



Girls Hockey Calgary Association (GHC)

Request for Proposal
Apparel & Equipment Official Provider

RFP #: GHC 2020-001
RFP Issue Date: February 24, 2020
RFP Close Date: March 24, 2020 @ 4:00pm MST

GHC RFP Association Representative:
Jacqui Piebiak (marketing@girlshockeyscalgary.com)

GHC RFP Coordinators:
John MacDonald (President, GHC)
Jacqui Piebiak (VP Marketing, GHC)
Ted Oloriz (VP Operations, GHC)
Parent Representative (GHC Jr. Inferno Community)
Parent Representative (GHC Calgary Fire Elite)

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A. INVITATION

1. RFP Purpose

The purpose of this RFP is to solicit proposals from qualified Proponents (“Proponent”) for the provision of Apparel & Equipment to Girls Hockey Calgary Association (“Association”) as described in the attached RFP. Any proponent responding to the RFP shall be referred to as “Proponent”.

The Association wishes to set up a fair evaluation process for all parties and to provide interested vendors with the necessary information to prepare their proposal(s).

The Association requests that Proponents submit a Proposal that fully demonstrates how the Association’s stated objectives will be achieved. The Association may elect to create a short-list of Proponents; it may elect to negotiate with all, one, or any number of the short-listed Proponents. If the Association ultimately elects to enter into a contract with a Proponent, the Association anticipates that the contract will be substantially similar to the Scope of Work included in this RFP.

Issuance of this RFP by the Association and submission of a Proposal or Proposals by the Proponent does not create any contract or promise of contract between any Proponent and the Association.

Proposals shall be submitted without collusion with any other Proponent and without fraud.

The Proponent acknowledges that the Association considers the identity of those invited to put forth proposals for this work and the proponent list for this work to be confidential. Accordingly, the Proponent acknowledges that it is not entitled to obtain from the Association the identity of the Proponents who the Association has invited to put forth proposals for this Work and the Association is under no obligation to disclose to the Proponent the proponent list or whether any party has or has not been invited for the RFP.

2. RFP Association Representative

The Association has designated a single point of contact for all matters related to this RFP (“Association Representative”), as identified below. All Proponents’ communications with the Association with regards to this RFP will be directed to the Association Representative.

Association Representative:	Jacqui Piebiak
Representative Title:	VP Marketing, Girls Hockey Calgary Association (GHC)
Association Address:	East Calgary Twin Arenas 299 Erin Woods Drive SE Calgary, AB T2B 2V9 Canada
Email:	marketing@girlshockeycalgary.com

Except with respect to the submission of Proposals (which must be submitted in accordance with Section 5 of this RFP), all communications between the Association and the Proponents during this RFP will:

- a) reference the number and title of this RFP;
- b) clearly state the purpose of the communication; and

- c) be submitted to the Association Representative or the Proponent Representative, as the case may be, in writing **via email** to the designated email addresses.

3. RFP Interpretation

The terms used in this Section RFP and not defined herein shall have the meaning given here:

- “Proponent” means the any proponent responding to this RFP.
- “Association” means Girls Hockey Calgary Association (GHC).
- “Association Representative” is the main Point of Contact for the Association for the purpose of this RFP.
- “Proposal” means the response submitted by the Proponent in regards to this RFP.
- “Documents” means the required documents issued under Section 6.
- “Work” means the scope of work issued under Section B.
- “Supporting Material” means Catalogues, Draft Apparel Designs, Draft Online Stores, Draft Order Forms, or other supporting material that demonstrate the advantages of their proposed approach in light of the Association’s objectives and requirements.
- “Official Provider” means a Supplier who has entered into a formal contract with the Association for the provision of Association Equipment and Apparel Products.
- “Mandatory” means the Mandatory Equipment and Apparel products that Calgary Fire players, team staff and/or parents are required to purchase.
- “Core” means the Core Equipment and Apparel products available annually to Calgary Fire and Jr Inferno membership that identify the Association.
- “Specialty” means unique apparel or accessory items that are not considered Core Products and are requested as a Team Order. Specialty Items must be approved by the Association and must meet our Association Apparel and Logo Guidelines (Appendix G).
- “Association Orders” means the Products ordered and purchased directly by the Association.
- “Team Orders” means the Products ordered and purchased in bulk (12+ items) by Team Managers and/or Team Apparel Coordinators.
- “Individual Orders” means the Products ordered and purchased by Individual Members of the Association.
- “Special Orders” means the Products ordered and purchased by Individual Members for the purpose of special events including tournaments, provincials, player gifts etc.
- “Game Jerseys” means jerseys based on Association colours, striping pattern and cresting.
- “Game Socks” means performance material socks in custom Association colours and striping pattern.
- “Practice Socks” means athletic knit material hockey socks.
- “Practice Jerseys” means light-weight hockey jerseys.

