



April 2020

## REQUEST FOR PROPOSAL

### ORGANIZATION OVERVIEW

Sport Manitoba is a not-for-profit organization and the lead planning, programming and funding agency for the development of amateur sport in Manitoba. Located at 145 Pacific Avenue in Winnipeg, Sport Manitoba partners with over 100 organizations to deliver sport in the province and is responsible for programs including the Manitoba Games powered by Manitoba Hydro, Sport Manitoba Coaching, **Team Manitoba**, Manitoba Sports Hall of Fame, Fit Kids Healthy Kids, and KidSport Manitoba. Services provided include the Sport Manitoba Clinic, Sport Manitoba Performance, Sport Manitoba Fitness Centre, and the Paul Robson Resource Centre for Leadership and Coaching.

### SITUATION OVERVIEW

The Canada Games are this country's largest multi-sport event for young athletes, many of whom go on to receive additional national and international sport accolades. The next Games will take place August 6-21, 2021 in Niagara, Ontario where over 5,000 athletes and coaches will participate in various sporting events.

As the organization responsible for logistics and preparing Team Manitoba for the Canada Games, Sport Manitoba works with walkout (non-competitive) uniform partner(s) to outfit the approximately 450 athletes, coaches and mission staff that together are Team Manitoba.

Sport Manitoba is looking for a partner in business to assist us with our vision of providing Team Manitoba with functional and fashionable walkout uniforms.

### PROJECT SCOPE

Sport Manitoba provides each member of Team Manitoba with up to seven (7) pieces of apparel which are worn during non-competition, and one (1) bag to carry personal belongings. Proposals are welcome to include single or multiple options for all pieces, a portion of the pieces, or a single piece, but pricing of each option must be broken down individually.

Team Toba colours are: Gold or Yellow (pantone 130C is the Team Toba logo yellow), Black, Grey, White.

<b>*Piece</b>	<b>Quantity</b>	<b>Team Toba logo</b>	<b>Sport Manitoba logo</b>	<b>Host Society logo</b>
Jacket	500	X	X	X
Hoodie	500	X	X	X
T-shirt A	500	X	X	
T-shirt B	500	X	X	
Pants	500	X		
Shorts	500	X		
Bag	500	X	X	X
Hat	500	"TOBA" OR BUFFALO (NO LOGOS)		

\*Standard sized manufacturer mark is acceptable on each piece.

### **SUBMISSION PROCEDURES**

Proposals are welcome to include single or multiple options for all pieces, a portion of the pieces, or a single piece, but pricing of each option must be broken down individually. Please note, Sport Manitoba may or may not select individual pieces from multiple partners to fulfill the total requirement.

### **TIMELINE**

May 31, 2020: Submission deadline for requests for proposal

June 8, 2020: Uniform partner company/companies selected

June 9 – TBC: Collaboration period for apparel design, colour schemes, logo placement

June 15, 2021: Deadline for delivery of walkout uniform pieces

### **REQUIREMENTS**

Any questions along with final proposal submissions should be directed to:

Marcie Halls-Stronciski

Games Specialist

Sport Manitoba

204-925-5910

[marcie.halls-stronciski@sportmanitoba.ca](mailto:marcie.halls-stronciski@sportmanitoba.ca)

## **FORMAT**

Proposals should be submitted in PDF format and include:

- Business description including a brief history, project personnel, competencies, etc.
- Summary of company/project personnel experience in providing uniform apparel.
- Examples of successfully completed uniform projects with rationale.
- Two (2) relevant references including phone number and email contact information.
- For each piece you are quoting on:
  - Product image(s) and potential design/colour customizations
  - Type of logo application and pricing

## **PROPOSAL CONDITIONS**

1. Sport Manitoba reserves the right to open proposals privately and to reject any or all proposals received. Any proposal need not necessarily be accepted.
2. Sport Manitoba reserves the right to withdraw, at its discretion, this RFP at any time and shall not be liable for any expense, cost, loss or damage incurred or suffered by any proponent as a result of such withdrawal.
3. Sport Manitoba will consider all proposals confidential with respect to content and detail.
4. Sport Manitoba reserves the right and in its sole discretion to request one or more proponents to provide additional information, clarification, greater detail, and/or address specific matters not adequately covered in the original submission after the RFP closing date, without being obliged to offer the same opportunity to all proponents.
5. All valid proposals will be reviewed and evaluated to determine which proponent best meets the requirements of Sport Manitoba. Consideration may also be given to any additional information and comments if they should increase the benefits to Sport Manitoba. All proposals will be reviewed and evaluated in complete confidence and considered to be open for negotiation unless otherwise stated by the proponent.
6. Sport Manitoba will not be liable for any costs incurred by the proponents in the preparation or submission of their proposals.