



# REQUEST FOR PROPOSAL

RFP # 04/2015

BC Games Society  
Team BC Pins Package

2015 Western Canada Summer Games

Closing Date: 4:30 PM PST on  
Monday, May 4, 2015



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## **1. Introduction**

The BC Games Society is seeking proposals from pin suppliers to manufacture and supply official Team BC pins for the 2015 Western Canada Summer Games. Pin trading has become a favorite tradition for Games participants (athletes, coaches, support staff, volunteers, spectators, etc), and these pins become a valuable collector's item that these participants will treasure for years to come.

The 2015 Western Canada Summer Games will be held in the Regional Municipality of Wood Buffalo, Alberta from August 7 - 16, 2015. The Games will bring together over 2,500 athletes, coaches, managers, and officials from Canada's four western provinces and three northern territories. Sports include: artistic gymnastics, athletics, badminton, baseball, basketball, beach volleyball, canoeing/kayaking, cycling, golf, judo, rowing, soccer, softball, swimming, tennis, triathlon, volleyball, and wrestling.

## **2. Team BC Overview**

The Team BC program is more than British Columbia's best athletes; it is also about building excellence and community leaders. For some athletes, the Western Canada Summer Games are a goal along the way to what they hope will be success in sport at major multi-sport Games, including Olympic and Paralympic Games. For others, these Games are the goal, their personal dream. Team BC represents the best athletes, BC's collective sport system and the contribution to healthy, active lifestyles. Team BC is about getting to know other Canadians from across the country and forming a lifetime of memories at one of Canada's greatest celebrations of sport.

In the years leading to the Games, BC's finest young athletes are chosen by their Provincial Sport Organization using selection criteria and competition playdowns. As the best in their respective age groups, these athletes come to the Games having trained long and hard to be among those chosen to represent their respective province or territory and compete for medals.

Team BC brings together a team of Mission Staff, which consists of experienced leaders from the sport and recreation sectors, who are dedicating their time and energy to help support the success of Team BC athletes and coaches. These volunteers work closely with each sport and also take care of operations, communications, and logistics to ensure everything runs smoothly, allowing athletes and coaches to focus on their own preparation and competition.

### **3. Project Scope**

The objective of this project is to produce and deliver high-quality pins for Team BC athletes, coaches, mission staff, dignitaries, and Games volunteers for the 2015 Western Canada Summer Games. The purpose of this RFP is to provide a fair evaluation process for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

Following the completion of production, the supplier will conduct a thorough inventory and quality inspection to ensure the order is complete. The selected supplier will appoint one key staff person as the primary point of contact for the period from the awarding of the contract through to the completion of the 2015 Western Canada Summer Games.

This project will begin almost immediately following the selection of a supplier, to guarantee timely and efficient delivery to Team BC members.

### **4. RFP Submission Requirements:**

#### **4.1 Pricing**

When submitting a proposal, the proponent is requested to include all associated costs within the total project cost provided. For example, the total project cost must include: samples of each pin, production, delivery to the BC Games Society office, and all other tasks associated with the development, production, and delivery of the pin package.

The partner will be contracted to deliver all functions in this document. If the partner has excluded a function or added functions to these requirements, these changes should be noted, clearly indicating the trade-off decisions.

#### 4.2 Composition of Pin Package

- Specifications: Die-struck lapel pins, 1.5mm thickness
- Made of copper or other alloy
- Metal butterfly clutch
- Refer to the Appendix for more information

#### 2015 Western Canada Summer Games (see appendix for reference)

Quantity	Type	Description	Size
1425	Team BC 3 Piece Pin Set	(1425 x 3 individual pins = 4650 pieces) 5 colors	Piece 1: 1.7" Piece 2: 0.85" Piece 3: 1.5"
1425	Team BC WCSG Games Pin (1 piece option)	5 colors	1.5"
1425	Team BC WCSG Games Pin (articulated option)	(1425 x 2 individual pins = 2850 pieces) Piece 1: 4 colors Piece 2: 3 colors	Piece 1: 1.5" Piece 2: 0.75"
415	Team BC Alumni Pin	3 colors	1.25"
100	Team BC Coach Pin	3 colors	1.25"
100	Mission Staff Pin	4 colors	1.5"
150	Lapel Pin	Gold plated	1"
1400	Thank You Pin	4 colors	1.25"
950	BC Pin	3 colors	1.5"

