



**Solicitation Information**  
**9/4/12**

**RFP NO. 7458002**

**TITLE: URI ATHLETIC DEPARTMENT TEAM APPAREL, FOOTWEAR AND EQUIPMENT**

**OPENING DATE AND TIME: September 27<sup>th</sup>, 2012 @ 11:00 AM (EDT)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gary.mosca@purchasing.ri.gov](mailto:gary.mosca@purchasing.ri.gov) no later than 9/14/12 @ 12:00 noon (Eastern Time). Please reference the RFP # on all correspondence and send questions in a *Microsoft Word format*. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Gary P. Mosca**  
**Buyer**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

**Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **SECTION 1 – INTRODUCTION**

The Rhode Island Department of Administration /Division Office of Purchases, on behalf of the University of Rhode Island Athletic Department is soliciting proposals from qualified entities, which can provide maximum value to the University for its Athletic team apparel, footwear and Athletic equipment rights, in accordance with the terms of this Request for Proposal and the State's General Conditions of Purchase, which may be obtained at the Rhode island division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>. The rights granted will include but are not limited to all inter-collegiate athletic teams and items and inventory not listed or possibly yet created.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this request, other than those offerors who have submitted proposals.

### **SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:**

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted is to be considered firm and fixed, unless otherwise indicated herein.
- The University reserves the right to award to one or more offeror. The University also reserves the right to award this project based on pricing alone.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or visit the website <http://www.mbe.ri.gov> or contact [cnewton@gw.doa.state.ri.us](mailto:cnewton@gw.doa.state.ri.us)
- Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP/LOI.
- **Equal Employment Opportunity (RIGL 28-5.1)**  
**§ 28-5.1-1 Declaration of policy.** – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)
- It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the offeror's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

## **SECTION 2 – OVERVIEW AND BACKGROUND**

### **INTENT:**

1. The State of Rhode Island, Division of Purchases requests written proposals from qualified entities to provide team apparel, footwear, and equipment in support of its intercollegiate Athletics Department.

The University of Rhode Island, Athletic Department is searching for an athletic team apparel, footwear and equipment supplier to outfit its 18 varsity athletic teams and various support personnel beginning July 2013.

In addition to membership in the Atlantic 10 Conference, the University also holds membership in the Colonial Athletic Association Football Conference (changing to the North East Football Conference in Fall 2013), NCAA Division I FCS Football only, NCAA Division I. URI

Athletics enjoys the use of the 6,180 seat Meade Football Stadium, the 7,600 seat Ryan Center for men's and women's basketball, a men's and women's soccer complex, a women's softball facility, a boathouse, and the men's baseball facility among many other facilities.

The 18 intercollegiate athletic teams sponsored by URI are as follows:

Baseball	Women's Soccer
Men's Basketball	Softball
Women's Basketball	Women's Swimming and Diving
Men's Cross Country	Women's Tennis
Women's Cross Country	Men's Indoor Track and Field
Football	Women's Indoor Track and Field
Men's Golf	Men's Outdoor Track and Field
Rowing	Women's Outdoor Track and Field
Men's Soccer	Volleyball

In addition to the athletic teams listed above, the program needs to outfit the following support areas:

Administration	Ram Pep Band
Athletic Training	Cheerleaders
Strength & Conditioning	Dance Team / Ramettes
Equipment Room – General Issue items	

Proposals shall include a structured, comprehensive, and logical breakdown of pricing for all practice and competition apparel, footwear, and equipment. In addition all special incentives, marketing programs, special discounts, and other financial considerations shall be clearly defined. The proposal should be sufficiently detailed to allow for meaningful financial analysis and comparison.

Special considerations and stipulations should be included that allow an option of use of other brands, including all balls, hard goods including helmets, bats, fielding gloves and other types of protective equipment . Included are any future conference requirements from the Atlantic 10 Conference and the Colonial Athletic Association/North East Conference for a certain brand of playing equipment.

Athletic Department fundraising initiatives/promotional giveaways are not included in this proposal. Fundraising initiatives include but are not limited to golf tournament appeal (hats, visors, polo's). Promotional giveaways include but are not limited to t-shirts, hats, etc... The successful bidder will be awarded the option to cost out the individual items are they are presented.

