



**Request for Proposals
Team BC Clothing Package
for Team BC and the BC Games Society
RFP # RFP22BCGS002**

ISSUE DATE:
October 21, 2021

CLOSING DATE AND TIME:

Proposals must be received
by 2 pm Pacific Time on November 10, 2021

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted to the closing location noted below, and must either (1) include a copy of the PROPOSAL SUBMISSION FORM and CONFLICT OF INTEREST STATEMENT found in Appendix A that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent, include the conflict of interest statement found in Appendix A, and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound.

CLOSING LOCATION:

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as signature.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to proposal@bcgames.org in accordance with the instructions at Section 2.3 of this RFP.

Regardless of submission method, proposals must be received before Closing Time to be considered. **All Proposals must include the completed PROPOSAL SUBMISSION FORM and CONFLICT OF INTEREST STATEMENT found in Appendix A**

CONTACT: Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing to the following person who will respond if time permits before the Closing Date and Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

RFP CONTACT PERSON:

Adam Powell, BC Games Society, Event Manager
adamp@bcgames.org

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1. SUMMARY OF THE OPPORTUNITY

The BC Games Society is seeking proposals from Proponents (clothing suppliers) to design and supply official Team BC uniforms and merchandise for the 2022 Canada Summer Games and the 2023 Canada Winter Games. Team BC will be wearing this clothing package during the Opening and Closing Ceremonies, as well as at medal presentations, to and from competitions, special events, and during leisure time.

The 2022 Canada Summer Games will be held in Niagara, Ontario from August 6-21, 2022. The Games will bring together up to 5,000 athletes, coaches, managers, and officials from every province and territory in Canada. Sports include: Athletics, Para Athletics, Baseball, Basketball, Canoe Kayak, Cycling – Mountain Bike, Cycling – Road, Diving, Golf, Box Lacrosse, Rowing, Rugby Sevens, Sailing, Para Sailing, Soccer, Softball, Swimming, Para Swimming, Tennis, Triathlon, Beach Volleyball, Volleyball, Wrestling. Team BC will consist of approximately 500 athletes, coaches, support staff, and Mission Staff. The ages of most athletes are 15 – 23 years of age.

The 2023 Canada Winter Games will be held by Prince Edward Island from February 12 - March 5, 2023. The Games will bring together up to 3,600 athletes, coaches, managers, and officials from every province and territory in Canada. Sports include: Alpine & Para-Alpine Skiing, Archery, Badminton, Biathlon, Boxing, Cross-Country Skiing, Curling, Figure Skating, Freestyle Skiing, Gymnastics (Artistic/Trampoline), Ice Hockey, Judo, Karate, Ringette, Snowboarding, Speed Skating (Long/Short), Squash, Synchronized Swimming, Table Tennis, and Wheelchair Basketball. Team BC will consist of approximately 350 athletes, coaches, support staff, and Mission Staff. The ages of most athletes are 12 – 25 years of age.

Scope:

The expected term of the contract is from December 2021 to March 31, 2023.

It is the desire of the BC Games Society to award the entire contract (covering both games) to a single Proponent.

The expected value of the contract over the entire term, covering both sets of games is not to exceed \$350,000 (\$175,000 per Games).

2. RFP PROCESS RULES

2.1 Definitions

Throughout this Request for Proposals, the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“BC Bid” means the BC Bid website located at www.bcbid.ca;

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP;

“Contractor” means the successful Proponent to the RFP who enters into a Service Agreement/Contract with Team BC and the BC Games Society.

“Contact” means the individual named as the contact person for the BC Games Society in the RFP;

“must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“proposal” means a written response to the RFP that is submitted by a Proponent;

“Request for Proposals” or “RFP” means the solicitation described in this document, including any

attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the societies by Addenda;

“**Service Agreement/Contract**” means the written agreement resulting from the RFP executed by the BC Games Society and the successful Proponent;

“**should**”, “**may**” or “**weighted**” means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and

“**societies**”, “**the societies**” means Team BC and the BC Games Society.

2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent’s proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound. For proposals submitted via BC Bid attachment of the e-bidding key to an electronic proposal constitutes the signature of an authorized representative of the Proponent and is acceptable without additional signature.