#### 4.3 Delivery of Pins

The successful proponent agrees to deliver, at no charge, all elements of the Team BC pin package no later than July 17, 2015. Delivery will be made to the following address:

BC Games Society  
200 - 990 Fort St  
Victoria, BC  
V8V 3K2  
Attn: Jarret Poitras

#### **4.4 Key Components of the RFP Submission**

The Proponents RFP bid should include:

- A brief description of their company, including details of past experience in supplying pins to multi-sport Games and other sport and recreation events or organizations;
- A detailed description of the style and make of each pin item;
- Pricing must be firm and INCLUDE TAXES. Pricing must include FOB destination including design, production, and delivery costs;
- A price breakdown for each item;
- A contact name and telephone number;
- Deliver the entire order to the BC Games Society office at the proponent's expense;
- Confirm availability to deliver services as outlined during the proposed term and indicate any dates that you may not be available;
- List of current clients and contact information for at least two references and permission to contact these references;
- Confirmation that you have Comprehensive General Liability or other Insurance.

The BC Games Society will supply Team BC logo PMT's to the successful proponent.

## 5. Contractor/Supplier History and Experience:

Use the RFP to showcase your ability to support the following requirements and preferences:

- Production facilities are capable of meeting all demands and timelines;
- Quality materials and commitment to working in partnership with Team BC to produce a quality pin package;
- Experience in providing pins and servicing organizations and the sport community;
- Flexibility to accommodate special orders.

The selected proponent will have extensive expertise in design and production, and will possess a proven ability to meet jointly established timelines.

## 6. Contract Timelines

The submission deadline for RFP responses is: 4:30 pm PST, May 4, 2015.

### 2015 Western Canada Summer Games Package

The final pin package must be delivered to the BC Games Society by July 17, 2015 - time will be of the essence. The BC Games Society will work with the successful proponent to define a detailed work plan, but the chart below provides the general key project milestones:

Successful proponent confirmed	May 8, 2015
Successful proponent contract signed	May 2015
Final sign-off of package	May 2015
Manufacture of pins	May - July 2015
Order completed and delivered to the BC Games Society	July 17, 2015

The Proponent is requested to submit electronic pdf files for all RFP deliverables.

## 7. Evaluation Criteria

<b>Criterion</b>	<b>Score</b>
Pricing	70%
Quality	20%
Past experience and delivery	10%

The Pin Advisory Committee will work closely with the successful Proponent to determine the FINAL style, color, and make of the pin package for the Games.

## 8. Intellectual Property Rights:

The BC Games Society will be the owner of the intellectual property rights including patent, copyright, trademark, industrial design, and trade secrets in any product (such as artwork, photography, and graphics) developed as a result of this RFP. Licensing and marketing rights will not be granted to the successful proponent(s).



## 9. RFP Format and Submission Instructions

Please ensure your response to this RFP includes the following items:

- Title Page: RFP number and revision number, your company name, address, website address, telephone number, fax number, and key contact person details;
- Table of Contents;
- An introductory letter signed by the person or persons authorized to sign on behalf of the company;
- A 1 page summary of the key features of the proposal;
- The body of the proposal. Please ensure it is clear how you would meet the RFP requirements and deadlines;
- Include two references of organizations you have previously supplied for.

Bidding companies are asked to send an electronic copy of their proposal to the following:

Jarret Poitras  
jarretp@bcgames.org

## 10. Communication During the RFP Process

### General Enquiries

Jarret Poitras  
Team BC Operations Manager  
250.387.4635  
jarretp@bcgames.org

### Branding/Logo Enquiries

Lia Threlfall  
Communications Manager  
250.387.4688  
liat@bcgames.org

# REQUEST FOR PROPOSAL (RFP)

## APPENDIX: COMPOSITION OF TEAM BC PIN PACKAGE

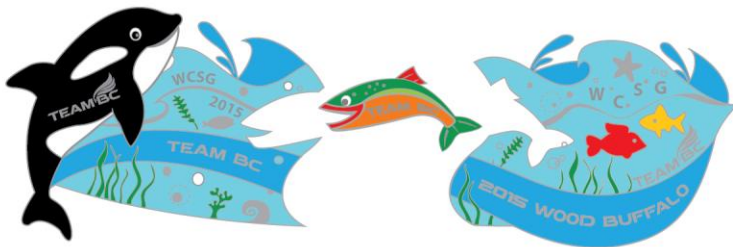
### Puzzle Pin

Die struck soft enamel, nickel plating, one butterfly fastener per piece, 5 colours