2. This Request for Proposal (RFP) is part of a competitive procurement process, which helps to serve the State of Rhode Island's best interest. It also provides vendors with a fair opportunity for their services to be considered. The process of a Request for Proposal is being used to allow vendors the opportunity to present proposals that they feel would best

meet the needs of the University of Rhode Island's Athletic Department based on the information contained in the RFP documents. Vendors may submit more than one proposal if they feel it is advantageous to the State.

3. The University reserves the right, in its sole discretion, to select the vendor that it determines offers the overall best proposal to the University. Criteria to be utilized in the selection process are included within the specifications of this RFP. All respondents should review the RFP requirements and scope of services carefully and develop a response that, at a minimum, meets or preferably exceeds the expectations outlined there in.
4. Proposals will be considered only from companies that can demonstrate that they have proven experience in conducting the activities providing the services outlined within this RFP. The burden is on each respondent to submit with its proposal proof of its qualifications and experience to warrant consideration of its offering to the University.

### **SPECIFIC REQUIREMENTS:**

Vendors should respond to each of the following qualifications in a clear, concise and comprehensive manner:

1. Interested parties shall outline their flexibility in regards to URI transitioning into their game day competition uniforms. Sports with two or more competition uniforms shall be able to gradually replace current uniforms with ones supplied by the vendor.
2. In addition, vendors are asked to supply sport specific order deadlines to insure that all necessary team apparel, footwear, and equipment arrives prior to the start of each sports practice season. To demonstrate, proposals should include a timeline detailing the ordering date for each sport and its corresponding delivery date.
3. Vendor must have the capability to custom manufacture uniforms to match current inventory.

Listed below are the colors and styles used.

#### **Colors:**

1. Columbia Blue: PMS Color #292
2. Navy Blue: PMS Color #281
3. White:

#### **Styles:**

##### **Football:**

Jerseys Use of school colors with extra length and cap sleeve, trench cut sleeve and regular length. Screened numbers and embroidered logos.

Pants: Minimum 7 panel custom pants in school colors with embroidered logo.

**Basketball:**

Men's and Women's custom uniform styles with extra length, use of school colors and custom made with button up warm-up pants and long sleeve warm-up tops, also long and short sleeve shooting shirts. Must have ability to custom manufacture screening and tackle twill numbers and names.

**Baseball and Softball:**

Men's and Women's custom uniform styles: sleeveless, short sleeve, long sleeve use of school colors and custom made. Must have ability to custom manufacture screening and tackle twill numbers and names.

Pants: Custom and stock pants in school colors with embroidered logo and piping.

**Men's and Women's Track:**

Men's and women's stock and custom singlets, tank tops, shorts, tight briefs, long leg tights and long sleeve tops in school colors Columbia blue, Navy and white

**Volleyball:**

Women's sleeveless and sleeved volleyball jersey tops and tight spandex shorts in school colors Columbia blue, Navy and white.

**Men's and Women's Soccer:**

Men's and Women's short and long sleeve jerseys and shorts in school colors Columbia blue, Navy and white.

**Rowing:**

Women's one piece tank uni-suits in school colors Columbia blue, Navy and white.

**General Issue:**

Men's and women's Polo shirts in short and long sleeves in school colors Columbia blue, Navy and white.

**GENERAL DESCRIPTION:**

The team apparel and equipment sheets (See Exhibit A) are used to order our supplies each year. These sheets outline the quantity of items we provide our teams each year in order for them to compete at the highest level of intercollegiate athletics. Please review each sheet prior to submitting your proposals. The inclusion of these sheets is intended to give you an idea of the quantity of supplies we order out of our annual equipment line budgets. These are in no way intended as a promise of annual purchase of every item. Please note that some items may or may not be purchased every year.

## **GENERAL SCOPE OF WORK TO BE PERFORMED:**

In preparing competitive bids for this RFP, we require vendors to address the following:

