



Request for Proposal for Official Domestic Apparel Partner to Climbing Escalade Canada

PART I – INTRODUCTION

1. Background

Founded in 2012, [Climbing Escalade Canada](#) (CEC) is the National Governing Body for the sport of Climbing. The purpose of CEC is to be a leader in the promotion and development of competition climbing in Canada for athletes and the extended climbing community. We strive to enable athletes to achieve their high performance potential in an ethical, equitable and equal competition environment.

Climbing Escalade Canada is the host to annual activities from the Learn to Compete stage of the [Long Term Development](#) (LTD) model, up to Active for Life. These activities include a Senior Boulder and Lead Series (November), a Speed Series (February), and a Youth Boulder and Lead Series (April-May).

Our partnership with Arc’Teryx is exclusive to the High Performance Program (HPP). Therefore, the HPP is not included in this RFP.

2. Objective

Climbing Escalade Canada is seeking proposals from respectable, community minded businesses through a competitive, fair and open bidding process to select one **Official Domestic Apparel Partner** (“Partner”) for the opportunity to strategically brand our Domestic activities (Regionals and Nationals events) through a merchandise campaign.

The Partner can be a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium or a consortium that is a partnership or other legally recognized entities. Furthermore, the Partner must be able to provide exceptional value and service to CEC and its members through competitive pricing, high quality goods, strong brand reputation and efficient and effective services.

Our goal is to work with a Partner that is prepared to significantly invest in and support the sport of climbing in Canada, as we enter a pivotal period for the growth and advancement of our sport in the lead-up to the 2028 Los Angeles Olympics and Paralympics, and beyond. Such investment will be chiefly represented by annual value-in-kind (VIK) provision of no less than \$20,000 (retail) per annum to provide significant budget relief to CEC, while providing fair value for any apparel needed to create a fan engagement branding.



We are seeking a Partner for a term of four (4) years and will include the following seasons:

- 2024-2025 Season
- 2025-2026 Season
- 2026-2027 Season
- 2027-2028 Season

An optional four-year renewal term is to be discussed and determined after the bidding process.

3. Responsibility of the Selected Partner

CEC is seeking a Partner able to take on these responsibilities:

- a. Design a Season Branding for each of the competition seasons included in this RFP
- b. Prepare a merchandise strategy for the season
- c. Manage Inventory and on-site sales, which must include a sharing of the profits with CEC
- d. Provide VIK for Staff, Officials, and Event Volunteers apparel

4. Invitation

CEC has issued this RFP in order to communicate the details and accept responses for the opportunity of being the Official Domestic Apparel Partner for Climbing Escalade Canada. The general apparel requirements for this opportunity are described in Appendix A attached. Nothing contained in this RFP or in any of the communications issued pursuant thereto will be deemed to create any obligation on the part of CEC or any legal relationship or duty with any respondent unless and until a written agreement has been executed. Nothing herein shall be deemed to oblige CEC to enter into an agreement with any respondent for the receipt and purchase of any of the Goods.

PART II – HOW TO RESPOND TO THIS RFP

1. Timetable

The following is the schedule for this RFP:

- a. Issue Date: RFP posted online & sent to selected group of vendors to bid: July 3, 2024
- b. Proponent's Deadline for Questions: July 23, 2024 at 5:00 pm EST
- c. Proposal Submission Deadline: July 31, 2024 at 5:00 pm EST

This RFP timetable is tentative only and may be changed by CEC in its sole discretion at any time prior to the Deadline to Submit Proposals. If any amendments to this RFP are issued, CEC may extend the Deadline to Submit Proposals for a reasonable period of time. Proposals submitted after the Deadline to Submit Proposals may be disqualified.

CEC aims to have an Official Domestic Apparel Partner in place no later than September 1, 2024.

2. How to submit questions you may have

All questions related to this RFP or the bidding process should be sent to Christiane Marceau, Executive Director, at ed@climbingcanada.ca with the subject line “2024 CEC RFP – Apparel Partner”.

All questions must include:

- a. Your corporate name, mailing address and Website URL
- b. Reference to the specific section and page number of the RFP in question
- c. Contact person’s name, telephone and e-mail address

Upon receipt of this RFP, you should examine it carefully and report any errors, omissions or ambiguities. You may direct questions or seek additional information from the CEC Contact by email on or before the Deadline to Submit Questions. It is your responsibility to seek clarification from the CEC Contact on any matter you consider to be unclear. CEC will not be responsible for any misunderstanding concerning this RFP or its process.

3. How to submit your proposal

Your proposal MUST be submitted using the following method (collectively the “Mandatory Requirements”):

- a. It must be submitted via email to Christiane Marceau, Executive Director, at ed@climbingcanada.ca. Proposals submitted in any other manner may be disqualified.
- b. It must be submitted in a PDF format.
- c. Written Proposal: Your Written Proposal must address the needs outlined in Appendix A and the weighted criteria described in Appendix B.

