

## Request for Proposal

### House League Soccer Uniforms



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Soccer Club  
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**July 1st, 2023**

# Request for Proposal



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## **STATEMENT OF CONFIDENTIALITY**

You must treat this Request for Proposal (RFP) as confidential and must not disclose it to any party other than employees with a need to know.

Mount Hamilton Youth Soccer Club (MHYSC) and East Hamilton Soccer Club (EHSC) will similarly treat responses to the RFP as confidential and will not disclose information provided in response to any party other than MHYSC / EHSC Board of Director members or employees with a need to know.

These obligations do not apply to information that is in the public domain through no breach of confidence by you or MHYSC / EHSC or to information that you get from a source other than us without a breach of confidence with MHYSC / EHSC.

If you do not agree with these provisions, please destroy the RFP.



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### Overview of MHYSC

At Mount Hamilton Youth Soccer Club, we are committed to developing the game of soccer and inspiring the Hamilton Mountain community to strive for lifelong active and inclusive team play. We provide a safe and healthy environment and engage our membership to enable players, coaches and officials to achieve their desired goals. We promise to foster the values and the ethics of true sportsmanship through ongoing skill development, training and encouragement of players, coaches and officials.

The programs that are offered allow an opportunity for children and adults within the City of Hamilton to participate in the world's most popular game.

The MHYSC provides soccer programming at various levels in the game from recreational to high performance such as academy and rep programs.

### Overview of EHSC

East Hamilton Soccer Club strives to provide the best soccer environment for players of all ages. It is our goal to offer an above standard soccer experience to the Hamilton community through affordable and subsidized pricing. EHSC puts the safety and well being of all our players, coaches and supporters at the forefront of every practice, game and event. Every coach and staff member at our club is trained to provide the best environment for all players through the technical, tactical and ethical practices our club has instilled for many years. EHSC offers year-round programming for players of all ages who have a wide range of skillset through recreational and competitive play.

### Purpose of the Request for Proposal

MHYSC / EHSC is seeking business proposals through a competitive, fair and open bidding process to provide soccer uniform to the Recreational Program (U3-U18). MHYSC / EHSC is seeking business proposals from respectable community minded businesses that can provide good value and service to MHYSC / EHSC and its members through competitive pricing, quality goods and efficient and effective services.

The successful bidder, at the sole discretion of MHYSC / EHSC, must be prepared to enter into a supply and service contract with MHYSC / EHSC for a two-year term. MHYSC / EHSC have the option to extend for an additional year at MHYSC / EHSC. **The successful bidder must be prepared to deliver uniforms for our Fall/Winter season by October 1<sup>st</sup> each year and for our Summer Season by April 1<sup>st</sup> each year.**



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### Product & Service Requirements

Ongoing requirements of uniforms for the most recent seasons have required annual orders based on the following estimates:

- Full kit (shirt, shorts, and socks) for up to 2500 summer recreational players registered in the u3 to u18 age groups. approx. 225 teams
- All MHYSC u3 – u6 summer shirts to be screened with sponsor on the front and back (Tim Hortons)
- All EHSC u3-u10 summer shirts to be screened with sponsor on the front and back (Tim Hortons)
- Goalkeeper shirts for all teams u7- u18, approx. 120 teams
- Full kit (shirt, shorts, and socks) for up to 200 fall recreational players registered in the U4 to U12 age groups; approx. 20 teams.
- Full kit (shirt, shorts, and socks) for up to 200 winter recreational players registered in the U4 to U12 age groups. approx. 20 teams.
- All Shirts should be available in a variety of colour's with all shorts and socks being black
- Practice balls for approximately 3000 players (size 4 & 5)
- Coaches package (Two Polo shirts per team, set of cones and first aid kit) up to 265 teams
- Board of Directors Package (Polo shirt and Wind breaker) for approximately 30 Board members
- Cost of Sponsorship Screening and timelines to have this completed by the successful bidder

The successful bidder is expected to be able to fulfill replacement orders for uniforms on an ad hoc basis throughout the term of the agreement. Please provide turnaround time for these additional orders.

Ability to brand soccer equipment with the MHYSC / EHSC logo is preferred. All quotes must reflect the following in the pricing structure:

- The respective Club logo (in colour), and jersey number will be placed on all kits
- The respective Club logo (in colour), will be placed on all Coaches Polos

This RFP consists of the provision of the following items, which must meet MHYSC / EHSC branding and quality requirements:

1. Supply, on a prescribed order basis, player uniforms in a variety of sizes for both females and males from ages 3 to 18 years old. Player uniforms may include but are not limited to: Jersey, shorts, socks, or reversible jerseys, shorts and socks.
2. Supply, on a prescribed and as needed basis, soccer equipment and supplies, including but not limited to, soccer balls, training bibs, cones, ladders, portable goals, and other related equipment.



