



ONTARIO POWERLIFTING ASSOCIATION (OPA)

Request for proposal (RFP) for OPA branded clothing and apparel

PREPARED February 14, 2018

PROPRIETARY AND CONFIDENTIAL

REQUEST FOR PROPOSAL



## **OBJECTIVE and PURPOSE**

The objective of this RFP is to promote the OPA brand and provide OPA members with quality clothing.

## **ABOUT THE OPA**

The OPA is the official Provincial governing body for the sport of powerlifting in Ontario. The OPA currently has over 1200 members representing nearly 50% of the members of the Canadian Powerlifting Union (CPU).

The OPA, like all CPU programs, activities, and initiatives (i.e., anti-doping programs, coaching and referee expenses, promotions and advertising and all other operating expenses) are funded entirely from individual membership fees and corporate partners.

In recent years the sport of powerlifting has increased significantly in popularity that is reflected in the significant increase in OPA memberships. As a result of this increase, both the quality and number of athletes that are representing Canada from Ontario at international powerlifting events has increased significantly. As such, both the OPA and CPU brand and name has become much more recognizable and highly regarded as a brand associated with quality, prestige and pride.

## **PURPOSE, DESCRIPTION, AND OBJECTIVES OF THE REQUEST FOR PROPOSAL**

### **PURPOSE AND DESCRIPTION**

The OPA is seeking proposals from independent proponents to service the OPA as supplier of various OPA branded clothing items and apparel such as, T-shirts, hats, track suits, socks, golf shirts, hoodies, sweat shirts and other clothing merchandise.

### **OBJECTIVES**

The value of the OPA name and brand is a reflection of the value of the organization and its members. Specifically, it is the value that has been created by its members and their achievements (both national and international achievements).

The OPA wants to ensure that the successful proponents is able to provide high quality OPA Branded clothing and apparel items.

### **REQUIREMENTS**

The OPA requires that all proponents submitting bids possess the following capabilities:

- The ability to obtain inventory and high-quality materials and final products
- Embroidery and heat transfer services at “fair-market” rates



- Facilities capable of meeting all demands and timelines
- Commitment to working in partnership with the OPA and representatives of the OPA to produce quality products that are a reflection of the OPA brand name.
- Experience in servicing sport organizations and the sport community
- Flexibility to accommodate special orders (i.e., rush orders)

In this regard, all proposal submissions must include the following:

1. A description of the quality of the proposed items;
2. A description of your ability to meet critical dates/timelines;
3. A clear indication of the proposed branding fee;
4. A description of how you would be able to meet the potential future demand for T-shirts and other potential branding opportunities; and
5. A listing of 2 references of similar scope.

The remainder of this document provides additional information that will allow proponent's to understand the scope of the OPA's requirements and develop a proposal in the format desired by the OPA.

### **Type of Contract for Deliverables**

The successful proponent will be required to enter into an agreement (the "Agreement") with the OPA for the provision of the deliverables as defined in this RFP. The term of the Agreement will be for a period of up to three (3) years.

### **No Guarantee of Volume of Work**

The OPA makes no guarantee of the value or volume of the products or services assigned to the successful proponent. Products or services to those described in this RFP, as required are in the best interest of the OPA.



## **SPECIFICATIONS, SCOPE OF REQUIREMENTS AND DELIVERABLES**

Product Lists - (the product list may include any clothing and apparel item). That is shirts (T-shirts, golf shirts), sweaters, sweat shirts, hoodies, track suits, hats, socks and other clothing merchandise products.

### Use of the OPA Logo

The OPA logo will not be used in any product design, without having prior approval from the OPA on all design proofs to ensure brand consistency.

### Product Selection and Design

The OPA will look to the chosen proponent to provide ideas and suggestions regarding what products would be most appropriate and ideas for expanding the OPA branded clothing line. That is consideration should be given to expanding the clothing line of products to additional clothing items (other than T-shirts) that make business sense for both the OPA and the chosen proponent. The chosen proponent will be asked to provide samples mock-ups of products before production begins.

### Bid selection and evaluation

RFP proposal bids will be evaluated on (but not limited to), product quality, the ability to meet production / demand and the ability to expand the clothing product line, financial success and business references.

### DUE DATES

All proposals are due by 4:00 pm EST on March 23, 2018. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

This RFP is being delivered via the email to the undersigned below or to the OPA Facebook page. The RFP response should be no longer than five (5) pages in length, but can be accompanied by appendices including general product or service brochures, samples, etc.

### CONTACT

Intention to propose, questions concerning requirements, contractual terms and conditions or proposal format should be submitted by email or mail to:

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