1. Indicate any discounts or price breaks available on all necessary apparel and equipment. Vendors should note any items that do not qualify for the discounts.
2. Outline any incentive plans that may provide merchandise and/or cash back to the Athletics Department based on the total amount of dollars expended. Please note that URI reserves the right to utilize the merchandise and/or cash as it deems appropriate.
3. Reasonable ground shipping and/or freight charges for deliveries shall be included.
4. Outline all policies, procedures and timelines for the return/exchange of merchandise.
5. Clearly state any and all embroidery and printing that may or may not be provided on delivered merchandise.
6. Ability to screen & embroider all stock apparel and deliver within an acceptable time frame.
7. Please indicate whether the proposed contract will be filled direct by vendor or will be handled by an affiliate/subcontractor of the vendor.
8. Indicate any items that you do not manufacture and clearly outline any restrictions that must be adhered to when purchasing these items from other vendors.
9. Include detailed sport specific ordering timelines and approximate delivery dates for the merchandise required for each sport and entity to insure that all necessary apparel, footwear, and equipment arrives prior to the start of each sports practice season. To demonstrate, proposals should include a timeline detailing the ordering date for each sport and its corresponding delivery date.
10. Special considerations and stipulations should be included that allow an option of use of other brands, including all balls, hard goods; including helmets, bats, fielding gloves and other types of protective equipment . This includes any future conference requirements for a certain brand of playing equipment. Address any concerns or stipulations regarding sport specific agreements that URI may already have in place. Current agreements are in effect with the following: Wilson footballs.

## **PROJECT KEY COMPONENTS**

1. If the selected vendor is different from our current vendor, URI requests flexibility in a transition period for uniforms. Please indicate an acceptable transition period for our department.

2. Ability to produce custom uniform designs
3. Required to supply all intercollegiate teams with the highest quality of NCAA Division 1 footwear for all sports sponsored by URI Athletics.
4. It is acceptable for vendors to propose different manufacturers for different sports merchandise. Need to be specific on the different manufacturers and the interactions between the vendor and all subcontractors. We expect one point of contact for this contract.
5. Computerized ordering and inventory system available to Athletic Department
6. Pre-booking requirements and delivery dates for each of the following seasons:

Fall sport teams	Football W Soccer M Soccer Volleyball M Cross Country W Cross Country
Winter sport teams:	M Basketball W Basketball Swimming M Indoor Track and Field W Indoor Track and Field
Spring sport teams	Softball Baseball M Golf W Tennis W Rowing M Outdoor Track and Field W Outdoor Track and Field

### **SECTION 3 - USE OF URI TRADEMARK**

Use of University of Rhode Island name, logo, or any other symbolic or written reference and/or presentation requires licensing of the trademark through CLC. URI shall have final approval on design and quality of all merchandise. Successful Offeror agrees to become licensed under the licensing agreement with CLC or will be required to purchase trademark items (i.e. patches or any other items bearing any URI logos or marks, including the name "University of Rhode Island" from an already licensed vendor.

#### **SECTION 4 -CONTRACT PERIOD**

The award shall be for approximately a three-year period which will begin July 1, 2013 until June 30, 2016 with the option of a two (2) year extension. The University reserves the right to cancel the agreement prior to the ending date by giving thirty (30) days written notice to the vendor. In the event of cancellation, the University will only be responsible for payment of any work completed or due at the time of cancellation. No other penalties will be assessed for early cancellation of this agreement.

#### **SECTION 5-RIGHT TO TERMINATE**

In the event that any of the provision of the award is violated by the successful Vendor, the University may serve written notice upon said Offeror of its intention to terminate the award. Such notice is to state the reason(s) for such intention to terminate the award, and, unless ten (10) days after serving such notice upon the Offeror, such violation shall cease and satisfactory arrangements for correction be the liability of said Offeror and/or his surety for any and all such violation( s) shall not be affected by any such termination. At this time, URI may enter into an agreement with the vendor with the next highest ranking proposal award score, without re-issuance of requests for proposals, or by repetition of the competitive solicitation process.

#### **SECTION 6 -SUB-CONTRACTING**

Sub-contracting work to other Offerors or individuals to meet the requirements of this contract is not acceptable to URI. If in a special circumstance or unique situation the Offeror is required to use any second party to provide any merchandise, the Offeror shall submit the individual's or company's name, address, phone number, certification, and contact person for that second party, with this proposal; or in cases where circumstances require, the Offeror shall submit a written request to URI at least fifteen (15) days prior to incursion of services to be provided, unless under emergency circumstances. Failure to comply with this requirement may be considered grounds for disqualification, or default of contract provisions. The secondary party shall meet all of the criteria established in this Solicitation.

#### **SECTION 7 – SPONSORSHIP OPPORTUNITIES**

As part of the agreement between URI Athletics and the prospective apparel company partner, URI Athletics is looking to secure an annual athletics sponsorship. External dollars generated from the URI Athletics Partner's program supports and subsidizes the overall, annual operating budget for the University of Rhode Island Department of Athletics.