Any terms or words defined and capitalized in this Section are defined terms for both this RFP and the Proposal.

4. Key Dates

The following are RFP key dates which may be subject to change at the Association’s discretion:

RFP Issue Date	February 24, 2020
Acknowledgement of Receipt and Notification of Intent	Within 5 Business Days of receipt
RFP Clarification Period with Proponents (If required)	February 24 – March 13, 2020
Proposal Submission Deadline (“Close Date”)	Tuesday, March 24, 2020 @ 4:00pm MST
Target Contract Award	April 2020

5. Submission of Proposals

Proposals are to be received, in their entirety, by the Association Representative, on or before the Close Date. The Association reserves the right to reject Proposals received after the Close Date or to accept a late Proposal. Proponents are solely responsible for ensuring their Proposals are received by the Association Representative by the Close Date. The Proponent assumes all costs incurred in preparing and submitting the Proposal.

Proposals are to be submitted and clearly labelled as follows:

- a) Hard Copy Proposals can be delivered to GHC by hand, courier or mail at the address specified within this document. Hard Copy Printed proposals and any Supporting Material must be submitted in a clearly marked envelope with the name and address of the Proponent. Envelopes must be addressed as “Private and confidential, GHC Marketing”. The Proposal number, date and contact information of the Proponent are to be clearly identified on the outside of the envelope or package.
- b) Electronic Proposals may be delivered to GHC by e-mail to the Association Representative specified in this document. Electronic Proposals must be attached in Portable Document Format (.pdf) as ONE FILE named “GHC RFP 2020001_COMPANY NAME_DDMMYY” and are limited to 25 MB. The e-mail subject line should include “Private and confidential, GHC Marketing.” The body of the e-mail should contain the Proposal number, date and contact information of the Proponent. Supporting Material, if included, will be accepted as separate attachments, named “GHC RFP 2020001_COMPANY NAME_DDMMYY_FILE DESCRIPTION1” or as a link included in the body of the Proposal submission email. Links should include the full address of the resource (URL) and a description of the linked-to page or document.

6. Proposal Documents

The Proponent shall provide a Proposal that is complete in accordance with the requirements contained in the RFP. The Proponent’s Proposal shall include, as a minimum, the following Documents completed in their entirety:

✓	Document	Appendix
	Proponent Statement	A

	Proponent Qualifications	B
	Proponent Profile, Experience and Resources	C
	Value-Added Experience and Services	D
	Pricing Bid Form	E
	Reference Form	F

In addition to the requested Proposal, Proponents are free to submit any Supporting Material they may deem relevant and appropriate to demonstrate the advantages of their proposed approach in light of the Association’s objectives and requirements.

7. Clarification of RFP Documents

Proponents are solely responsible for reviewing this RFP. Proponents are requested to contact the Association Representative **in writing, via email** if they have any questions relating to this RFP or the RFP process, if they find any errors or omissions or discrepancies in or among any of the RFP documents, or if they have any question as to the meaning or intent of any document in the RFP.

The Association Representative will issue Clarifications **in writing, via email** to all Proponents without disclosing the source of the questions or requests, and as long as the content of such Clarification does not violate Association’s or Proponents’ confidential or proprietary information. Such Clarifications will be clearly marked as Clarifications and will form part of the RFP documents.

The Association will attempt to confirm that all Proponents have received a Clarification upon issuing it; however, Proponents are solely responsible for ensuring that they have received all Clarifications issued by the Association.

8. Addendums to RFP Documents

The Association may amend or supplement this RFP, prior to the Close Date. The Association Representative will issue to all Proponents **in writing, via email** all changes, additions or deletions to this RFP clearly marked as Addendums. No other communication, whether verbal, written, electronic or otherwise, from any other member of the Association, will amend this RFP.

The Association Representative will attempt to confirm that all Proponents have received any Addendum upon issuing it; however, Proponents are solely responsible for ensuring they have received all Addenda issued by the Association.