2.3 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax, except in the circumstances set out below. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the BC Games Society receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The size of each attachment must be 10 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent’s internet service provider);

- (iii) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity) to reduce attachment file size to be within the maximum applicable size; Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);
 - (iv) For email proposal submissions sent through multiple emails the societies reserve the right to seek clarification or reject the proposal if the societies are unable to determine what documents constitute the complete proposal;
 - (v) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The societies may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) Only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
 - d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 2.9, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
 - e) The societies strongly encourage Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
 - f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission

between the Proponent's computer and the BC Games Society's email host or BC Bid.

- g) While the societies allows for email proposal submissions, the Proponent acknowledges that email transmissions can be unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the BC Games Society's email host rejects an email proposal submission for any reason, and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the noted RFP Contact immediately to arrange for an alternative submission method if:
- (i) the Proponent's email proposal submission is rejected by the BC Games Society's email host; or
 - (ii) the Proponent does not receive an automated response email confirming receipt of the email and all attachments within a half hour of the time the email proposal submission was sent by the Proponent.

An alternate submission method (file upload) may be made available by the societies at their sole discretion. Proponents may contact the noted RFP contact no later than two (2) hours before the Closing Time and request a link for uploading files, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using this alternate submission method is received by before the Closing Time. The societies make no guarantee that the method available will ensure that a Proponent's proposal is received before Closing Time.

2.4 Additional Information

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the societies at the Closing Location will prevail whether accurate or not.

2.6 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the Closing Time.

2.7 Firm Pricing

Prices will be firm for the entire Service Agreement/Contract period unless the RFP specifically states otherwise.

2.8 Completeness of Proposal

By submitting a proposal the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Service Agreement/Contractor at no additional charge.

2.9 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the societies for purposes of clarification.

2.10 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the societies' opinions, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the societies involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Service Agreement/Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the RFP Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or

representative of the societies, including members of the evaluation committee and any elected officials of the societies, or with the media, may result in disqualification of the Proponent.

2.11 Subcontractors

- a) Unless the RFP states otherwise, the societies will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Service Agreement/Contract. The societies will enter into a Service Agreement/Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed sub-contractors, if applicable.
- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the societies' opinions, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the BC Games Society involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Service Agreement/Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the RFP Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Service Agreement/Contract. No additional subcontractors will be added nor other changes made to this list in the Service Agreement/Contract without the written consent of the RFP Contact.

2.12 Evaluation

- a) Proposals will be assessed in accordance with the evaluation criteria. The societies will be under no obligation to receive further information,

whether written or oral, from any Proponent. The societies are under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.

- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.
- c) The societies may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier(s).

2.13 Service Agreement/Contract

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Service Agreement/Contract with the societies on terms and conditions to be finalized to the satisfaction of the societies, if applicable.
- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Service Agreement/Contract will constitute a Service Agreement/Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

2.14 Service Agreement/Contract Finalization Delay

If a written Service Agreement/Contract cannot be finalized with provisions satisfactory to the societies within thirty days of notification of the successful Proponent, the societies may, at their sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Service Agreement/Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Service Agreement/Contract with any of the Proponents.

2.15 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the RFP Contact.

2.16 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal and for subsequent finalizations with the societies, if any. The BC Games Society will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its

proposal, loss of anticipated profit in connection with any final Service Agreement/Contract, or any other matter whatsoever.

Further to the preceding paragraph, a proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the agreement or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

2.17 Limitation of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Service Agreement/Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal and the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Service Agreement/Contract is made with the Proponent.

2.18 Liability for Errors

While the societies have used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the societies, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part of this RFP, should immediately request, in written form, via BC Bid. All requests for explanations, interpretations, or clarifications made via this process will be responded to via BC Bid so that all interested proponents have the opportunity to see the questions and the responses or additional materials provided by the BC Games Society.

The societies will not accept responsibility for any damages, costs or expenses incurred by the Proponent in reliance on oral instructions. Any work done in preparation of a proposal after discovery of discrepancies, errors or omissions in this RFP, will be done at the Proponent's risk,

If the societies, in their sole discretion, determine that a clarification, addition, deletion, or revision of this RFP is required then the societies Society will issue an addendum and the addendum will be available via BC Bid. It is the sole responsibility of proponents to check for addendums.