The prospective apparel company would receive several marketing benefits across a series of categories featuring the company's brand at the athletic facilities as well as multi-media opportunities which would include but not be limited to radio, television, website, social media, print opportunities, student on-site/promotional giveaways, fan promotion giveaways and campus wide promotion giveaways.

The prospective apparel partner is encouraged to demonstrate their ability and willingness to participate in the University of Rhode Island Athletics' Corporate Partnership Program while offering financial commitments, annually, for the length of the term.

The dollars received from this partnership will enhance the prospective apparel partner's brand beyond marks on athletic department attire, team uniforms and various practice apparel and footwear. Additionally, the investment will directly benefit the operating budget for the University of Rhode Island's Athletic Department that in turn will directly enhance the student – athlete experience on an annual basis.

### **SECTION 8 -PROTECTION OF PROPERTY**

The successful Offeror shall at all time guard against damage or loss to the University property or of other vendors or Offerors, and shall be responsible for replacing or repairing such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents.

### **SECTION 9 -OPTION FOR INCREASED QUANTITIES**

The University reserves the right to increase the total quantities necessary as stated herein. In the event that additional quantities are required, the details for providing additional quantities will be mutually agreed upon and in accordance with the same format, requirements, and methodology as contained in the RFP and any resultant contracts/agreements. The University may negotiate with any successful Offeror (s) under this RFP. In the event that a timely agreement cannot be reached, the University reserves the right to solicit services from the next ranked Offerors, or other/outside vendor sources as may be required to serve the best interests of the University.

### **SECTION 10: EVALUATION CRITERIA AND AWARD**

Award will be made on an 'all-or-none' basis. Award shall be based upon a responsible Offeror whose proposal is responsive to the RFP, demonstrates a clear understanding of the requirement, and demonstrates the capabilities to perform satisfactorily based on technical and price matters. Award will not be based solely on price, but rather an evaluation of all aspects of the Offeror's proposal and determined to be most advantageous to the University of Rhode Island.

The University reserves the right to award this RFP to the Offeror whose proposal the University determines to be in the best interests of, and most advantageous to the University of Rhode Island.

#### **EVALUATION CRITERIA**

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

The Technical Proposal must contain the following sections:

1. **Executive Summary**

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide URI evaluators with a broad understanding of the offeror's technical approach and ability.
2. **Offeror's Organization and Staffing**

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).
3. **Work Plan/Approach Proposed**

This section shall describe the offeror's understanding of URI's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.
4. **Previous Experience and Background, including the following information:**
  - A comprehensive listing of similar universities undertaken and/or similar universities served, including a brief description, and a contact name and telephone numbers from the universities.
  - A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
  - The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be address to Charles Newton, M.B.E. Officer, at (401) 222 6253.

### **EVALUATION AND SELECTION**

The State of Rhode Island will commission a Technical Review Committee which will evaluate and score all proposals, using the following criteria:

Award shall be made to the Vendor offering the best team apparel and equipment for the cost, based

on the evaluation of the criteria listed below and the content of the Offeror's proposal:

<b>Criteria</b>	<b>Possible Points</b>
<b>Reputation of proposing company</b>	<b>5</b>
<b>On time delivery of goods</b>	<b>5</b>
<b>Design Assistance coordination</b>	<b>5</b>
<b>Pre-Booking deadlines/plans</b>	<b>5</b>
<b>Customer Service</b>	<b>5</b>
<b>Ability to match existing apparel and shoe styles and colors</b>	<b>10</b>
<b>Style and quality of apparel and shoes offered</b>	<b>7</b>
<b>M Basketball specific package / proposal</b>	<b>10</b>
<b>Completeness of proposal</b>	<b>5</b>
<b>Ability to custom design uniforms, print &amp; embroider stock items</b>	<b>13</b>
<b>Other considerations: marketing, game day consideration, etc</b>	<b>5</b>
<b>Total Possible Technical Points</b>	<b>70</b>
<b>Cost:</b>	
<b>Pricing/discounts</b>	<b>15</b>
<b>Shipping</b>	<b>5</b>
<b>Departmental compensation package offered: apparel, shoes, promotions, advertising, etc</b>	<b>20</b>
<b>Total Possible Points</b>	<b>110 Points</b>

All OFFERERS must receive a minimum score of 60 points on the technical submission. Offers not scoring at least 60 points will not be considered further.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The URI reserves the right to reject any or all proposals submitted, to award on the basis of cost alone, to waive any informality in any vendor's proposal, and to act in its best interest.

