



REQUEST FOR PROPOSALS

Official apparel and merchandise supplier

The following document contains the details of the RFP for the official apparel and merchandise supplier for the Ontario Senior Games Association.

Ontario Senior Games Association

info@osga55plus.ca

(905) 232-8581

INTRODUCTION

The Ontario Senior Games Association (OSGA) is seeking an official apparel and merchandise supplier to support the needs of its various programs and initiatives. The current RFP wishes to set up a fair evaluation of each vendor's submission and outline the process for all parties and to provide interested vendors with the necessary information to prepare their proposal.

THE ORGANIZATION

The OSGA is an umbrella organization comprised of 30+ independent Districts geographically spread across the province of Ontario. In peak years, the organization has approximately +/-4000 annually paid participants and hundreds of volunteers for our various Games. Regional and Provincial Games can also host several thousand interested persons. Our current strategy aims to improve on the number of participants by enhancing the services we offer. These are the current numbers in which we will base our evaluation of the proposal.

Vision – All Ontarians 55+ are social and active within our communities and beyond.

Mission – to provide a network built on support and collaboration for social and active opportunities for the 55+ adults in Ontario.

Core Values – continue to be a leader in enhancing organizational capacity for our 55+ membership through these key values:

Inclusive

Respect

Integrity

OSGA is seeking a supplier/partner who can demonstrate the capacity to handle all aspects of the design, production, and delivery of goods and services related to the following items:

1. OSGA branded clothing including polo shirts, t-shirts, caps/hats, outerwear in assorted sizes and colours, suitable for older adults in flattering cuts for all genders.
2. Potentially including the outfitting and apparel needs for our Board of Directors, staff, volunteers, officials, etc.
3. Potentially including the outfitting and apparel needs for Regional or Provincial teams including uniforms for the different OSGA sports.
4. Providing an online merchandise program/portal as part of the OSGA website which will be able to support group or individual purchases.
5. Offering various choices of branded merchandise including caps, bags, pens, and an assortment of small promotional items.
6. Providing booths and onsite merchandising support at major OSGA events.

OBJECTIVE

The goal of the RFP is to procure OSGA apparel that meets these general requirements:

- Promotes an assortment of brands and is consistent with standards of quality and professionalism.
- Displays cultural sensitivity and supports our goals of inclusiveness respect, and integrity.
- Features style that is current and suits the tastes of older adults.
- Supports performance and is durable and comfortable.
- Exists in a wide variety of sizes for all genders.
- Contributes to the sense of unity and pride in the OSGA brand and Districts they represent.

CONSIDERATIONS

There is no guarantee of the volume of work, or the exclusivity of the agreement across all individual Districts. The information contained in this RFP constitutes an estimate and is supplied solely as a guideline to the supplier. Such information is not guaranteed, represented, or warranted to be fully accurate, nor is it necessarily comprehensive or exhaustive. Suppliers are encouraged to ask questions and seek clarification if there is confusion or anything in the RFP. Estimates are intended to be used by the OSGA for the purpose of evaluating the proposal.

SHARED GAINS

This RFP is being issued on the concept of shared gains. The supplier will profit through the provision of an online portal on the OSGA website, and the sale of merchandise contained therein. In response to the RFP the supplier will indicate what percentage of the final cost of merchandise is being offered to the OSGA for providing access to its members.

LOGO SERVICES

The OSGA has a family of logos and symbols. The successful supplier will be provided with the artwork for each logo and placement of the logo will be negotiated for individual item choices.

COLOUR

The supplier should have a wide range of colours for all products. Colour selection will be supplied by the OSGA for orders made for the organization. From time-to-time the OSGA may request the supplier to provide, at no charge, fabric, and colour samples (i.e., swatches). The colour finishes may vary depending on the fabric; however, the supplier should advise the OSGA on any colour changes due to fabrics and dyes.

SIZE RANGE

The supplier shall offer the OSGA a wide range of product sizes. The sizes should be based on a recognized designation such as the US standard clothing size which Canada also uses. The supplier shall identify if they will charge an extra amount for oversized products. The supplier should also identify if they are able to produce alternate cuts and fits such as petite and tall.

DAMAGED OR DEFECTIVE SHIPMENT

Products may not be accepted upon delivery if:

- The product or packaging of products are defective (i.e., broken, damaged)
- The product or packaging of products are not delivered as agreed; or
- The products were substituted without prior approval of the OSGA.