2.19 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the societies in any way to award a Service Agreement/Contract.

2.20 No Implied Approvals

Neither acceptance of a proposal nor execution of a Service Agreement/Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

2.21 Legal Entities

The societies reserve the right in its sole discretion to:

- a) disqualify a proposal if the societies are not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Service Agreement/Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the societies that the Proponent has the power and capacity to enter into the Service Agreement/Contract;
- c) not to enter into a Service Agreement/Contract with a Proponent if the Proponent cannot satisfy the societies that it is the same legal entity that submitted the Proponent's proposal; and
- d) require security screenings for a Proponent who is a natural person, subcontractors and key personnel before entering into a Service Agreement/Contract and decline to enter into a Service Agreement/Contract with a Proponent or to approve a subcontractor or key personnel that fail to pass the security screenings to the BC Games Society's satisfaction.

2.22 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the BC Games Society reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Service Agreement/Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;

- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;
- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the societies, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals;
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing;

to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favourable in the interests of the societies. The lowest, or any proposal, will not necessarily be awarded;

- h) to reject a proposal based on potential or perceived conflict of interest on the part of a proponent. By submitting a proposal, the proponent confirms that to the best of their knowledge at the time of submission, there is no potential or perceived conflict of interest between the Proponent and the societies Team BC and BC Games Society;
- i) to reject or disqualify proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP; and
- j) to accept a proposal that contains a defect or fails in some way to comply with the requirements of this RFP, which, in the sole discretion of the societies, is deemed not material.

2.23 Ownership of Proposals

All proposals and other records submitted to the societies in relation to the RFP become the property of the societies and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the RFP, will be held in confidence. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

2.24 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.

2.25 Confidentiality Agreement

The Proponent acknowledges that prior to the Closing Time it may be required to enter into a confidentiality agreement with the BC Games Society in order to obtain access to confidential materials relevant to preparing a proposal.

2.26 Alternative Solutions

If more than one approach to deliver the services described in the RFP are offered, Proponents should submit the alternative approach in a separate proposal.

2.27 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information as part of the RFP. Such written consents should specify that the personal information may be forwarded to the societies for the purposes of responding to the RFP and used by the societies for the purposes set out in the RFP. The societies may, at any time, request the

original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the RFP Contact.

2.28 Acceptance of Proposal

This Request for Proposal should not be construed as an agreement to purchase services. No proponent will acquire any legal or equitable rights or privileges relative to the services prior to full execution of a written agreement for the services required.

2.29 Confidentiality of Information

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Information pertaining to the societies obtained by a Proponent as a result of participation in this process is confidential and must not be disclosed except as required to fulfill the obligations under the Agreement.

3. PROJECT OVERVIEW and SCOPE

3.1 Responsibility

The objective of this project is to design, produce, and distribute a high-quality, stylish, and affordable clothing package for Team BC at the 2022 Canada Summer Games and the 2023 Canada Winter Games. The package must establish a distinctive Team BC look, suitable for the warm summer climate in Niagara and the cold winter PEI climate and considered to be "in" by the athletes. A second objective of this project aims to ensure select pieces of merchandise are made available for sale online prior to the Games for family, friends, and supporters, as well as for purchase onsite at the Games. Section 3.10 clarifies the timelines for the delivery of the project.

The purpose of this RFP is to provide a fair evaluation process for all supplier(s) and to provide the supplier(s) with the evaluation criteria against which they will be judged.

Team BC will provide the selected supplier(s) with an outline of the key components the clothing package must include and rely on the supplier(s) to generate an overall concept and design scheme for Team BC approval. Following agreement on the overall design concept and package, Team BC will work in partnership with the supplier(s) to finalize the design of each item. All designs must be approved by Team BC prior to production. Team BC will provide sizing and quantity information to the supplier(s) in accordance with jointly established timelines.

Following the completion of production, the supplier(s) will conduct a thorough inventory and quality inspection to ensure the Team BC order is complete and packaged by sport. In addition, the supplier(s) will assign a staff person to assist with the packing process to immediately address any quality or inventory issues. The selected supplier(s) will appoint one key staff person as the primary point of contact with Team BC for the period from the awarding of the contract through to the end of the 2023 Canada Winter Games.