9. Acknowledgement of Receipt and Notification of Intent

Proponents are requested to provide the following information to the Association Representative, **via email, within 5 business days** of receipt of this RFP by Proponent:

- a) Acknowledgement of receipt of this RFP and all RFP documents;
- b) Proponent’s intention to submit or not submit a Proposal; and
- c) Proponent Representative’s contact information: name, title, address, email address, and phone numbers of the Proponent’s single point of contact for this RFP.

10. Exceptions to RFP Documents

Proponents are requested to identify all exceptions or deviations from any RFP document (including the Scope of Work, etc.). Any List of Exceptions shall be submitted under separate cover with the Proponent's Proposal and be identified as Attachment #1 to the Proposal.

If Proponents take exception to or deviate from any RFP document, Proponents are requested to provide a proposed alternative, and to identify the impact of the exception on the deliverables or any other aspect of the Proponent's Proposal. The Association, in its sole discretion, may accept or may refuse to accept any Proposal containing a List of Exceptions.

Please note that, while exceptions or deviations to the RFP documents will not disqualify any Proposals, they will form part the Association's evaluation criteria.

11. Verification of Proposals

During the Association's Proposal evaluation phase, the Association may request Proponents to verify the content of their Proposals by whatever means the Association deems appropriate including, but not limited to, written requests to Proponent, meetings between Association and Proponent, and interviews.

12. Modification and Withdrawal of Proposals

If a Proponent wishes to modify its Proposal, it may do so at any time prior to the Close Date. The Association requests that a Proponent who wishes to modify its Proposal do so by giving notice in writing to the Association Representative that it is withdrawing its Proposal and submitting a revised replacement Proposal in accordance with this RFP.

If a Proponent wishes to withdraw its Proposal in its entirety prior to the Close Date, the Association requests that it do so by written notification to the Association Representative.

The Association requests that Proposals remain open and valid for a period of **90 calendar days** following the **Close Date**.

13. No Guarantee of Volume of Work or Exclusivity of Agreement

The information contained in the RFP constitutes an estimate and is supplied solely as a guideline to Proponents. Such information is not guaranteed, represented, or warranted to be accurate, nor is it necessarily comprehensive or exhaustive. Quantities described are estimates only and may not be relied on by the Proponents. Estimates are intended to be used by the Proponents for the purpose of evaluating the Proposals.

Any Agreement executed with the Supplier will not be an exclusive Agreement for the provision of the Deliverables. The Purchaser may contract with others for the same or similar Deliverables to those described in this RFP.

14. Proponent Authorization

A person authorized to sign on behalf of the proponent must complete and sign the Proponent Statement (Appendix A).

15. Execution Agreement

THE PROPONENT ACCEPTS ALL OF THE TERMS AND CONDITIONS OF THIS RFP.

The Proponent certifies that the Proponent's Proposal was not prepared in consultation or collusion with any other Proponent and that no conflict of interest situation exists between itself and the Association with regard to any aspect of the RFP, and hereby offers to perform and complete the Work in accordance with the RFP. The completed and signed Proponent Statement (Appendix A) represents and warrants that they have the authority to execute the RFP on behalf of the Proponent.

B. SCOPE OF WORK

1. Objectives

Girls Hockey Calgary Association (GHC) (“Association”) is seeking an Official Provider (“Supplier”) for team apparel and equipment (“Product”) to the Association and its members. Apparel and equipment items include, but are not limited to, jerseys, socks, t-shirts, hoodies, track suits, jackets, coats, hats, toques, coaching tools and supplies, water bottles, pucks, kit bags and other apparel and hockey equipment.

2. About Girls Hockey Calgary Association (GHC)

Girls Hockey Calgary Association (GHC) is a minor hockey association that provides female hockey athletes residing in the City of Calgary an opportunity to play on all-female teams. GHC is home to the Jr. Inferno community teams and the Calgary Fire elite teams. As a city-wide association, GHC is able to accept registration of any female athlete living within the boundaries of Calgary (Zone 9).

Our Jr. Inferno community stream has 45 all-female teams from U7 (Timbits) to U18, and an intro-to-hockey program for girls aged 4-7. We also have five Calgary Fire elite teams, including two U15 AA teams, two U18 AA teams and one U18 AAA team. During the 2019/20 season, we have 893 registered members.

We are Calgary's fastest-growing minor hockey association and Alberta's largest female hockey association. GHC was the first association in Western Canada to offer an all-female Initiation program, and houses the largest female elite program in the province. GHC is governed by Hockey Calgary, Hockey Alberta and Hockey Canada.