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### Proposal Guidelines

MHYSC / EHSC would like to conduct an open and competitive process for the procurement of the uniforms which is outlined below. **Proposals are to be submitted via email to: Carl Horton, Technical Director & General Manager ([chorton@mhysc.org](mailto:chorton@mhysc.org)) and Francesco D'Ambrosio ([ehsc.equipment@gmail.com](mailto:ehsc.equipment@gmail.com)) by 5:00 pm EST on July 21, 2023.**

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include shipping and any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Vendors are instructed to provide information on the following items in their submissions:

1. **Company Overview:** Provide an understanding of the vendor's business
  - a. Company Name;
  - b. Key Contact name and title;
  - c. Address;
  - d. Website and social media outlets;
  - e. Phone Number;
  - f. History of previous business relationships with MHYSC / EHSC or other Ontario Soccer Clubs or Academies;
  - g. Description of payment policies;
  - h. Sample Vendor Agreement (warranty terms and refund/return policy);
2. **Sample Pricing:** Based on MHYSC / EHSC products and services listed prior. All prices must be itemized, provide an explanation of all fees and costs.
3. **Value Proposition:** Any unique or special offerings that the vendor believes to be a competitive differentiator, this includes marketing support, promos, etc.
4. **Costs:** All costs must be itemized with a clear explanation of all fees and related costs and taxes.
5. **References:** Include 3 references with a similar profile to MHYSC / EHSC
6. **Current Customers:** Include a minimum of 3 current clubs that the company supplies.
8. **Partnerships:**
  - a. List any affiliations, alliances, and partnerships that you have with other organizations



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globally that might enhance MHYSC / EHSC access to player, coach and club development.

b. List any benefits these affiliations, alliances, and partnerships would have for the MHYSC / EHSC in terms of marketing, promotional and sponsorship opportunities.

9. **Core Competencies:** List all related to your organization.

10. **Value Added Services:** List all other services that the MHYSC / EHSC could utilize from your organization.

11. **Uniform Design/ Development/ Innovation:** describe the process of selecting uniforms including the overall design and functionality as well as the type of logo used for the crest.

12. **Timelines:** Include a calendar of events from order, to warehousing, embellishment, delivery to payment.

13. **Processes:** Include order processes and policies.

14. **Samples:** of all items that MHYSC / EHSC have requested.

Please also provide any additional information that would be relevant to the RFP and the vendor's capability to provide the goods and services requested, including a complete and more thorough product and service offering.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the MHYSC / EHSC Uniform committee and will include scope, budget, schedule, and other necessary items pertaining to the project. MHYSC / EHSC Terms and Conditions can be found by [clicking here](#).

All enquiries related to this RFP are to be directed in electronic format to both, Carl Horton at [chorton@mhysc.org](mailto:chorton@mhysc.org) and Francesco D'Ambrosio at [ehsc.equipment@gmail.com](mailto:ehsc.equipment@gmail.com) with the subject line "2023 House League RFP".



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### Timelines for the RFP Process

- **July 1, 2023** RFP posted at [www.mhysc.org](http://www.mhysc.org), [www.easthamiltonsoccer.com](http://www.easthamiltonsoccer.com) and all Club Social Media outlets
- **July 21, 2023** Deadline for RFP submission (5:00 pm EST)
- **July 25, 2023** Shortlist decision – bidders notified on or before date
- **July 29, 2023** Shortlisted bidders invited to present their proposal to a Selection Committee (**this may not be applicable and at the sole discretion of MHYSC / EHSC**)
- **August 7, 2023** Contract awarded to successful bidder
- **October 2, 2023** Fall and Winter House League uniforms delivered
- **April 1, 2024** Summer House League uniforms delivered
- **October 1, 2024** Fall and Winter House League uniforms delivered
- **April 1, 2025** Summer House League uniforms delivered

### Decision Making Criteria

Responses meeting the mandatory criteria will be further assessed against the following desirable criteria:

#### Service Proposal

- Proven experience with providing uniforms and equipment described.
- Service level agreement (turnaround times, customer service).

#### Product recommendation

- Product is current in style and with correct quantities available.

#### Pricing competitiveness

- Price of the product(s) is competitive and comparable. Pricing provided must be held for the duration of the 2-year contract.

#### Value Proposition

- Organization provides suitable added value in addition to the product(s).

#### Delivery

- MHYSC / EHSC would prefer that the successful bidder can successfully deliver all product by the dates provided to the MHYSC office at 9 Dallas Ave, Hamilton, Ontario.

#### References

- Organizations references are positive in nature and answer all questions asked by the MHYSC / EHSC selection committee.

It is essential that bidders provide their responses in a clear and concise manner with sufficient evidence for MHYSC / EHSC to assess their proposal with the noted criteria. Bidders may be asked to make a presentation of their proposal, which MHYSC / EHSC reserves the right to select a shortlist of proposals for this purpose. Bidders will be notified





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of the success or failure of their submissions. Please note if you are unsuccessful in your bid, there will be no follow up or explanation.

### **Other RFP Process Considerations:**

#### **Expenses & Remuneration**

Vendors are responsible for their own expenses in preparing a response for this RFP and subsequent negotiations with MHYSC / EHSC. MHYSC / EHSC will not be liable to any potential vendor for any claims, whether for costs or damages incurred by the potential vendor in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

#### **Acceptance of Responses**

This RFP is not an agreement to purchase services. MHYSC / EHSC is not bound to enter a contract with any potential vendor. Responses will be assessed considering the criteria described in this document.

#### **Definition of Contract**

Should a potential partner be selected for interview, this will neither constitute a contract nor give the potential vendor any legal or equitable rights or privileges relative to the requirements set out in this RFP. Only if MHYSC / EHSC enters a full written contract will a potential partner acquire any legal or equitable rights or privileges.

#### **Withdrawals**

A potential vendor may withdraw its name from the list of potential vendors by notifying MHYSC / EHSC in writing to the e-mail address provided above. MHYSC / EHSC may withdraw a name of a potential partner by notifying the potential partner in writing via email.

#### **Modification of Terms**

MHYSC / EHSC reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering a contract.

#### **Ownership of Responses**

All documents, including responses, submitted to the MHYSC / EHSC become the property of MHYSC / EHSC

MHYSC / EHSC thanks all perspective bidders for their interest in MHYSC / EHSC and this RFP.