Team BC encourages creative responses and candidates may choose to provide for approaches outside those described above, but please separate these costs and timeline impacts as a differential item.

This project will begin almost immediately following the selection of a supplier(s), to guarantee timely and efficient delivery to Team BC members.

3.2 Pricing

As previously mentioned, this RFP requires a clothing package for the 2022 Canada Summer Games and the 2023 Canada Winter Games. When submitting a proposal, the supplier(s) is requested to include all associated costs within the total project costs provided below. For example, the total project proposal must include: provision of colour drawings for each article of clothing including the Team BC and the 2022 Canada Summer Games and the 2023 Canada Winter Games brands, fabric samples, samples of each item in the clothing package, production, delivery to a Team BC storage location, and all other tasks associated with the development, production, storage, and delivery of the team clothing package. It must also reflect all costs related to embroidery, logo placement, and all applicable taxes. The pricing requested is on a fixed price basis and the supplier(s) will be contracted to deliver all functions in this document within the stated price. If the supplier(s) has excluded function or added functions to these requirements, these changes should be noted, clearly indicating the trade-off decisions. Depending on overall pricing and proposed composition of the clothing package, Team BC may choose to make adjustments to specific items if necessary.

Proponents **MUST** provide a quote based on what they are able to provide for the all-inclusive fixed price listed below, taking into account level of detail, colour, trends, and quality. The following is the fixed budget that the BC Games Society has for the project:

- 2022 Canada Summer Games: Up to \$175,000
- 2023 Canada Winter Games: Up to \$175,000

3.3 Composition of Clothing Package

Team BC will work in partnership with the selected supplier(s) or supplier(s) to develop the exact composition of the clothing package. Creative suggestions and other items included by the proponent that would enhance the ceremonial uniform within the all-inclusive fixed price is more than welcome.

The following list is for general guidance of what items could be included in the clothing package. Proponents are to note that the clothing package should include youth, men's, and women's sizes where possible, including tall sizes. Proponents should also note that the male-to-female ratio of athletes, coaches, and mission staff is roughly 1:1. Team BC, 2022 Canada Summer Games and 2023 Canada Winter Games branding must be included on each item (with the exception of merchandise pieces).

2022 Canada Summer Games

Quantity ¹	Item
285	Men's Light Waterproof Jacket
265	Women's Light Waterproof Jacket
285	Men's Shorts
265	Women's Shorts
285	Men's Tank Top
265	Women's Tank Top
550	Hoodie
550	Technical T-Shirt (Dry Fit)
550	Casual T-Shirt
550	Hats
550	Backpack
135	Technical Polo Shirt (for coaches and mission staff only)
Notes:	
¹ Quantities include youth, men's, and women's sizes where possible, with a 1:1 male-to-female ratio	

2023 Canada Winter Games

Quantity ¹	Item
400	Weather Resistant Ski Jacket: insulated, 3-in-1 or equivalent shell and mid-layer combo with collar, chin guard, and hood (should withstand temperatures of minus 30 degrees) ²
400	Snowboard or Ski Style Pants or Weather Resistant Pant Shell ³
400	Indoor Pant (Sweatpants, Track pants) ³
400	Long Sleeve Shirt
400	Dry-Fit T-Shirt
400	Casual T-Shirt
400	Hoodie
400	Winter Headwear (Toque, Beanie)
400	Winter Gloves or Mitts
400	Team BC Scarf
400	Backpack
100	Technical Polo Shirt (for coaches and mission staff only)
Notes: ¹ Quantities include youth, men's, and women's sizes where possible, with a 1:1 male-to-female ratio ² Team BC and 2023 Canada Winter Games branding must be incorporated onto each layer ³ If Proponents are considering a non-insulated pant shell, then an insulated indoor pant (i.e.: sweatpants) should be considered	

3.4 Sizing

Team BC will endeavour to provide accurate sizing information for as large a percentage of the team as possible. However, because some athletes will be selected after clothing production timelines, Team BC will be required to use estimates based upon data from previous Games. In addition, Team BC will solicit input and draw on the expertise of the supplier(s) in determining required sizing over-runs and ensuring the sizing provided reflects the body composition of athletes (as opposed to the general public). The ability of the proponent to provide identical samples of the clothing being ordered ahead of time will facilitate more accurate orders and prevent last minute changes and/or exchanges.