The URI may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The ranked findings and selection recommendation will be submitted to the URI's Purchasing Agent, or her designee, for final selection consideration.

## SECTION 11 -ORAL PRESENTATION

*A Technical Review Sub-Committee will review all submissions. After review, one or more OFFERERS may be invited to present to the sub-committee and answer questions.*

The top-ranked Offerors, as selected by the Evaluation Committee, may be required to give an oral presentation of their proposals. The purpose of such presentation is to provide an opportunity for the Evaluation Committee to obtain clarification or elaboration on selected proposals.

Offerors must clearly understand that it is the University's sole option to determine which Offerors, if any, will be invited to make oral presentations. Offerors shall not construe the list of firms invited, if any to imply acceptance or rejection of any proposal(s). The University will schedule the time and location of any such presentation.

## SECTION 12 -PROPOSAL QUESTIONS & SUBMISSION

Questions, in Microsoft Word Format, concerning this solicitation may be e-mailed to Division of Purchases at [gary.mosca@purchasing.ri.gov](mailto:gary.mosca@purchasing.ri.gov) no later than the time and date indicated on page 1 of this solicitation. Please reference the RFP #7458002 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. Responses to questions received, if any, will be provided, as an Addendum to the RFP, and posted on the State of Rhode Island Purchasing Department website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). It is the responsibility of all interested parties to download this additional information.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with state parties will be permitted.**

The University reserves the right to consider special or unique features, which may be included in proposals. No consideration will be given to any proposal, which is not as broad in every respect as that specified herein.

The State of Rhode Island reserves the right to contact any vendor for clarification of information submitted, to contact current and past customers of the vendor referenced in the proposal, and to use other sources of obtaining information regarding the vendor, which may be deemed appropriate and would assist in the evaluation. In addition, The State of Rhode Island reserves the right to negotiate any point in the proposal or the subsequent contract with the vendor.

Vendors are encouraged to present any information about additional features or services that they believe makes their products and/or service the best choice for the University of Rhode Island.

The information provided herein is intended to assist vendors to respond properly to this Request for Proposal. The University believes that this RFP provides interested vendors with sufficient information to submit proposals that meet minimum requirements. However, it is not intended to limit a proposal's content or to exclude any relevant or essential data. Vendors are encouraged to

include additional information that will substantiate their service capabilities, product quality, and support commitment.

The University of Rhode Island reserves the right to select one or none of the proposals submitted. The University may award a contract based upon initial proposals received without further discussion of such proposals. Accordingly, each initial proposal should be submitted with the vendor's most favorable price and service capabilities. Further, the University reserves the right to accept or reject all or parts of any proposal received and to waive any informality or technicality in any proposal received. Price alone will not be the sole determining factor in the selection process.

The University is exempt from Rhode Island sales tax and most Federal excise taxes. Exemption certification information appears on all purchase orders issued by the University and will be furnished upon request. Such taxes should not be included in quoted prices. However, if the supplier believes any taxes apply, they shall be shown separately. If not shown, they will be considered an expense of the vendor.

The University of Rhode Island will endeavor to use any cash terms offered, and these may be considered in determining the final net price depending on the discount period.

In the event that the University of Rhode Island is entitled to a cash discount, the period of computations will commence on the date of delivery or receipt of a correctly completed invoice, whichever is later. If an adjustment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized. If a discount is part of the contract, but the invoice does not reflect the existence of a cash discount, the University is entitled to a cash discount with the period commencing on the date it is determined that a cash discount applies.

All proposals will be open for public inspection at the conclusion of the evaluation period. Trade secrets, test data, or other similar proprietary information, will remain confidential TO THE EXTENT PERMITTED BY RHODE ISLAND LAW provided such material is clearly marked as such. Any portion of the proposal which can be considered a trade secret in the context defined by the Rhode Island revised code should be so marked. However, any proposal that indicates that the majority or entire contents are secret may be considered non-responsive and rejected.

Vendors must identify by name, title, and telephone number, the person(s) in their organization to whom the University can address questions during the evaluation of proposals.

Vendors must provide specific information on any warranties/guarantees provided and state the terms and conditions of the warranties/guarantees that are being offered.

Responses to these specifications, plus any additional information presented, will be used by the University to select the successful vendor. The acceptance of any proposal shall be subject to the University and the selected vendor entering into a signed, written agreement, mutually acceptable to both parties.

