

Request for Proposal
Athletic Uniforms and Apparel
Issued by Iowa/USA Wrestling

1. GENERAL INFORMATION

- A. Request for Proposal (RFP) Name: Athletic Uniforms and Apparel
- B. RFP Number: #IAUSAW2019 Uniforms
- C. Issue Date: September 12, 2018
- D. **Brief Description:** Iowa/USA Wrestling (IAUSAW), operating under the guidance, auspices and in accordance with the bi-laws of USA Wrestling, seeks an experienced firm to provide Athletic Uniforms and Apparel for IAUSAW's national teams and staff. These teams consist of wrestlers (male and female) competing on the local, state, regional and national levels.
- E. **Pre-proposal Questions:** Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 pm on Wednesday, September 26, 2018 in order to guarantee a timely response prior to the proposal due date.
- F. **Proposal Due Date:** 3:00 pm on Friday, October 12, 2018. Firms must submit an electronic original proposal that will be received by IAUSAW by the proposal deadline.
 - i. The electronic original proposal must be submitted via electronic mail to kdonnelly@independence.k12.ia.us All electronic proposal documents, whether originals or copies, should be formatted as Microsoft Word documents.
 - ii. Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.
- G. **Negotiations:** Negotiations, if needed, will be held on Friday, October 19, 2018.
- H. **Expected Award Date:** October 26, 2018

2. **Term of Agreement:** The term of a resulting Agreement or Purchase Order will be for 2 years, with the ability to renew on the same or similar terms and conditions, for two additional one-year periods if mutually agreeable to IAUSAW and the Selected Firm. The Selected Firm and IAUSAW will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

3. **REFER ALL QUESTIONS TO THE ISSUING OFFICE:**

Keith Donnelly, Cadet Director, Iowa/USA Wrestling
319-361-6419 (cell)
kdonnelly@independence.k12.ia.us (email)

- A. NOTE 1: IAUSAW does not take responsibility for lost or misdirected mail.
- B. NOTE 2: During the RFP process, all communication must be directed to the buyer listed above.

- C. This Request for Proposal (RFP) has been posted on the IAUSAW web site www.iowawrestling.org for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: www.iowawrestling.org. It is the firm's responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. For questions about the RFP, contact the buyer listed above.
- D. For ease of reference, each firm or individual receiving this RFP is referred to as a "firm" and the firm or individual selected to provide services for IAUSAW is referred to as the "Selected Firm." This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

4. SCOPE OF GOODS & SERVICES

It is IAUSAW's intent to enter into an Agreement with the Selected Firm to provide IAUSAW with high quality, head-to-toe Athletic Uniforms and Apparel, equipment, and footwear as well as to provide capital investments and financial support to help IAUSAW achieve its goals as outlined in this RFP. In order to achieve this goal the Selected Firm may be requested to provide those goods and services whether outlined in this section or mutually agreed upon during negotiations.

Approximately 175 athletes and 30 coaches, or number based on participation in National Team competition, shall be ordered as IAUSAW's discretion. Uniform sizing shall range from athletes weighing approximately 50 pounds to 285 pounds.

- A. Base uniform package:
 - i. Shall not exceed \$170 in price with all included items per one base uniform athlete package
 - ii. High quality uniforms and apparel to include the approved design (or design provided by IAUSAW).
 - iii. One base uniform athlete package shall include at a minimum:
 - 1. Sublimated singlets (1 red design and 1 blue design) of high cut to meet freestyle/Greco roman rules and/or women's style of cut
 - 2. High quality shorts
 - 3. High quality t-shirt
- B. Other items to be considered in the \$170 gear package:
 - i. Gear bag
 - ii. ¼ zip shirts
 - iii. Long sleeve shirts
 - iv. Sweat shirts
 - v. Jackets
 - vi. Socks
 - vii. Running shoes
 - viii. Wrestling shoes
 - ix. Other items as deemed appropriate