The Proponent must offer a mix of sizing in order to accommodate all athletes, coaches, and mission staff. This includes youth, men's, and women's sizes, as well as tall sizes.

3.5 Delivery and Storage

The successful proponent agrees to delivery at no charge of all elements of the Team BC clothing package. In addition, the successful proponent will:

- Package and deliver the Team BC uniforms by sport and team (sizes provided by Team BC) by (dates subject to change):
 - June 24, 2022 – 2022 Canada Summer Games
 - January 20, 2023 – 2023 Canada Winter Games
- Store the garments at no cost and deliver the entire order to a location in the Lower Mainland to be determined by Team BC.

3.6 Sponsorship

Team BC is very proud to recognize and promote the services and support of our corporate partners and would actively encourage team uniform submissions which incorporate a sponsorship element. Given Team BC features a youth demographic who are positive role models in their community, and the significant promotion and media attention of Team BC

both within the province and across Canada, we believe a potential sponsorship package would deliver significant value to both parties. Proponents should include details of their sponsorship package with their proposal. Examples of this type of sponsorship would include covering the cost of an existing item from the clothing package or adding a bonus item (i.e. cheer gear, buffs, etc.) to the clothing package; however, other creative ideas are more than welcomed.

3.7 Merchandise and Online Sales

Team BC will work in partnership with the selected supplier(s) to develop a small number of additional merchandise pieces which will be made available for sale to family, friends, and supporters. The prospective supplier(s) must demonstrate their online sales and shipping capacity to meet this need. These items are generally sold at cost with the intention to ensure that as many supporters as possible are wearing Team BC gear in the stands in Niagara and PEI.

The Proponent would produce this line of merchandise and make it available for sale online and work with Team BC to establish feasible timelines that would allow for supporters to order and receive their merchandise prior to departing for the Games. During this online sales period, the Proponent would be required to ship purchases directly to supporters. Following the close of online sales, The Proponent would ship a bulk quantity of this merchandise to Niagara and PEI for Team BC to sell directly to supporters. Timelines for the merchandise component of this RFP are included in Section 3.10.

3.8 Key Components of RFP Submission

The Proponent’s RFP bid should include:

- Comprehensive pricing information for the complete Team BC clothing package. The RFP response must include an all-inclusive cost per clothing package, including taxes, shipping, embroidery, and Team BC and 2022 Canada Summer Games and 2023 Canada Winter Games. Within the cost per clothing package, a price breakdown for each clothing item:

Example:

Qty	Style	Description	Unit Price	Total Price
400	XXXXXXXX	Dry-Fit T-Shirt	\$10.00	\$5000.00

- A clear listing of every proposed item and quantity to be included within the Team BC clothing package, ensuring to meet the minimum criteria outlined in 3.3 above, with the incorporation of additional items encouraged within the total project cost;
- The Team BC ceremonial uniform is traditionally in the colours of blue, white, gold, and red, with blue being the base color. The Proponent should suggest a colour combination(s) based on current trends, etc. Refer to the Team BC Flickr website to see photos that will provide examples of previous Games' uniforms:
http://www.flickr.com/photos/team_bc/sets;
- For information about Team BC and 2022 Canada Summer Games and 2023 Canada Winter Games logos and artwork, feel free to contact the BC Games Society at rikij@bcgames.org
- A detailed description of the style and make of each item;
- An exact sample of the style or make of each article of clothing would enhance the Proponents bid;

- Demonstration of the proponent's online sales and shipping capacity for Team BC merchandise to family, friends, and supporters;
- Demonstration of the proponent's manufacturing capacity and timelines, in order to meet Team BC delivery timelines;
- A summary of the Proponent's corporate background, history, and relevant experience, with particular detail provided regarding past experience in supplying team uniforms for major events;
- Clear indication of any subcontractors and supplier(s) who would participate in the design, production, and delivery of the Team BC clothing package, and a summary of their corporate background and relevant experience;
- Samples of relevant and related projects undertaken including objectives and outcomes;
- A separate outline of any potential sponsorship package;
- Confirm availability to deliver services as outlined during the proposed term and indicate any dates that you may not be available;
- List of current clients and contact information for at least two references and permission to contact these references;
- Confirmation that you have Comprehensive General Liability or other Insurance;
- The BC Games Society will supply Team BC and 2022 Canada Summer Games and 2023 Canada Winter Games logo PMTs to the successful proponent.

