



M A S R C



Request for Proposal (RFP)

Apparel – Team Manitoba for the

2020 North American Indigenous Games (NAIG)

Halifax, Nova Scotia

Deadline for Submissions – June 28, 2019 12pm

Mel Whitesell – MASRC - Executive Director

Project Overview

Team Manitoba is operated by the Manitoba Aboriginal Sports and Recreation Council (MASRC) which offers athletes the opportunity to compete in the North American Indigenous Games (NAIG). The NAIG is the largest multi-sport event that takes place in North America, with over 5000 athletes competing in 14 sports; including archery, athletics, badminton, baseball, basketball, canoeing, golf, lacrosse, soccer, softball, swimming, volleyball, and wrestling. The NAIG showcase excellence in sport as well as provide an opportunity to celebrate and participate in the social/cultural/spiritual fabric of North America's Indigenous Peoples.

Submission Guidelines

Submissions of proposals must be received, by e-mail, mail, fax or hand no later than Friday June 28th, 2019 by 12:00pm local to Mel Whitesell. Each proposal must contain detailed information on the specifications as outlined below. In certain circumstances additional information may be requested.

Proposal Instructions

By following these instructions, providers will submit pertinent information in a manner that allows a fair, objective and consistent evaluation of all proposals. RFP recipients are expected to follow these instructions.

The MASRC is under no obligation to award a contract to any bidder who responds to this RFP. The MASRC reserves the right to accept or reject any or all bids and to take exception to any RFP specification of requirements.

The MASRC reserves the right to make an award solely on the proposals submitted or to negotiate further with selected providers.

Please note the MASRC will not pay for any costs associated with the submission of the proposal. All costs will be paid by the bidding company.

Project	Deliverable	Anticipated Completion Date
<i>RFP Process Opens</i>	RFP Distributed	Monday, June 3, 2019
<i>RFP Bidder Questions</i>	Questions accepted by the MASRC from interested service providers	Monday June 10 th , 2019
<i>RFP Closes</i>	RFPs due to the MASRC	Friday June 28 th , 2019
<i>Service Provider Selected</i>	Selected service provider notified	July 2019

Proposal Format

All proposals must adhere to the format below to be considered compliant.

Section 1:	Executive Summary
Section 2:	Experience
Section 3:	Apparel Requirement as referred to in this document
Section 4:	Pricing
Appendix:	(any additional information the company considers relevant)

Proposals should contain the following signed certification (or similar version):

“The statements made in this proposal are correct and truthful representations. If selected, I/we shall negotiate in good faith with MASRC”

The following subsections will briefly describe the desired content of each section.

Executive Summary

Here the company should describe their overall approach to this job, and their understanding of the project as a whole. The proposing company should also discuss their background and why they feel they are qualified to fulfill the needs of this large RFP. Companies should also identify any attributes they feel they have which would be viewed as a benefit towards the proposal.

Information to include

Company details: a) Description, b) Years in business, c) Address, d) Website, e) Phone Number, f) Primary Contact, g) Secondary Contact

Experience

The response should include specific examples of at least 2 past projects and the pros and cons. The Company should also include a minimum of 2 references.

Pricing

Companies must submit firm price proposals. This is also a good area to include how your sales processes are conducted and timelines for delivery. These prices are to be inclusive of all costs.

Appendices and Other Information

Use an Appendix to include any information that you believe is relevant to your company’s ability to meet the needs of this RFP that has not been requested anywhere else.

- This could include examples of previous work completed.

The company must have a point person that can be contacted and is available to receive phone calls and/or emails, from a representative at the MASRC.

Apparel Requirements

1. Jacket (Unisex)

- **Fabric**
 - Washable, 100% woven polyester or similar outer jacket
- **Specifications**
 - Lightweight; breathable material; preferably Dry fit or a similar product.
 - Adjustable Velcro cuffs and drawstring hem
- **Cresting**
 - Two color* embroidery approximately 2" x 2" on front left chest
(See attached Team Manitoba Logo)
 - Two color* embroidery approximately 2" x 2" on left shoulder
(See attached NAIG logo)
 - Two color* embroidery approximately 2" x 2" on right shoulder
(See attached MASRC logo)
 - One color* text ("MANITOBA" – capitalized) embroidered approximately 2" x 12" across upper - back
Color of embroidery will be dependent upon color chosen for jacket
- **Colors**
 - Black, white, grey or yellow in any single or combination to be used
- **Quantity**
 - 550

2. T-Shirt (Men's)

- **Fabric**
 - Cotton
- **Screen Printing**
 - Two color TEAM MANITOBA (all capitalized) text screened on front approximately 2 ½" lettering
- **Colors**
 - 1) Yellow or gold and 2) Black or white
- **Quantity**
 - 550 of Yellow or Gold AND 550 of Black or White

3. Adjustable Ball cap style Hat

- **Cresting**
 - 2 Color embroidery approximately 2" x 2" on front
(See attached Team Manitoba Logo)
- **Quantity**
 - 550

4. Shorts (Men's and Ladies)

- **Fabric**
 - Dry-fit
- **Specifications**
 - Elastic waistband with inner drawstring
 - Long inseam
 - Pockets
- **Colors**
 - Black
- **Cresting**
 - Two Color screen approximately 2" x 2" screened on bottom left leg of short
(See attached Team Manitoba Logo)
- **Quantity**
 - 550

5. Sport Duffle Bag or Backpack

- **Fabric**
 - 100% heavy woven polyester
- **Specifications**
 - Approximately 25"L x 12"H x 13"W
 - Front pocket
 - Top grab handles
 - Adjustable, removable shoulder strap (duffle only)
 - Side cinch mesh pocket
 - End shoe compartment
- **Colors**
 - Black, white, grey or yellow in any single or combination to be used
- **Cresting**
 - Two Color embroidery approximately 2" x 2" on flap (or on top)
(See attached Team Manitoba Logo)
 - Four Color embroidery approximately 2" x 2" on flap (or on top)
(See attached MASRC logo)
- **Quantity**
 - 550

6. Golf Shirt

- **Fabric**
 - 100% microfiber polyester or Dry-fit
- **Cresting**
 - 2 Color embroidery approximately 2" x 2" on front left chest
(See attached Team Manitoba Logo)
- **Colors**
 - Black, grey or yellow in any single or combination to be used
- **Quantity**
 - 150

All attire must be delivered to the MASRC no later than June 12, 2020

Submission and Selection

Proposals must be submitted by **Friday June 28th, 2019 no later than 12:00pm** to Mel Whitesell. You will be notified if any further questions arise. Final selection will be made in July 2019 and only the successful company will be notified.

MASRC Contact

Mel Whitesell
Executive Director
Email: mel.whitesell@sportmanitoba.ca
Fax: (204) 925 5716

Mailing address

Manitoba Aboriginal Sports and Recreation Council (MASRC)
105 - 145 Pacific Avenue
Winnipeg, MB
R3B 2Z6

Attn: NAIG 2020 RFP

Logos for Apparel



Team Manitoba Logo



MASRC Logo



THE SPIRIT
STRONG • BRAVE • TRUE

NAIG Logo