- C. Equipment
 - i. Equipment purchases will be optional and not required under this Agreement. IAUSAW will attempt to utilize the Selected Firms inflatables where appropriate.
- D. Financial Considerations to IAUSAW, marketing, and other support
- E. IAUSAW reserves the right to request and evaluate samples of any items which would be provided to IAUSAW under the terms of the Agreement at no charge to IAUSAW.
- F. IAUSAW's teams will wear the Selected firm(s) footwear and apparel with the exception of individual fitting or physical problems, instances for all footwear and apparel not provided to the student-athlete by IAUSAW, and where the Selected Firm does not offer items for a specific nature. IAUSAW reserves the right to also use equipment where appropriate provided by the Selected Firm(s). From time-to-time IAUSAW may request approval to purchase specialty products outside of the exclusive vendor when appropriate. Requests and approvals will be documented via email.
- G. Usage of IAUSAW's name and names of coaches for IAUSAW's programs in promotional and consultant efforts.
- H. The rights to advertise, promote, market and sell its products as the authentic and official apparel, footwear, and replica uniform for IAUSAW's teams represented by the Selected Firm(s).
- I. Marketing opportunities to be discussed and mutually agreed upon during negotiation. IAUSAW will have final approval of all marketing concepts and material.

5. BASIS OF SELECTION

- A. Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price and quality of product. IAUSAW will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:
- B. The firm's plan to provide IAUSAW with the products as described in the Scope of Good and Services section;
- C. The firm's experience in providing Goods and Services similar to those described in this RFP, to include the firm's references from clients;
- D. The firm's price proposal.

6. CONTENTS OF PROPOSAL

- A. Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.
- B. Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms' lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.
- C. Firms will provide the following information:
 - i. A detailed description and the full specifications of the product/equipment proposed. Each firm will indicate in its proposal the firm's ability to

achieve/comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.

- ii. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.
- iii. The estimated ship date of the product from the time of the order (i.e., 10 wks after order)
- iv. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.
- v. The firm's proposed price / fee for providing the Goods and Services, to include shipping charges (IAUSAW's shipping terms are FOB Destination).
- vi. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and telephone number.
- vii. Complete and return the information requested in Attachment 2, Firm Information.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

7. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- A. Approval of Board of Directors.
- B. Unless otherwise deemed appropriate by IAUSAW, the Selected Firm(s) will enroll in one of the IAUSAW's approved methods for receipt of electronic payments.
- C. IAUSAW's Preferred Contractual Provisions: -----include contract

Note: Unless a firm expressly and specifically states its exception to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

8. OTHER INFORMATION

- A. Human Rights: The Selected Firm will accept and meet the requirements of the Strategic Marketing Associates (SMA) Labor Codes of Conduct. Additionally, the Selected Firm agrees to be monitored by groups and organizations as directed by the Fair Labor Association (FLA).
- B. Formation of the Agreement with the Selected Firm: All proposals received will first be carefully evaluated by IAUSAW, and then IAUSAW intends to conduct negotiations with two or more firms. After negotiations have been conducted, if IAUSAW chooses to make award, IAUSAW will select the firm which, in its opinion, best meets the needs of IAUSAW. Alternately, if IAUSAW determines in writing and in its sole discretion that

only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, IAUSAW intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because IAUSAW may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that IAUSAW reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.

Attachment 1

Letter from Executive Director Mark Reiland

Prospective bidder,

On behalf of the Iowa/USA Wrestling (IAUSAW), it is my pleasure to offer the Request for Proposal above for the 2019 Iowa Kids/Cadet/Junior/Women's national teams. The quality of support that the IWF is able to provide to our athletes is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services.

Mark Reiland

State Chairman

Iowa/USA Wrestling

Attachment 2

FULL LEGAL NAME (Company as it appears with its Federal Taxpayer Number)

ADDRESS:

POINT OF CONTACT FOR THIS PROPOSAL

NAME: _____

OFFICE PHONE: _____

CELL PHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____