3.9 Contractor/ Supplier(s) History and Experience

Use the RFP to showcase your ability to support the following requirements and preferences:

- Design experience and creative expertise in clothing design;
- Production facilities capable of meeting all demands and timelines (including embroidery, logo placement, etc);
- Quality materials and commitment to working in partnership with Team BC to produce a package that athletes will wear with pride;
- Flexibility in design and production to account for the specific requirements of athletes and athletes with a disability.
- Experience in servicing sport organizations and the sport community;
- Flexibility to accommodate special orders;
- Competitive pricing and sponsorship element.

The selected partner will have extensive expertise in design and production and will possess a proven ability to meet jointly established timelines.

3.10 Contract Timelines

RFP competition opens	October 21, 2021
RFP competition closes	November 10, 2021 at 2:00 PM PDT
Interviews with short-listed Proponents	Mid-November 2021
Successful Proponent confirmed	November 30, 2021
Proponent contract signed	Early December 2021
Proponent meeting with Team BC	Dec 2021 / Jan 2022

Uniforms – 2022 Canada Summer Games

Uniform Advisory Committee recommendations	Jan 2022
Final sign-off of clothing package	Feb 2022
Team BC submits order with sizing	April 2022
Manufacture of garments	May – June 2022
Order completed and delivered to Lower Mainland	June 24, 2022
Canada Summer Games	August 6 – 21, 2022

Uniforms – 2023 Canada Winter Games

Uniform Advisory Committee recommendations	June 2022
Final sign-off of clothing package	July 2022
Team BC submits order with sizing	Sept 2022
Manufacture of garments	Oct-Nov 2022
Order completed and delivered to Lower Mainland	January 20, 2023
Canada Winter Games	February 12 – March 5, 2023

Merchandise

Final sign-off of merchandise	February 2022
Manufacture of garments	March/April 2022
Online sales launch	May 2022
Online sales close	July 2022
Bulk merchandise shipment delivered to Niagara	July 30, 2022
Bulk merchandise shipment delivered to PEI	Feb 1, 2023

4. PROPOSAL REQUIREMENTS

The following provisions reflect current best practices for public sector procurement and will apply to this Request for Proposal and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following provisions.

4.1 Closing Date

The proposal must be received by 2:00 PM, Pacific Time, on November 10, 2021 at:

CLOSING LOCATION:

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as signature.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to proposal@bcgames.org in accordance with the instructions at Section 2.3 of this RFP.

- Fax submissions will not be accepted.
- Refer to section 2.3 b (g) for information on alternate submission methods.

4.2 Late Proposals

Late proposals will not be accepted and will be returned unopened to the sender.

4.3 Proposal Submission

The following format and sequence should be followed in order to provide consistency in proponents' responses and to ensure each proposal receives fair consideration. All pages should be consecutively numbered.

- Title Page: RFP number and revision number, your company name, address, website address, telephone number, email, and key contact person;
- Table of Contents;
- An introductory letter signed by the person or persons authorized to sign on behalf of the company;
- A 1–2 page summary of the key features of the proposal;
- The body of the proposal, including the features, benefits, and uniqueness of your proposal. Please ensure it is clear how you would meet the RFP requirements and deadlines;
- Include two references of organizations you have previously supplied for.
- Proposal Submission Form and Conflict of Interest Statement – Appendix A.
- Letter of Introduction: one page, SIGNED by the authorized signatory of the proponent which will bind the statement(s) made in the Proposal.
- Table of contents for Proposal.
- Executive Summary: include a narrative demonstrating the proponent's understanding of the services being sought by the society and highlighting key features and benefits of the Proposal.
- Schedule of Prices and Payments - Appendix B.

- References: provide two (2) references, with complete contact information, for the supply and delivery of similar uniform services.
- Additional information that the proponent may choose to provide.

