Seniors (Men’s & Women’s) (4 players, plus a potential coach and alternate per gender)
- Masters (Men’s & Women’s) (4 players, plus a potential coach and alternate per gender)
- Wheelchair (4 players, plus a potential coach and alternate)
- Club Championship’s (Men’s & Women’s) (4 players, plus a potential coach and alternate per gender)
- Mixed (4 players, plus a potential coach)
- U21 Mixed Doubles (2 players, plus a coach)
- Mixed Doubles (2 players, plus a potential coach)
- Canada Winter Games (all categories) (10 players, 3 coaches)
- Other Curling Alberta Sanctioned events as agreed upon at the start of the season

SUBMISSION REQUIREMENTS:

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

- A list of qualifications;
- A commitment during the 2024 Championship Season, 2025 Championship Season, 2026 Championship Season
 - To clarify, any National events held in the fall or winter are still considered part of the season prior. Example the 2024 Senior Women's would be included in the 2024 championship season even though it is held in December.
- Documented ability to provide apparel items in male and female sizes;
- Commitment to have orders done quickly, within a short turnaround time;
 - Items should always be delivered to the Team's preferred location or Curling Alberta office prior to the competition. In other words, uniforms should not be sent to the national hotel unless absolutely necessary.
- Pricing list for proposed apparel;
- 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 project.

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.

RFP Closing Date: September 18th, 2023

Bidding companies who want to respond to the RFP are asked to send an electronic copy to the following email address: britney.andersen@curlingalberta.ca

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.

The contact for this project is Britney Andersen, Championship Coordinator.

Email: britney.andersen@curlingalberta.ca