Any agreement entered into because of this solicitation may not be assigned in whole or in part, without the expressed written consent of The University of Rhode Island

The vendor is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the vendor nor anyone employed by it shall be, represent, act, or purport to act or be deemed the agent, representative, employee, or servant of the University.

The vendor selected on this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, or insurance that may be required by the University, the State of Rhode Island, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

Selected vendors will abide by all applicable federal, state, county, and city laws and regulations and will obtain (or demonstrate current possession of) any and all permits and licenses that may be required. Failure to meet (or to keep current) these requirements may result in termination of any agreement entered into.

Interested offerors may submit proposals to provide the services covered by this Request on or before the time listed on the cover page of this solicitation. Proposals received after this time and date will not be considered.

Proposals must include the following:

1. A completed and signed R.I.V.I.P. generated Bidder Certification Cover form (downloaded from the RI Division of Purchases internet home page at: <http://www.purchasing.ri.gov>).
2. A letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the term and conditions of this Request and tendering an offer to URI Athletics.
3. A *separate* Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. (Including completion of Exhibit B – Vendor Information, experience and Performance form)
4. The Agency must submit a sealed and separate Cost Proposal, including the completion of the enclosed (Exhibit A – Pricing sheet)
5. A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide two copies of the proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. The electronic files should be identical to the original hard copy submission. In any variance between the hard copy and the electronic file, the original hard copy take precedence.

**Submission Deadline:**

Proposals – a clearly marked original plus four (4) copies of the technical component and a clearly marked original plus four (4) copies of the Cost component and 2 disks or CDroms should be mailed or hand-delivered in a sealed envelope marked on the exterior “RFP # 7458002. University of Rhode Island Athletic Department – Athletic Team Apparel, Footwear and Equipment to :

RI Department of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence, RI 02908-5855

Responses to this solicitation to provide the required services must be received by the State of Rhode Island Division of Purchases **on or before the date & time indicated on page 1 of this document.**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

Exhibit A Pricing Sheets

Sport	Estimated Quantity	Unit Price	Extended Price
<b>URI SOFTBALL WOMEN</b>			
Shoes	25		
Cleats	25		
Uniform Jersey	25		
Uniform Pant & Short	50		
Micro-Fleece Suit Top & Bottom	25		
Cotton-Fleece Top & Bottom	25		
Game Socks	50		
Batting Gloves	50		
Equipment Bag	25		
Polo Shirt	25		
Compression Shirt	25		
Compression Short	25		
Game Visor	25		
Hitting Shirt	25		
Catchers Gear	4		
Batting Helmet	12		
<b>Total</b>			
<b>URI BASKETBALL WOMEN</b>			
Shoes	100		
Uniform Jersey	18		
Uniform Short	18		
Shooting Shirt	18		
Micro-Fleece Suit Top & Bottom	20		
Cotton-Fleece Top & Bottom	20		
Practice Jersey	40		
Practice Short	40		
Practice T-Shirt	40		
Game Socks	45		
Equipment Bag	20		
Polo Shirt	20		
Compression Shirt	45		
Compression Short	45		
<b>Total</b>			

Exhibit A Pricing Sheets

Sport	Estimated Quantity	Unit Price	Extended Price
<b>URI VOLLEYBALL WOMEN</b>			
Shoes	60		
Uniform Jersey	17		
Uniform Short	17		
Warm-up Shirt	17		
Micro-Fleece Suit Top & Bottom	17		
Cotton-Fleece Top & Bottom	17		
Practice Short	56		
Pre-game T-Shirt	17		
Game Socks	60		
Equipment Bag	17		
Polo Shirt	17		
Compression Shirt	17		
Compression Short	56		
Knee Pads	45		
<b>Total</b>			
<b>URI TRACK WOMEN</b>			
Shoes	80		
Uniform Jersey	10		
Uniform Short	10		
Micro-Fleece Suit Top & Bottom	55		
Cotton-Fleece Top & Bottom	55		
Pre-game T-Shirt	55		
Game socks	55		
Equipment Bag	55		
Polo Shirt	55		
Compression Shirt	55		
Compression Short	55		
<b>Total</b>			