SHIPPING

The supplier will be responsible for all shipping costs related to the delivery of products to the location of venue in Ontario where an OSGA event is being held and the supplier is operating a booth.

The supplier will identify its methods of delivery for online orders. Bulk orders for Districts may be delivered to a central District location.

BACK ORDER

Back orders should be confirmed at the time of the order confirmation with an estimated delivery date. The OSGA will have an option to cancel or accept the back orders.

FAIR LABOUR PARTIES

The supplier should take all reasonable measures to ensure its products are produced under just, safe, and fair working conditions that are equal to or better than the standards set by the United Nations International Labour Organization.

INVOICING

The supplier will indicate the payment methods available for online orders.

For bulk orders made by the OSGA, the supplier may be asked to submit a consolidated monthly invoice after products have been received at the designated shipping destination. The consolidated monthly invoices will be in either paper or electronic format.

The supplier's invoice shall be itemized and contain, at a minimum, the following information:

- Invoice number
- The suppliers name
- Full name of the person who placed orders, if applicable
- Delivery address
- The supplier's purchase order number, if applicable
- Order date
- The supplier's product number, if applicable
- Product description
- Quantity ordered and quantity supplied
- Price and extended total

PAYMENT TERMS

The OSGA's standard payment terms are net thirty (30) days. Different payment terms may be agreed to when executing a final agreement.

RFP Minimum Requirements

The proposal must contain the following elements to be considered:

- A commitment to a two-year or three-year contract.
- The ability to provide a variety of apparel items and merchandise as noted in the RFP.
- The ability to provide apparel items as noted in styles and fits for both genders.
- The option to collaborate on custom design or embroidery apparel items with required brands and screen where needed, at no cost.
- The ability to attend large OSGA events and operate a merchandise booth.
- The ability to ensure that all orders are to be received by the order delivery dates.
- Option to partner with OSGA to extend product offerings to the general public.

PROPOSAL INCLUSIONS

The proposal must include:

- The name, address, telephone number, and e-mail address of the supplier.
- The name, title, and contact information of the contact person designated by the supplier.
- The supplier's business model (i.e., individual, partnership, corporation, etc.), number of years in the business, and details about past experiences working with not-for-profit organizations.
- The proposal must be signed by a representative of the supplier (possessing the legal authority to do so) and should include the full name of the individual, title, and date.
- Details as to the quality of clothing and lead times for in-stock inventory versus special order items.
- Details about the option to retail merchandise through an online portal on the OSGA website. A break down of all associated costs should be included.
- Details about supplier's ability for on site merchandise booths at OSGA events or the support that can be provided.
- Suggested selection (images of apparel and merchandise), along with the corresponding pricing.
- The tools and networks the supplier has in place to help promote and develop the partnership/sponsorship.
- Details regarding pricing, discounts, royalties, sponsorship opportunities that may be associated within the agreement.
- Any additional benefits for the OSGA or information pertinent to fostering the relationship.

TIMELINE AND RESPONSES TO THE RFP

All bid applications must be sent to:

Ontario Senior Games Association

kaytlyn@osga55plus.ca

(905) 232-8581

OR

you can mail your package to:

OSGA C/O Kaytlyn Pike
1039 Cook Dr.
Midland, ON
L4R 0E4

Interested vendors are asked to submit their proposals by 17:00 EST on **Friday, October 22, 2021**.

Questions arising prior to the deadline can be addressed to the e-mail address outlined above.

The OSGA will review all submissions of proposals and announce the winning proposal on Friday, November 12, 2021.

PROPOSAL COSTS

Any and all costs associated with the development and presentation of a proposal in response to this RFP, whether such proposal is accepted or rejected, will remain the sole responsibility of the prospective or winning supplier and such costs will not be reimbursed by the OSGA.

SCORING AND EVALUATION

EVALUATION CRITERIA	POINTS ASSIGNED
Pricing and value for investment	40
Discounts and sponsorship program	40
Style and quality of apparel	30
Ability to support online sales	30
Ability to meet deadlines	40
Ability to provide onsite event booth and sales	20
References for similar agreements	10
TOTAL	210

FINAL AGREEMENT

The winning supplier will be expected to enter into a standard merchandise supply agreement supplied by OSGA based on the content of the RFP or alternatively a mutual letter of agreement containing details outlined in RFP.