Note: Failure to address all criteria will impair the Proposal. The Proposal evaluation team is not obligated to seek clarification of vague or incomplete information

4.4 Enquiries

All enquiries related to this Request for Proposal must be emailed to the Contact Person identified on the cover page of this RFP. Questions will be answered via BC Bid so that all parties interested can see any additional information or clarifications provided. Information obtained from any other source is not official and should not be relied on. It is the responsibility of each proponent to check the BC Bid website for updates.

5. EVALUATION OF PROPOSALS

5.1 Evaluation and Selection

All Proposals will be checked against the mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration. Proposals that meet all the mandatory requirements will be assessed and scored against the criteria for assessment.

Only the information contained in the Proposal will be used to evaluate the Proposal.

The selection committee may request that a short list of proponents attend a virtual video conference call interview as part of the selection process.

5.2 Unsuccessful Proposals

At the conclusion of the Request for Proposal process, all proponents will be notified. Unsuccessful proponents may request debrief a meeting with the BC Games Society staff.

5.3 Mandatory Requirements

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

CRITERIA
1. The proposal must be received at the closing location before the specified closing time.
2. The proposal must be in English and must not be sent by facsimile or e-mail.
3. A completed Proposal Submission Form and Conflict of Interest Statement (Appendix A)
4. A completed Prices and Payments Form (Appendix B)

5.4 Weighted Criteria

Proposals meeting all the mandatory criteria will be further assessed using the following weighted scales:

Criterion	Score
Quality of clothing, colour combinations, and detailed description of the style and make of each item.	40%
Pricing based on costs per clothing package	20%
Merchandise and online sales capacity, sponsorship component	20%
Past experience, packaging, storage, and delivery	20%
Total	100%

**BC GAMES SOCIETY
REQUEST FOR PROPOSAL (RFP22BCGS002) for
TEAM BC CLOTHING PACKAGE
PROPOSAL SUBMISSION FORM and CONFLICT OF INTEREST STATEMENT**

Company/Legal Business Name	
Office Location (Address and City)	
Mailing Address including City / Postal Code	
Email Address	
Website	
Phone Number	
Main Contact Person	
Contact Email Address	
Contact Phone #	

The Proponent has read and agrees to all instructions, and provisions, contained in the Request for Proposal and confirms acceptance of the instructions and provisions, and agreement to be bound by the statements made in the Proposal.

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

By completing this form and submitting a proposal for consideration, the Proponent, including its officers, employees, and any person, sub-contractor, or other entity working on behalf of, or in conjunction with, the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- does not have any actual, perceived or potential conflict of interest regarding this procurement process, If an actual, perceived or potential conflict of interest does exist, a separate document outlining the reason for the conflict of interest must be provided as part of the Proponent's proposal,

Person Authorized to contract on behalf of Proponent

Print Name

Title

Signature

Date Signed

**BC GAMES SOCIETY
REQUEST FOR PROPOSAL (RFP22BCGS002) for
TEAM BC CLOTHING PACKAGE
SCHEDULE OF PRICES AND PAYMENTS**

Legal Name of Company/Business: _____

The total price submitted below reflects the full cost, including taxes, in Canadian dollars for the Team BC Clothing Package as specified in this Request for Proposal. This Schedule of Prices and Payments must be completed and accompany the Proposal submitted.

Fiscal Year (Apr-Mar)	2021/22	2022/23	2023/24	TOTAL
Fees	\$	\$	\$	\$
Taxes				
Total:	\$	\$	\$	\$
Hourly rate for additional services (attach separately if necessary)				
Other charges (attach separately if necessary)				

Proponents should ensure that all requirements of this RFP are dealt with in their Proposal and that all materials and products proposed comply with the specifications therein.