Exhibit A Pricing Sheets

Sport	Estimated Quantity	Unit Price	Extended Price
<b>URI SOCCER WOMEN</b>			
Shoes	28		
Cleats	28		
Uniform Jersey	28		
Uniform Short	28		
Warm-up Shirt	28		
Micro-Fleece Suite Top & Bottom	28		
Cotton-Fleece Top & Bottom	28		
Practice Short	56		
Pre-game T-Shirt	28		
Game Socks	60		
Equipment Bag	28		
Polo Shirt	28		
Compression Shirt	28		
Compression Short	28		
Goalkeeper Gloves	12		
Game Rain Jacket & Pants	28		
Shin Guards	28		
Soccer Balls	20		
<b>Total</b>			
<b>URI WOMEN'S ROWING</b>			
Shoes	60		
Uniform Jersey	60		
Uniform Short	60		
Micro-Fleece Suit Top & Bottom	60		
Cotton-Fleece Top & Bottom	60		
Pre-game T-Shirt	60		
Equipment Bag	60		
Polo Shirt	60		
Compression Shirt	60		
Compression Short	60		
<b>Total</b>			

Exhibit A Pricing Sheets

Sport	Estimated Quantity	Unit Price	Extended Price
<b>URI WOMEN'S TENNIS</b>			
Shoes	24		
Uniform Jersey	10		
Uniform Short	10		
Micro-Fleece Suit Top & Bottom	12		
Cotton-Fleece Top & Bottom	12		
Equipment Bag	10		
Polo Shirt	12		
<b>Total</b>			
<b>URI WOMEN'S SWIMMING</b>			
Shoes (pool deck sandals)	30		
Suits	30		
Micro-Fleece Suit Top & Bottom	30		
Cotton-Fleece Top & Bottom	30		
Pre-game T-Shirt	30		
Equipment Bag	30		
Polo Shirt	30		
Swim Caps	60		
<b>Total</b>			
<b>URI BASKETBALL MEN</b>			
Shoes	120		
Uniform Jersey	36		
Uniform Shorts	36		
Shooting Shirt	36		
Micro-Fleece Suit Top & Bottom	25		
Cotton-Fleece Top & Bottom	25		
Practice Jersey	48		
Practice Short	48		
Practice T-Shirt	48		
Game Socks	30		
Equipment Bag	25		
Polo Shirt	25		
Compression Shirt	48		
Compression Short	48		
<b>Total</b>			

Exhibit A Pricing Sheets

Sport	Estimated Quantity	Unit Price	Extended Price
<b>URI FOOTBALL</b>			
Shoes	120		
Uniform Jersey	28		
Uniform Pants	36		
Micro-Fleece Suit Top & Bottom	110		
Cotton-Fleece Top & Bottom	110		
Practice Jersey	196		
Practice Pants	60		
Practice Shorts	110		
Practice T-Shirt	110		
Game Socks	120		
Equipment Bag	180		
Polo Shirt	100		
Compression Shirt	80		
Compression Pants	80		
Compression Short	80		
Gloves	180		
<b>Total</b>			
<b>URI TRACK MEN</b>			
Shoes	80		
Uniform Jersey	50		
Uniform Short	50		
Micro-Fleece Suit Top & Bottom	50		
Cotton-Fleece Top & Bottom	50		
Pre-game T-Shirt	40		
Game Socks	50		
Equipment Bag	40		
Polo Shirt	50		
Compression Shirt	50		
Compression Short	50		
<b>Total</b>			

Exhibit A Pricing Sheets

Sport	Estimated Quantity	Unit Price	Extended Price
<b>URI SOCCER MEN</b>			
Shoes	32		
Cleats	32		
Uniform Jersey	32		
Uniform Short	32		
Warm-up Shirt	30		
Micro-Fleece Suit Top & Bottom	30		
Cotton-Fleece Top & Bottom	30		
Practice Short	30		
Pre-game T-Shirt	30		
Game Socks	70		
Equipment Bag	30		
Polo Shirt	30		
Compression Shirt	30		
Compression Short	30		
Goalkeeper Gloves	12		
Game Rain Jacket & Pants	30		
Shin Guards	30		
Soccer Balls	30		
<b>Total</b>			
<b>GOLF</b>			
Shoes	20		
Polo Shirt	30		
Uniform Pant	20		
Micro-Fleece Suit Top & Bottom	10		
Gloves	30		
Pull-Over Jacket	12		
Game Rain Jacket & Pants	12		
Golf Bags	10		
<b>Total</b>			

