

University of Arkansas at Fort Smith

5210 Grand Avenue
Fort Smith, AR 72904

REQUEST FOR PROPOSAL

		Issued:	July 18, 2023
Description:	EXCLUSIVE ATHLETIC APPAREL AND SPONSORSHIP AGREEMENT		
PROPOSALS MUST BE RECEIVED NO LATER THAN: before the bid opening on July 30, 2023			

Delivery Address:	One (1) hard copy and one (1) redacted copy should be mailed directly to UAFS, Attn: Rhonda Caton, 5210 Grand Avenue, Fort Smith, AR 72904. If using USPS, the mailing address is PO Box 3449, 5210 Grand Avenue, Fort Smith, AR 72904. Shipping label or outer packaging should reference: AX-24-001 Exclusive Athletic Apparel and Sponsorship Agreement		
UAFS PROCUREMENT SERVICES CONTACT INFORMATION			
Issuing Officer:	Rhonda Caton	Issuing Officer's Contact Info:	Tel. 479-788-7073 Email rhonda.caton@uafs.edu

10. Provide UAFS with any other additional information you deem important for evaluation purposes such as value-added or unique services.

PRICING LEVELS AND DISCOUNTS

All discounts and pricing structures shall remain firm through the term of the contract and include standard delivery.

Contract prices may be subject to increase or decrease during the contract period in accordance with changes made by the manufacturer in their established nationally distributed price list or published catalog. Catalog or price lists may indicate increases or decreases in pricing, but the percentage discount originally accepted for award shall not be decreased during the contract period unless specific documentation from the manufacturer is provided showing that it cannot support the discount on the product without undue hardship. Reduction in discount from that originally accepted may result in deletion of item from award. Decision will be made on a case-by-case basis. Price decreases or discount increases are permitted and encouraged at any time.

PRODUCTS

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There are official Athletics logos, UAFS primary colors, and university fonts. Official logos are legally protected trademarks and should only be reproduced from authorized original files provided by Marketing and Communications personnel.

EMBROIDERY / SCREENPRINT

All vendors must provide a proof of screen printing or embroidery to the UAFS representative prior to printing. Vendors must use the University athletic font, colors, and logos for all printed goods. The trademarked logos cannot be altered, reproduced, or used outside of UAFS. Apparel samples must be provided upon request.

ATHLETICS DEPARTMENT / ROSTER SIZE

SPORTS TEAM	NUMBER OF ATHLETES
Baseball	50
Men’s Basketball	17
Women’s Basketball	15
Men’s Cross Country	12
Women’s Cross Country	11
Men’s Golf	11
Women’s Golf	9
Men’s Tennis	7
Women’s Tennis	7
Women’s Volleyball	17
Cheer (32) & Pom (6)	38
Athletic Department Personnel/Coaching Staff (includes part-time assistant coaches)	22

DELIVERY & SHIPMENT

Delivery shall be FOB. Destination. All charges for transportation shall be paid by the successful Vendor. Successful Vendor must state expected delivery time with each quote and order. All deliveries will be made to the following address, unless specified otherwise:

UAFS
 Attn: Team or Coach’s Name
 5210 Grand Ave, Plant Op Rm 139
 Fort Smith, AR 72904

Vendor agrees to provide return shipping labels to UAFS at no cost for items which need to be returned due to errors on behalf of Vendor.

Vendor agrees that failure to make timely delivery, inability to supply product as specified will be cause for UAFS to purchase required products from non-contract sources.

WARRANTIES

Vendors must include any warranty information with bid submissions. Successful Vendor will replace or repair any

d. Other:

- List three references with your proposal. These references should be colleges and universities of similar size the bidder has worked with at the NCAA level.
- Provide the University with any other value-added information that would enhance the overall value of your proposal.

FINAL AGREEMENT DOCUMENT-Bidder shall include with his proposal response any documents for which they expect the University to become a party to with respects to this service. The University shall review the same and make the necessary modifications, prior to mutual signatures.

GENERAL INSTRUCTIONS

SECTION 4

Issuing Officer. The Issuing Officer is the sole point of contact in the selection process. Vendor questions regarding bid related matters should be made through the Issui7 (ssu8MC BT/P ~~AMCID 59 BDC1~~)6ng

A prospective vendor's bid may be rejected if vendor takes exception to any requirements of this RFP.

Minority Business Policy

Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is:

- " African American
- " American Indian
- " Asian American
- " Hispanic American
- " Pacific Islander American
- " Service-Disabled Veterans as designated by the United States Department of Veteran Affairs
- " Women-Owned Businesses

Equal Opportunity Policy

In compliance with Arkansas Code Annotated § 19-11-104, the University is required to have a copy of the Vendor's Equal Opportunity (/p3.(B)-3.-9.y1bn946 Optf Tf-5yk(s)6.l (10.8 (u)-0.7 (a)-3.82f(a)-3.2 6.283 0 T9)-3.2ra.9 ()0.7 (a2.

SELECTION CRITERIA SECTION 5

Proposals will be evaluated on criteria deemed to be in the University's best interests, including, but not limited to:

<u>Criteria</u>	<u>Weight</u>
Customer service plan	40%
Pricing levels and discounts	30%
Sponsorships	20%
Other	10%

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**ANTICIPATED SCHEDULE OF EVENTS
SECTION 6**

ID	Event Description	Date
1	Release of RFP	July 18, 2023

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BID SIGNATURE / ACKNOWLEDGEMENT PAGE AX-24-001

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

I, the undersigned duly authorized representative of the proposer, understand that the proposal must be signed by the proposer or an authorized representative of the proposer. Further, I acknowledge that I have read and understand all the proposal instructions, specifications, terms and conditions, and fee, on bi.8-E3.atnrmofmsi..2 (l)-3(r)8.1 (m4 (a)-3.2 (n)-0.8 (d)

ATTENTION BIDDERS – EO POLICY

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal, request for qualifications, or negotiating a contract with the State for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating the bidder does not have such an EO Policy will be considered the bidder's response and will be acceptable in complying with the requirement of Act 2157.

Submitting the EO Policy is a one-