3. Female Sizing Requirements

Girls Hockey Calgary Association (GHC) requires apparel and equipment options in female sizing. Athletes from First Strides, U7 to U11 (approximately 40 percent of our registered players) typically order YOUTH or GIRLS apparel. Athletes from U13 to U18 (approximately 60 percent of our registered players) typically order WOMEN'S sizing. Girls Hockey Calgary Association (GHC) also has a large number of female coaches (approximately 25 percent). **Products with sizing specifically designed for women is preferable to UNISEX sizing.**

4. Product Requirements

Girls Hockey Calgary Association (GHC) is seeking the following **Mandatory Products**, further defined in Appendix E – Pricing Bid Form, for the **Calgary Fire Elite Female Hockey** stream **for purchase directly by the Association:**

- a) Provision of replacement Game Jerseys for Calgary Fire U15, Calgary Fire U18 teams. It is anticipated that all teams will require replacement Game Jerseys within the next three years. Currently we are on a 1/3 replacement rotation each year. NOTE: All teams possess two sets of game jerseys each (HOME and AWAY colours);
- b) Provision of Game Socks (HOME and AWAY colours);
- c) Provision of Calgary Fire team Practice Jerseys;

- d) Provision of Calgary Fire team Practice Socks;
- e) Provision of Mandatory Calgary Fire Apparel Products, including Jacket (Adult, Women's); Track Jacket (Adult, Women's); Track Pant (Adult, Women's); Hoodie (Adult, Women's); Performance Tee (Adult, Women's); Performance Short (Adult, Women's); Performance Legging (Women's);
- f) Provision of Mandatory Calgary Fire Equipment Products, embroidered with Calgary Fire logo, including Pant Shells; Hockey Gloves; Hockey Bag (Player / Goalie); Backpack.

Girls Hockey Calgary Association (GHC) is seeking the following **Mandatory Products**, further defined in Appendix E – Pricing Bid Form, for the **Jr Inferno Community Female Hockey** stream **for purchase directly by the Association**:

- g) Provision of replacement Game Jerseys for Jr Inferno U13, Jr Inferno U15, Jr Inferno U18 teams. It is anticipated that all teams will require replacement Game Jerseys within the next three years. Currently we are on a 1/3 replacement rotation each year. NOTE: All teams possess two sets of game jerseys each (HOME and AWAY colours);
- h) Provision of Game Socks (HOME and AWAY colours) for Jr Inferno U13, Jr Inferno U15, Jr Inferno U18;
- i) Provision of Game Socks (AWAY colours) for Jr Inferno U9 and Jr Inferno U11 teams;
- j) Provision of Practice Jerseys for Jr Inferno First Strides Program;

Girls Hockey Calgary Association (GHC) is seeking the following **Core Products**, further defined in Appendix E – Pricing Bid Form, **for purchase by Team Order or Individual Order on an annual basis** (volume cannot be guaranteed):

- k) Provision of team Practice Jerseys Jr Inferno U7, Jr Inferno U9, Jr Inferno U11, Jr Inferno U15, Jr Inferno U18;
- l) Provision of Core Apparel Products, including Track Jacket (Adult, Women's, Youth); Track Pant (Adult, Women's, Youth); Bubble/Winter Weight Jacket (Adult, Women's, Youth); Hoodie (Adult, Women's, Youth); Jogger Pant (Adult, Women's, Youth); Performance Tee (Adult, Women's, Youth); Performance Short (Adult, Women's & Youth); Performance Legging (Women's & Youth); Headwear
- m) Provision of Specialty Products including Jackets, Hoodies, Tees, Mittens, Sandals, Headwear, etc.
- n) Provision of coaching tools and supplies, water bottles, bags, helmet number sheets, fan apparel and other related apparel items.

5. Deliverables

Girls Hockey Calgary Association (GHC) is seeking the following deliverables in the provision of the aforementioned Products:

- a) **Product Availability:** Mandatory and Core Products will be available in sufficient inventory in anticipation of high ordering periods (beginning of season, October / November of each year). All products are to be of high quality and reliable brands including but not limited to Bauer, CCM, Kobe, Warrior, Under Armour, Champion, StormTech, ATC, Gildan, Roots.
- b) **Brand Management:** All Mandatory and Core Products, colours and styles shall be pre-selected by the Association. All Products shall be approved by the Association. All Products shall meet

organizational brand management objectives, including: Association Apparel and Logo Guidelines (Appendix G); Logo Placement Guidelines mutually agreed upon by Sponsors and the Association (Appendix G).

