



# Pickering Soccer Club Request for Proposal July 2011

## **Purpose:**

The Pickering Soccer Club, Inc (PSC) is a non-profit organization providing soccer related programs to the residents of the City of Pickering.

We intend to contract for the supply of uniforms for our Teams, Coaches, Staff, Volunteers, and our Board of Directors as our current contracts expire at the end of the current summer soccer season.

We expect to have no more than two (2) uniform vendors under contract, with a preference of one (1).

We are prepared to have contracts with the supplier and the retailer, should there be a need for these to be separate. Our preference would be to contract directly with the supplier without the need of a retailer / middleperson.

It is our goal to have this contract cover a two (2) year period with an option to extend to future years dependent upon successfully meeting delivery schedules, quality, price and availability.

The contract is to begin with our Indoor season beginning October of 2011 and extend through the end of our Outdoor season of 2013 (September 2013) with the option, as stated above, of extending this to future years.

## **History/Background:**

The PSC has been in existence for more than twenty-seven (27) years (27 years incorporated).

We currently have a volunteer Board of Directors, 4 fulltime and 3 part-time staff. In addition, we have a large number of volunteer coaches, managers, assistant coaches, conveners and Academy coaches for both Recreational and Competitive teams.

Our current annual registered player base is in excess of four thousand (4,000) players ranging from our Micro Division (3 year olds) to our Adult Recreational league (25 years +).

We are also extremely proud of our special needs program that provides our athletes (both male and female) aged five (5) to young adult, with uniforms, balls, and unique training equipment as defined by their needs and their customized program.

We have forty-five (45) Competitive teams beginning at age ten (10) and extending to Adult Women and Men.

We run Academy programs for players/participants from the age of six (6) to fourteen (14) and a Showcase program for players/participants aged fifteen (15) to seventeen (17).

In addition, we run a summer camp for five (5) weeks during the months of July and August in which we employ ten (10) to fifteen (15) coaches and counselors and have attendance of one hundred (100) to one hundred and fifty (150) each week.

We intend to add additional programs and offerings as the Club grows as well as the potential to grow our registered player base (both Recreational and Competitive).



## **Requirements:**

We are looking for a reliable, high quality supplier to provide us with the following:

1. Recreational team uniforms (kit) – full uniform (kit) to include jersey, shorts and socks in sufficient colours to facilitate divisions of up to ten (10) teams each. We currently have approximately three thousand, five hundred (3,500) registered Recreational players. All jerseys per team must be uniquely numbered and have the team sponsor logo and the PSC logo embossed on them.
2. Recreational equipment – we will require one (1) training ball for each registered Recreational player and one (1) good quality match ball per team. We will also require training materials such as bibs, training cones, clipboards, etc. for each team.
3. Recreational coaches – each of our three hundred plus (300+) Recreational coaches will require a golf/polo shirt with the PSC logo and “Coach” embossed on them.
4. Competitive team uniforms (kit) – the PSC colours are Green and Gold. All Competitive players must be supplied with two complete kits (jersey, shorts, and socks) of alternate colours (home and away kits). In addition, Competitive Youth players are required to have a tracksuit in Club colours and a player equipment bag. Adult Competitive teams require home and away jerseys, shorts and socks. All jerseys will have unique numbering by team and player, the team sponsor logo and the PSC logo embossed on them. For 2011 we have forty-five (45) Competitive teams.
5. Competitive coaches – each Competitive coach will require a minimum of one (1) golf/polo shirt embossed with the PSC logo and “Coach”. In addition, each coach will require a team tracksuit, similarly embossed.
6. Competitive team equipment – our Competitive teams require a minimum of two (2) high quality match balls per team plus a minimum of 15 good quality training balls, bibs, training cones, etc.
7. Board members and Staff – each Board member and Staff will require a tracksuit with PSC logo and Position name (President, Head Referee, Head Coach, etc) embossed upon it. In addition, we require a minimum of one (1) golf/polo shirt per board member also embossed with the PSC logo and position.
8. Other equipment – we will entertain the possibility of the supplier/vendor providing additional equipment such as nets, folding benches, tents, clothing (shoes, GK gloves, etc), etc.
9. The PSC is willing to look at other options regarding minimum kit requirements for the Competitive environment.

## **Other Conditions:**

The PSC is looking for the following additional criteria/conditions:

1. Flexibility to acquire equipment not contracted for from additional vendors (either for unique situations or for portions not otherwise covered by our contract) with the ability to enable our selected vendor(s) to provide final bid for such items.
2. The PSC would prefer to have one (1) primary supplier/vendor for our items as described in the Requirements section above.
3. The PSC would prefer to contract directly with the supplier/vendor vs a specified retailer but will entertain working through a specified retailer provided that the associated costs are not higher to enable this.
4. The PSC will entertain multiple supplier/vendor arrangements that will be beneficial to the PSC for such reasons as, but not limited to, quality, shipping, costs, accessibility, etc. As an example, we would entertain the possibility of one supplier/vendor for our Recreational program and a second supplier/vendor for our Competitive program.
5. Special offerings, discounts, inclusions, etc.



**Decision Criteria:**

The decision criteria for the PSC to make this decision will include, but not be limited to, pricing, discounts, lead times, fill-in orders, shipping commitments, quality of materials, special offers, supplier/vendor ability to provide quantities required and in a timely manner, flexibility in quantities as the Club grows, Club Sponsorship, etc.

**Timeframes:**

- The RFP will be released to the public for general distribution on or before July 5, 2011.
- Responses are expected on or before July 30, 2011.
- Responses are preferred electronically to [uniformcommittee@pickeringssoccer.ca](mailto:uniformcommittee@pickeringssoccer.ca) but will also be accepted by post or in person at the PSC Office during office hours. Please refer to our website for information: [www.pickeringssoccer.ca](http://www.pickeringssoccer.ca).

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- No submissions will be accepted after July 30, 2011 for consideration.
- Questions regarding any aspect of this RFP can be directed to the PSC Uniform Committee at [uniformcommittee@pickeringssoccer.ca](mailto:uniformcommittee@pickeringssoccer.ca) .
- A shortlist decision will be made and bidders will be notified on or before Aug 6th, 2011.
- Bidders chosen for the shortlist will be asked to meet with Board Members and Staff to present their total package including order/delivery expectations, kit inclusions, pricing, etc.

The Uniform Committee would like to thank all interested bidders to this process on behalf of the Pickering Soccer Club.

Pickering Soccer Club  
[uniformcommittee@pickeringssoccer.ca](mailto:uniformcommittee@pickeringssoccer.ca)