



REQUEST FOR PROPOSAL

Trophy & Participant Awards

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Waterloo Minor Soccer Club Request for Proposal - League Trophy & Participant Awards

The Waterloo Minor Soccer Club (WMSC) is requesting proposals from trophy suppliers that have extensive experience in providing awards products for soccer organizations in Ontario. We invite firms to submit a proposal to us by 5:00pm on Thursday, March 8, 2018 for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background of the WMSC

Waterloo Minor Soccer Club was founded in 1971. The philosophy at Waterloo Minor Soccer has always been to provide a positive learning environment with excellent programs, staff, and resources while influencing the 'Beautiful Game'. The programs that are offered allow an opportunity for children and adults within the City of Waterloo to participate in the world's most popular game.

Our head office is located at Rim Park with our technical office at Bechtel Park, both locations are used for games. Rim Park has a total of 10 outdoor fields, with two being composed of artificial turf. Bechtel has a total of 4 outdoor fields. The Waterloo Minor Soccer Club provides programmes for children U3-19, including U21 women and men's teams. Players have the opportunity to compete in our recreational, grassroots development, competitive and high performance system.

Waterloo Minor Soccer Club has made and continues to make a meaningful contribution to what is known around the world as the 'Beautiful Game'.

Our annual events requiring awards include the Participation Awards for U8-U12 and our U13 to U19 Recreational league with League Champion trophies and plaques as well as other participation awards and recognition events throughout the year.

For more information about the WMSC, please visit our website at www.waterloounited.com.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Pricing and description for 80 House League Champions trophies
2. Pricing and description for 80 House League Finalists trophies
3. Pricing and description for 1000 custom outdoor participation medals
4. Pricing and description for 500 custom indoor participation medals
5. Pricing and description for 5 (5"x7") plaques with engraving
6. Pricing and description for 6 unique plaques or glass awards

**Please note that quantities may vary upon confirmation of registration of divisions.*

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, the WMSC requires that all responses to the RFP be organized in the manner and format described below:

A. League Committee Summary

As outlined in “Services to be Performed”, describe your ideas and provide pricing and photo examples of your items/ideas for each of the 6 items requested.

B. Professional Experience

Describe how and why your company is a unique partner from other companies being considered. This should include an explanation of the company’s philosophy, size, structure, and qualifications with serving district organizations within the soccer industry. Discuss the company’s initiative and interest with respect to the WMSC.

C. Company Staff Qualifications

Identify the specific managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid.

D. Service Approach

Describe how your company will approach the proposed services and the type of assistance that will be required from WMSC’s staff. Define the communication process used by the firm to discuss issues with WMSC.

E. Fees

Please provide a firm estimate of pricing for the items to be provided. It has been WMSC’s practice for management to negotiate a fee for items each year prior to such services being rendered so as to be responsible in reference to the approved budget. As well, please provide any guarantees that can be made regarding product availability and replacement.

F. Client References

Include a list of the relevant not for profit clients the company has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

G. Additional Information

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal. This can include Club sponsorship proposals.

Proposal Timetable

Proposal details due to the WMSC office at 2001 University Ave East, Waterloo, Ontario, N2K 4K4 by 5:00pm Thursday, March 8, 2018.

The successful company will be selected and notified by Friday, March 23, 2018.

Contract timetable to commence for outdoor 2018 season and terminate at the end of the 2020/2021 indoor season. The successful supplier would be responsible for supplying awards and trophies for all indoor and outdoor seasons between this period of time.

Evaluation of Proposals

While price is an important factor, WMSC will review proposals with regard to the following criteria:

Innovation/creativity of new ideas
Prior experience supplying similar organizations
Qualifications of staff to be assigned to the engagement References
Completeness and timeliness of the proposal

Contacts

Following are key contacts for information you may seek in preparing your proposal:

Paul Burns, Executive Director, 519-578-9680, executivedirector@waterloounited.com.

Requests for additional information and questions should be coordinated through our Executive Director, Paul Burns. You may reach Paul at the number listed above. Please return the completed proposal to the Executive Director's attention at the address provided.