- c) **Logo Services:** Supplier shall offer a standard range of Decoration Services and expertise, including but not limited to embroidery, screen printing, twill patches and transfers.
- d) **Product Sizes:** Supplier shall offer a wide range of Product sizes, including sizes specially designed for women. Sizes should be based on a recognized designation such as the US standard clothing size. Supplier will provide manufacture sizing guides and will be available for questions about sizing.
- e) **Product Quality:** All the proposed Products must be new. The Association understands that textiles are made in various strengths and degrees of durability, however, the Supplier shall provide various levels of quality Products. To ensure the quality, the Association may require the Supplier to provide information related to the Products such as but not limited to: Fabric blend; Fabric weight; and Durability (e.g. pilling, colorfast, shrink resistant).
- f) **Product Samples:** The Association may request Product samples (e.g. Game Socks) for sizing and evaluation to ensure Products meet the Association requirements and are suitable for their purpose. Product samples may also be required when evaluating new Products, substitutions or alternatives. These Product samples shall be provided to the Association at no cost. At the end of the evaluation, the Association are under no obligation to purchase these samples. Supplier and/or Product representatives are expected to be available at Team Photo Day for our Association (October) to offer sizing of product samples.
- g) **Product Ordering:** The Association and its members may use a variety of ordering methods, including online, e-mail, or at the Supplier's retail store as further described below:
 - The Association and its members may choose to use the Supplier's website to place **Individual Orders**. At a minimum, the website shall be secure and user friendly; Display Products specifically for the Association; Provide Product description, manufacturer and sizing information; Provide information related to ordering deadlines, quantity limitations, customer service contact, or any situation where orders will be impacted.
 - The Association and its members may submit **Association Orders** and **Team Orders** (12+ items) directly with the Supplier. The Supplier will provide a standard Order Form. Deadlines and ordering windows will not apply to Association Orders and Team Orders. Association Orders will be placed as early as possible to ensure delivery prior to the start of the season. The majority of Calgary Fire Team Orders will typically be placed in early July with expected delivery in August. The majority of Jr Inferno Team Orders and Individual Orders will typically be placed early in the season with expected delivery in October/November. Special Orders will be placed as early as possible throughout the season as required for special events, tournaments and provincials.

- If available, the Association and its members may purchase Products at the Supplier's retail store.
- h) **Product Delivery:** Products must be available for delivery within 2-5 weeks of time of purchase. All Association Orders shall be available for pick-up at the Supplier's pick-up location or delivered to the Association at the date/time/location designated upon order. All Team Orders, Individual Orders and Special Orders shall be available for pick-up at the Supplier's pick-up location or delivered to the address at the date/time/location designated upon order. The Supplier will deliver orders with correct Products and quantities within the lead time. Products will be packaged appropriately to ensure safe delivery.
- i) **Payment Terms:** All prices and Product orders must be quoted, displayed and processed in Canadian dollars. Terms of payment for any Products purchased through the Supplier shall be clearly stated on the Supplier's website, online store or invoice documentation. The Supplier will accept Credit Card as a method of payment. **The Supplier will accept Cheque as a method of payment for Association Orders and Team Orders.**
- j) **Customer Support:** The Supplier shall provide effective customer support to the Association and its members, including, but not limited to:
- Assigning an account executive or team lead to the Association;
 - Providing requested information and issue resolution in a timely manner;
 - Easy access to the Supplier (i.e. by telephone number, e-mail, in-person);
 - Day-to-day support during high-volume ordering periods;
 - Establishing an ongoing relationship with the Association regarding new Products and initiatives, substitution Products, discontinued Products, etc.
 - Providing written notice to Association on any scheduled shut down that would impact services (e.g. inventory count, relocation of warehouse, website maintenance);
 - Attending quarterly business reviews with Association or other meetings, as requested;
 - Providing reports to Association, as required.
- k) **Environmental and Social Responsibility:** The Supplier will strive to operate in a manner that delivers economic, social and environmental benefits for all stakeholders throughout its supply chain, including attention paid to Packaging and distribution waste; Fair, safe and clean workplace conditions; Use of sustainable materials and processes, etc.

