



## RFP: OFFICIAL APPAREL SUPPLIER

### INTRODUCTION

Curling Alberta is the provincial governing body for the sport of curling in Alberta. Incorporated 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 an “Official Apparel 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.

### Curling Alberta's 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.

### Curling Alberta's 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 (one jacket and two 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's provincial championship. Uniforms will be required for following teams in the 2019-2020 season:

- Mixed (4 players, plus a potential coach)
- Club Championship's (Men's & Women's) (4 players, plus a potential coach and alternate per gender)
- Junior (Under 21) (Men's & Women's) (4 players, 1 coach, plus a potential alternate per gender)
- Under 18 (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)
- Mixed Doubles (2 players, plus a potential coach)

## **SUBMISSION REQUIREMENTS:**

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

- A list of qualifications;
- A commitment from September 30, 2019 to April 30, 2020;
- Documented ability to provide apparel items in male and female sizes;
- Commitment to have orders done quickly within a short turnaround time, and the ability to ship directly to the teams;
- Pricing list for proposed apparel;
- Ability to accept additional orders placed by teams should they require extra apparel pieces (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 20<sup>th</sup>, 2019**

Bidding companies who want to respond to the RFP are asked to send an electronic copy to the following email address: [lee.smith@curlingalberta.ca](mailto:lee.smith@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 Lee Smith, Director of Operations and Community Curling Club Development.  
Email: [lee.smith@curlingalberta.ca](mailto:lee.smith@curlingalberta.ca)