Exhibit A Pricing Sheets

Sport	Estimated Quantity	Unit Price	Extended Price
<b>URI BASEBALL</b>			
Shoes	35		
Cleats	35		
Uniform Jersey	35		
Uniform Pant	35		
Practice Pant	35		
Micro-Fleece Suit Top & Bottom	35		
Cotton-Fleece Top & Bottom	35		
Game Socks	70		
Equipment Bag	30		
Polo Shirt	40		
Compression Shirt	40		
Compression Short	40		
Game Hat	72		
Hitting Shirt	35		
Catcher's Gear	4		
Game Rain Jacket & Pants	30		
Batting Gloves	40		
Batting Helmet	15		
<b>Total</b>			
<b>RAMETTES</b>			
Shoes	14		
Uniform Jersey	14		
Uniform Short	14		
Micro-Fleece Suit Top & Bottom	14		
Cotton-Fleece Top & Bottom	14		
Game Socks	14		
Equipment Bag	14		
<b>Total</b>			
<b>TRAINING ROOM</b>			
Shoes	12		
Cotton-Fleece Top & Bottom	12		
Polo Shirt	18		
Rain Jacket & Pants	12		
<b>Total</b>			

Exhibit A Pricing Sheets

Sport	Estimated Quantity	Unit Price	Extended Price
<b>PROP CONTROL</b>			
General Issue T-Shirts	900		
General Issue Shorts	600		
General Issue Socks	600		
General Issue Compression Shorts	200		
General Issue Sports Bras	300		
<b>Total</b>			
<b>CHEERLEADERS</b>			
Shoes	25		
Uniform Jersey	25		
Uniform Short	25		
Micro-Fleece Suit Top & Bottom	25		
Cotton-Fleece Top & Bottom	25		
Game Socks	25		
Equipment Bag	25		
<b>Total</b>			
<b>STRENGTH &amp; CONDITIONING</b>			
Shoes	6		
Cotton-Fleece Top & Bottom	6		
Polo Shirt	18		
Rain Jacket & Pants	6		
<b>Total</b>			

**Exhibit B -Vendor Information, Experience and Performance Form**

**1. General Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Email address \_\_\_\_\_

Name and Title of Principal Officer \_\_\_\_\_

Name and Title of Individual Signing Proposal \_\_\_\_\_

Incorporated: Yes ( ) No ( ) If yes, what state incorporated? \_\_\_\_\_

If individual or partnership, provide names of Owners/ Partners \_\_\_\_\_

Federal Employment Identification Number (FEID#) \_\_\_\_\_

Number of Employees (Do not count owners partners, officers) \_\_\_\_\_

Location of branch or office to provide service to URI \_\_\_\_\_

Phone # of branch \_\_\_\_\_ Phone # of off-hours \_\_\_\_\_

Vehicles, supplies, and personnel available for service (brief description) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Client References:** Client References for same or similar installations within the past (5) years

**Client Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax. \_\_\_\_\_

Client Contact Person \_\_\_\_\_

Type of Organization \_\_\_\_\_

Date of Installation \_\_\_\_\_

**Client Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax. \_\_\_\_\_

Client Contact Person \_\_\_\_\_

Type of Organization \_\_\_\_\_

Date of Installation \_\_\_\_\_

**Client Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax. \_\_\_\_\_

Client Contact Person \_\_\_\_\_

Type of Organization \_\_\_\_\_

Date of Installation \_\_\_\_\_

## Exhibit C - URI Basketball Minimum Proposal Requirements

<b>URI Receives at No Charge Each Year</b>
2 sets (15) of uniforms (1 home & 1 away) every other year
1 set (15) shooting shirts every other year
100 pair game socks
45 pair spandex
25 Cotton sweats top & bottom
45 sets reversible mesh shorts & jersey practice gear
25 Travel Suits per year
25 Travel Bags per year (Large Team Duffle)
125 Basketball Shoes per year.
25 Adidas Pro Basketballs. Ball must be used as game ball.
6K per year for Head Coach (Retail pricing)
\$4500. per year for Assistants (Retail pricing)
\$4000. per year Camp allotment (Retail pricing)

**On Court Incentives.** Offeror shall provide the Basketball team the following bonus amounts in any School Year if Basketball team achieves any of the following goals during such School Year.

### Basketball Incentives

1. Conference Champion - \$5K in product at retail value
2. NCAA Tournament appearance - \$5K in product at retail value
3. Coach of the Year – Conference: \$4K in product at retail value