

# Amendment 1

RE: Apparel and Equipment Tender - Vendor Clarification Questions

Thank you to all proponents who provided their list of questions. Please see below for our responses.

1. Do you have the approximate quantities that you would need for each item?

**LMHA Response:**

**Jerseys:**

We are estimating 65 players spread out over 4 rep teams next year between our U11 - U18 age groups. Of this group, on average about 50% will require new jerseys on a yearly basis.

We also have approximately 220 local league players between ages U7 to U9, then U13 - U18. All teams have 2 sets of jerseys (home and away). These jerseys are part of an aging fleet, and we reserve the right to discuss any level or quantity for replacement when a like for like comparison product can be provided. Please provide pricing options in your proposal.

**Socks:**

The LMHA provides home and away socks for every registered player. We typically keep an adequate amount of inventory on hand throughout the season in various sizes and have leftovers to use for the next. Each year, 100% of our rep socks and between 25-50% of our local league teams are required to be ordered.

**Other Items:**

Other items such as hoodies, practice jerseys, pant shells, long sleeve & T-Shirts, Toques, Ball Caps, etc. can be ordered at the coaches/team discretion. These are not mandatory requirements.

2. Are you willing to share the association's logo to be used on jerseys and apparel for visual design purposes?

**LMHA Response:** At this time, we will not be giving any approval to use the LMHA logo. Proponents are encouraged to use their own company logo for visual design purposes.

3. Do we have permission to use your logo/colors in a mock-up of our apparel and jerseys?

**LMHA Response:** At this time, we will not be giving any approval to use the LMHA logo. Proponents are encouraged to use their own company logo for visual design purposes.

4. Are you and/or any board members accepting video meetings ahead of the proposal deadline?

**LMHA Response:** We will be asking for an intent to respond from all proponents, as will be indicated in our revised Section 8: RFP Timelines (Addendum A). At this time, we will not be having any pre-deadline in person or video meetings.

Below are pictures of both our rep and local league jerseys, along with the material information.

**REP JERSEYS:**

Material: 100% polyester | Note: Everything is stitched on (name bar, sponsor bar, numbers, logo)



**LOCAL LEAGUE JERSEYS:**

Material: 100% polyester | Note: Numbers and Muskies logo are printed or screened onto the jersey while the sponsor bars are pressed on and have the option to be changed.



# Addendum A

RE: Apparel and Equipment Tender - Additional Tender Information

In addition to the main RFP document issued on March 28th, 2023, the LMHA would like to include the below. This should be responded to and included as part of any proponent response.

## NEW:

### Section 9: Evaluation Criteria and Scoring Matrix

To provide vendors with the evaluation criteria and scoring matrix, please see the table below. This should be used as a guide for proponent's when preparing their responses. Proponents receiving a score of 75% or higher will be included in the shortlist and invited to present to our committee.

Please see Section 8: RFP Timelines for dates.

Criteria	Percentage
Price Proposal	30%
Compliance with Mandatory Requirements (New Section 10)	30%
Ordering Options and Rebates (Section 4 & 5)	10%
Variety of Apparel (Section 2 & 3)	10%
References (New Section 11)	10%
Extras for Consideration (Section 7)	10%

### Section 10: Mandatory Requirements

In addition to Section 2: Purpose and Scope of Services, the LMHA are adding the following mandatory requirements. These requirements will be scored at 30% of the total proposal.

1. **APPEARANCE:** The look, feel and quality of our jerseys and socks is very important to our organization. Vendors must provide products that are comparable to last year's items. Please see sample pictures and material information of our jerseys provided in Amendment 1.
2. **AVAILABILITY:** Our hockey season starts on or around October 13th, 2023. The successful proponent must be able to supply all required items no later than October 1st, 2023.
3. **PERSONALIZATION/COST SAVINGS:** As teams change annually, we may experience duplicate jersey numbers on teams. Proponents must advise if they are willing to alter an existing jersey number and sponsor bar or if players would have to order new to keep the appearance of the overall jersey the same. Please also advise in your pricing proposal, if possible, if this is provided at no charge or what the cost would be.
4. **ERRORS/OMISSIONS:** Should there be an error on the jersey or within the order, we reserve the right to request this to be rectified within 2 weeks or less, from the time the issue is identified. The proponent must provide their plan or company policy on this matter.
5. **INTENT TO RESPOND:** Each proponent submitting a response must send their "Intent to Respond" via email to [lmhatenders@lindsayminorhockey.com](mailto:lmhatenders@lindsayminorhockey.com) no later than May 1st, 2023. This has been updated in the Section 8: RFP Timelines and is meant to ensure the LMHA have the required contact information for each proponent, in case any changes or further addendums are issued.

## Section 11: References

Proponents are asked to provide 3-5 references with their proposals. The 10% evaluation will be scored - 5% for local references to Lindsay, Ontario and 5% for other references.

Please include their contact information, number of years you've been their preferred vendor, and what apparel or equipment is provided.

## ADDITIONAL INFORMATION TO EXISTING SECTIONS:

### Section 2: Purpose and Scope of Services

In order to respond to inquiries regarding the term of the contract, the LMHA are not changing the length from 1 year with the option of 2 additional 1-year terms. This is for several reasons. The first being this award is the beginning of a new contract, which in turn, will require relationship building to ensure full compliance and compatibility for both parties. The successful proponent will be given ample notice of our intent to extend the contract or search for another vendor through the tendering process.

The second is because the LMHA are investigating the potential for partnership opportunities with other organizations which could impact/change our rep league apparel in the coming seasons. As there are no other details to share, we are providing this information for full transparency and intent.

### Section 3: Additional Spirit Wear items

Even though the overall quantity of the required apparel may seem quite low, compared to other contracts you may have, the LMHA have up to 285 families across the organization who purchase spirit wear throughout the season in the forms of personalized sweater, shirts, caps, toques, jackets, etc. This will represent the largest number of orders for the successful proponent. Please consider this when preparing your pricing proposal.

### Section 5: Vendor Ordering and Payment

In addition to the requirements listed in this section, the LMHA would also like to understand the following:

1. If you have an online portal, when an order is placed, where will the items be shipped to? Are there options to ship directly to the requestor?
2. What costs will be added for shipping, and will this be detailed when "checking out"?
3. What forms of payment are accepted?
4. What type of reporting or tracking will be made available to the LMHA Board and on what frequency? Is this something that can be done by the LMHA or only by the successful proponent?

### Section 8: RFP Timelines

RFP Issued	March 28 <sup>th</sup> , 2023
Question period closes	April 6 <sup>th</sup> , 2023, by 4 pm EST
Amendments Issued	April 17 <sup>th</sup> , 2023, by 4 pm EST
<b>NEW: Intent to Respond</b>	<b>May 1st, 2023, by 4 pm EST</b>
RFP Due Date	May 15 <sup>th</sup> , 2023, by 7pm EST
Evaluation of Submissions	May 16 <sup>th</sup> , 2023 – May 26 <sup>th</sup> , 2023
Shortlist Presentations	May 29 <sup>th</sup> – June 2 <sup>nd</sup> , 2023
Award of RFP	June 9 <sup>th</sup> , 2023