Piece 1 – 1.7” (5 colours)

Piece 2 – 0.85” (5 colours)

Piece 3 – 1.5” (5 colours)



### WCSG Pin – Flag

#### One piece Option

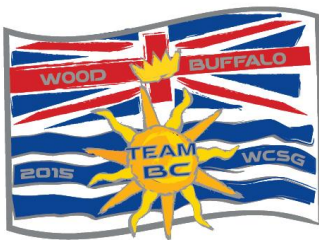
Die struck soft enamel, nickel plating, one butterfly fastener, 5 colours

1.5” (5 colours)

#### Articulated Option (i.e. Spinning Sun)

Piece 1 – 1.5” (4 colours)

Piece 2 (Sun) – 0.75” (3 colours) Attached to flag piece so it can spin.



### **Mission Staff Pin**

Die struck soft enamel, nickel plating, one butterfly fastener, 4 colours

1.5" (4 colours)



### **Team BC Coach Pin**

Die struck fine enamel, sandblasted gold plating background with polished raised areas, butterfly fastener, 3 colours

1.25"



### **Team BC Alumni Pin**

Die struck fine enamel, sandblasted gold plating background with polished raised areas, butterfly fastener, 3 colours

1.25"



### **Team BC Lapel Pin**

Injection soft enamel, gold plating, 2 butterfly fasteners, polished.

1"



**Team BC Thank You Pin**

Steel soft enamel, *antique silver plating*, butterfly fastener, polished, 4 colors.

1.25"



**Team BC BC Pin:**

Die Struck soft enamel, nickel plating, butterfly fastener, 3 colors.

1.5"



## TERMS AND CONDITIONS

1. Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked by the BC Games Society before the closing time will be considered to have been received on time. In the event of a dispute, the proposal receipt time as recorded by the BC Games Society at the closing location shall prevail. Proposals will be reviewed privately at the offices of the BC Games Society.
2. It is the responsibility of each proponent to ensure that its proposal is received at the closing location before the closing time and the proponent assumes the entire risk of failure of the BC Games Society to receive its proposal at the closing location before the closing time. Proposals received at the closing location after the closing time shall not be considered.
3. If a proponent discovers that it has made an error in its proposal, the proponent may submit a correction notice to the BC Games Society at the closing location, but it must be received prior to the closing date and time for the RFP.
4. All proposals submitted by potential proponents in response to this RFP must be submitted in English.
5. When proposals have been received and an award made, the successful proponent will be held to its proposal as of the closing of the RFP irrespective of subsequent representation that mistakes have been made in the proposal originally submitted.
6. Notwithstanding item 5 above, if it appears that an error has been made in a proposal, the BC Games Society may, in its sole discretion, before awarding a contract, communicate with the potential contractor to ascertain if it will provide services at the quoted price(s) or withdraw the proposal. If the potential contractor is permitted to withdraw its proposal, the potential contractor will not be considered on this RFP.
7. The BC Games Society reserves the right in its sole discretion at any time and from time to time, and for whatever reason to, by addendum, modify, amend or otherwise change this RFP. Any such addendum shall be issued in writing and shall be expressly identified as an addendum to this RFP. The BC Games Society reserves the right in its sole discretion to cancel this RFP at any time.
8. The BC Games Society reserves the right to award this contract in part or in full, on the basis of the proposals received unless the potential contractor specifies that its proposal is valid only for the complete service.
9. Potential proponents must comply with all applicable laws.
10. Potential proponents are solely responsible for their own expenses, if any, in preparing a proposal in response to this RFP and subsequent negotiations with the BC Games Society, if any.
11. All inquiries related to this RFP are to be directed in writing to the BC Games Society at the address as noted on this RFP. Information obtained from any other source is not official and may be inaccurate. Inquiries and responses may be distributed to all potential proponents at the option of the BC Games Society.
12. The BC Games Society will not be obligated in any manner to any potential proponent whatsoever until a contract has been issued by the BC Games Society with respect to a proposal.