EVALUATION

1. Assessment Criteria

The Association will evaluate the Proposals based on the following criteria:

- Adherence to RFP Instructions, including timeliness, completeness and professional quality.
- Proponent's ability to meet the RFP Product Requirements.
- Proponent's Profile and demonstrated Experience and Resources available to meet the RFP Deliverables.
- Proponent's ability to provide RFP Product Requirements at a competitive price.
- Reference list of other minor hockey associations (1-3) or similar organizations with whom the Proponent currently conducts business. This reference may be contacted with regards to product quality, customer service and delivery.
- Other

2. Selection Criteria

The assessment criteria will be evaluated based on a maximum possible score of 100 points.

The Proponent shall demonstrate:	Weighting
Adherence to RFP Instructions	5 points
Proponent Qualifications (Appendix B)	20 points
Proponent Profile, Experience and Resources (Appendix C)	20 points
Value-Added Services (Appendix D)	5 points
Competitive Pricing (Appendix E)	35 points
Proponent References (Appendix F)	15 points

3. Award of Contract

Notwithstanding anything contained in this RFP or in anything said or done by the Association during the course of dealing with this RFP, no contract shall be formed or be deemed to be formed with the Association (or any of its affiliates, partners in the Association or any prospective partners arising out of or in respect of this RFP or any RFP) unless and until final contractual documents are executed by both the Association or its affiliates and the successful Proponent.

The Association reserves the right, in its sole discretion:

to not award a contract to the lowest priced Proponent or to any of the Proponents;

- a) to waive any irregularities, omissions or errors in any Proposal;
- b) to accept a Proposal containing exceptions, deviations or alternatives;
- c) to accept a Proposal that is non-compliant with this RFP, including accepting a Proposal that is not compliant with the mandatory provisions of this RFP (such as the required form of Proposal, submission by the Close Date, or required format of the Proposal);
- d) to accept any one or more Proposals or any portion of any Proposals;
- e) to communicate/negotiate with one or more of the Proponents at any time after the Close Date;
- f) to award any combination of contracts and/or projects to one or more Proponents;
- g) to cancel the RFP without awarding any contracts; or
- h) to cancel and reissue the RFP.

The Association may require a Proponent to provide additional information including the completion of any required pre-qualifications, in accordance with the Association's policies, as a precondition to execution of any contract.

If the Association selects the Proposal, it will notify the Proponent in writing. The Association will then provide the Proponent with formal contractual documents, which the Proponent agrees to execute and return to the Association. Where the Association and a Proponent have an existing agreement in place the Association may, in its sole discretion, utilize such agreement with any amendments and changes thereto as the Association sees fit.

No contract shall be formed or be deemed to have been formed between the Association and any Proponent unless and until final contractual documents are executed by both parties.

The Proponent acknowledges that the Association will not under any circumstances be responsible or liable to the Proponent for any claims, costs, damages or expenses of any nature or kind which may be incurred by the Proponent as a consequence of Proponent's participation in this RFP.

Appendix A – Proponent Statement

To be printed and completed by proponent and included as the “cover page” of the Proponent Response.

GHC RFP 2020-001	
COMPANY NAME:	
Full Company Address:	
Authorized Representative:	
Phone Number:	
Email Address:	
Company Website:	

Business Model: Individual Corporation
 Consortium Sole Proprietorship
 Partnership

Does the Proponent have any legal actions filed against them? Yes No

Has the Proponent filed for bankruptcy within the past seven (7) years? Yes No

Execution Agreement

The enclosed Proposal is submitted in response to the above-referenced RFP including any addenda. The Proponent accepts all of the terms and conditions of this RFP. The Proponent certifies that the Proponent’s Proposal was not prepared in consultation or collusion with any other Proponent and that no conflict of interest situation exists between itself and the Association with regard to any aspect of the RFP, and hereby offers to perform and complete the Work in accordance with the RFP. **The undersigned hereby represents and warrants that they have the authority to execute the RFP on behalf of the Proponent.**

The Proponent hereby executes and submits its RFP this ____ day of _____, 20__.