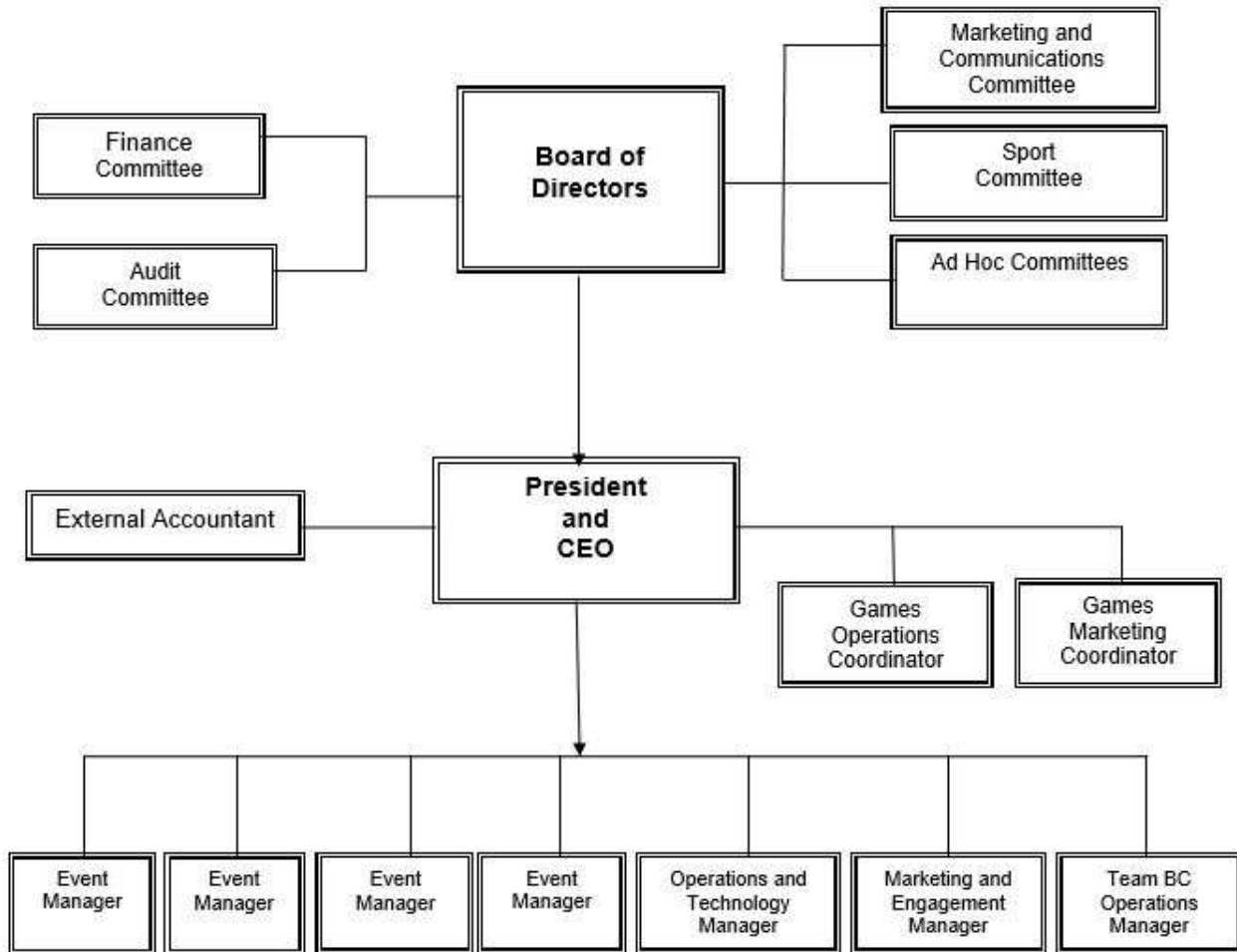
GST Tax Registration Number: _____

PST Tax Registration Number: _____

WorkSafeBC Registration Number: _____



**BC Games Society
Organizational Structure**



Revised October 2020

BC Games Society Board Members and Senior Management

BC Games Society

Position	Name
1. Chair	Jamey Paterson
2. Director	Charlie Bruce
3. Director	Joni Frei
4. Director	Jim Martin
5. Director	Wayne Naka
6. Director	Breeanne Parisien
7. Director	Richard Peter
8. Director	Veronica Planella
9. Director	Pamela Rai
10. Director	Niki Remesz
11. Director	Hunter Sones
12. Director	Kyle Todoruk
13. Director	Christine Ulmer
14. Director	Michelle Webster
15. Director	Pansy Wright-Simms
Senior Management	Alison Noble, President and CEO