Submitted By (Name)	
Submitted By (Title)	
Submitted By (Signature)	

Appendix B – Proponent Qualifications

(Rating = 20 Points Maximum)

Qualification	Y/N
Ability to provide Association jersey and sock Products as described in this RFP, including:	
1. Game Jerseys (Home and Away) for the Calgary Fire	
2. Game Socks (Home and Away) for the Calgary Fire	
3. Game Jerseys (Home and Away) for the Jr Inferno	
4. Game Socks (Home and Away) for the Jr Inferno	
Ability to provide Mandatory and Core Apparel Products as described in this RFP, in sizes designed specifically for women, including:	
5. Hoodies	
6. Track Suits	
7. Jackets	
8. Performance Tees	
9. Performance Shorts	
10. Performance Leggings	
Ability to provide Mandatory and Core Equipment products as described in this RFP, including:	
11. Practice Jerseys	
12. Practice Socks	
13. Pant Shells	
14. Hockey Gloves	
15. Hockey Bags	
16. Backpacks	
Ability to provide other equipment requirements including, but not limited to:	
17. Coaching Tools	
18. Water Bottles	
19. Helmet Stickers	
20. Ability for in-store display and purchase of Association Products in local retail space.	

Details and Clarifications (Optional):

Appendix C – Proponent Profile, Experience and Resources

(Rating = 20 Points Maximum)

1. Background, stability (including financial strength) and structure of the Proponent:
2. Location of stores, branches, representatives and resources:
3. Proponent's relevant experience and qualifications in delivering services similar to those required by this RFP:
4. Proponent's demonstrated ability to scale servicing resources and inventory to appropriately meet capacity:
5. Proponent's Product quality and reliability:
6. Proponent's proposed ordering processes, including required lead times, accepted payments, ordering mechanisms available (electronic, online, in-store) for Association Orders, Team Orders and Individual Orders:
7. Proponent's proposed support for onsite sizing during Team Photo Day, as well as customer support in selection, quality, sizing and other customer service matters.
8. A brief overview of Proponent's in-house and external decoration services and abilities, including Sublimated Twill Patch, Embroidery, Heat Press, Screen Printing
9. Proponent's demonstrated ability to ensure product delivery within reasonable timeframe.
10. Proponent's commitment to Environmental and Social Responsibility, including but not limited to packaging and distribution waste; fair, safe and clean workplace conditions; use of sustainable materials and processes:

Appendix D – Value-Added Experience and Services

(Rating = 5 Points Maximum)

1. Proponent's value-added experience and services, including Promotions; Value Packages; Specialized Services; Exclusive Access to Brands; etc:

Appendix E – Pricing Bid Form

(Rating = 35 Points Maximum)

Appendix E is attached as a separate Microsoft Excel file.

Appendix F – Reference Form

(Rating = 15 Points Maximum)

Reference #1	
COMPANY NAME:	
Full Company Address:	
Contact Name:	
Phone Number:	
Email Address:	
Company Website:	

Reference #2	
COMPANY NAME:	
Full Company Address:	
Contact Name:	
Phone Number:	
Email Address:	
Company Website:	

Reference #3	
COMPANY NAME:	
Full Company Address:	
Contact Name:	
Phone Number:	
Email Address:	
Company Website:	

Appendix G - Apparel and Logo Guidelines

For information purposes only.

GHC logos include any and all logos Girls Hockey Calgary Association has used to identify its brand, including our current Jr. Inferno community logo and the Calgary Fire elite logo.

Use of GHC logos must comply with the following guidelines. The Jr. Inferno logo is also subject to the trademark policies of the The Canadian Association for the Advancement of Amateur Women's Hockey.

- All apparel and equipment using the Jr. Inferno or Calgary Fire logo must be purchased through our partner suppliers.
- GHC may approve the use of our logo for team purchases if a required product is not available or otherwise supplied by our partner suppliers.
- GHC logos may not be provided to or used alongside any third-party sponsors, companies or organizations without the approval of GHC.
- GHC logos may not be used to promote non-sanctioned activities, marketing materials or communication documents.
- Any GHC member must obtain approval from the GHC Office prior to use of the logos.

GHC Co-Branding Standards

- Any apparel or marketing material on which the GHC logo and a secondary logo will appear must be approved by the GHC VP Marketing.
- The GHC logo must be positioned in a primary position.
- Alterations of the GHC logo are not permitted. This includes tilting, overlays, colour alterations or design alterations.
- There must be "clear space" to distinguish the GHC logo and the secondary logo.
- Secondary logos must not promote businesses or organizations that violate any GHC partnership contracts.

To request to use of the Jr. Inferno or Calgary Fire logo, please contact marketing@girlshockeyscalgary.com



GHC Jr Inferno (Community) Logo



GHC Calgary Fire (Elite) Logo