4. Proposal Guidelines

Your proposal MUST contain the following items in your submission:

- a. Company Overview – Provide us with an understanding of your business:
 - i. Company Name;
 - ii. Key Contact name and title;
 - iii. Address;
 - iv. Website and social media outlets;
 - v. Phone Number;
 - vi. History of previous business relationships with CEC or other National Sport Organizations;
 - vii. Description of payment policies;
 - viii. Sample Vendor-Client Agreement (warranty terms and refund/return policy);
- b. Corporate Structure & Relationships

Please describe how your company is structured. Are all of your facilities corporately managed or do you work with affiliates or a network of associates? If you have affiliates or an association, please describe in detail the nature of your relationship(s).

c. Industry Standing

Please state the number of years your firm has been providing the sports industry with apparel solutions. For your business only, please state your company's numerical ranking by sales volume in Canada and the US.

d. Declaration of Conflicts

Please declare any existing or potential conflict of interest you may have in dealing with CEC. For example, highlight any direct or indirect interest you or any of your suppliers may have with any employee, volunteer or Board member of CEC.

e. Product Recommendation & VIK / Investment

Description of your products and services:

- i. Sample Pricing - Based on Appendix A overview of products. All prices must be itemized, providing an explanation of all fees and costs.
- ii. Value Proposition – Any unique or special offerings that you believe to be a competitive differentiator, this includes marketing support.
- iii. Value In Kind offer to CEC
- iv. Percentage of sales offer to CEC

f. References

Include 3 references from clients with a similar profile to CEC.

g. Value Added Services

List all other services that the CEC could utilize from your organization.

h. Timelines & Processes

Include a calendar of events from order, to warehousing, embellishment, delivery to payment. Please also provide any additional information that would be relevant to the RFP and the Proponent's capability to provide the goods and services requested, including a more complete and thorough product and service offering.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CEC Board of Directors and will include scope, budget, schedule, and other necessary items pertaining to the project.

PART III – HOW WE WILL EVALUATE YOUR SUBMISSION

1. Stages of Proposal Evaluation

CEC will conduct the evaluation of proposals in the following manner:

a. Stage I

In Stage I, we will review all proposals to determine which ones comply with the Mandatory Requirements set out above. Proposals which do not comply with all of the

Mandatory Requirements, may be disqualified. Qualified proposals will move on to Stage II.

b. Stage II

In Stage II, we will score each qualified proposal on the basis of Weighted Criteria. The Criteria are described in Appendix B for your information. Please ensure that your submission addresses each of these criteria.

c. Stage III

In Stage III, any Proponent short-listed from Stage II may be invited for additional discussions, if necessary, to clarify their bids and resolve any questions/issues. These discussions will be used to adjust scoring in the previous stages.

PART IV – RIGHTS OF CLIMBING ESCALADE CANADA WITH RESPECT TO ALL SUBMISSIONS

1. Rights of CEC

Notwithstanding anything else contained in this RFP, CEC has reserved the following rights (which are in addition to any other rights that CEC may have), which it can exercise in its sole discretion, with respect to the submissions it receives:

- a. To waive non-compliance where, in CEC's sole and absolute discretion, such non-compliance is minor and not of a material nature, or to accept or reject in whole or in part any or all proposals, with or without giving notice. Such minor noncompliance will be deemed substantial compliance and capable of acceptance. CEC will be the sole judge of whether a proposal is accepted or rejected;
- b. To verify with any Proponent or with a third party any information set out in a proposal;
- c. To check references other than those provided by any Proponent;
- d. To disqualify any Proponent, whose proposal contains misrepresentations or any other inaccurate or misleading information;
- e. To disqualify any Proponent or the proposal of any Proponent, who has engaged in conduct prohibited by this RFP;
- f. To make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda;
- g. To select any Proponent other than the Proponent, whose proposal reflects the lowest cost to CEC or the highest score;
- h. If a single compliant proposal is received, to reject the proposal of the sole Proponent and cancel this RFP process or enter into direct negotiations with the sole Proponent;
- i. To modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a contract;
- j. All documents, including responses, submitted to CEC become the property of CEC;
- k. To accept any proposal in whole or in part; or
- l. To reject any or all proposals.

2. Other RFP Process Considerations

a. Expenses & Remuneration

Proponents are responsible for their own expenses in preparing a response for this RFP and subsequent negotiations with CEC. CEC will not be liable to any potential vendor for any claims, whether for costs or damages incurred by the potential vendor in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

b. Acceptance of Responses

This RFP is not an agreement to purchase services. CEC is not bound to enter into a contract with any potential vendor. Responses will be assessed in light of the criteria described in this document.

c. Definition of Contract

Should a potential Partner be selected for interview, this will neither constitute a contract nor give the potential Partner any legal or equitable rights or privileges relative to the requirements set out in this RFP. Only if CEC enters into a full written contract will a potential partner acquire any legal or equitable rights or privileges

APPENDIX A – DESCRIPTION OF BRANDING & APPAREL NEEDS

Overview

As leaders in the growth and development of the sport of Climbing, Climbing Escalade Canada requires a diverse array of high quality apparel in the delivery of its programs and services. RFP Proponents are expected at a minimum to be able to provide apparel items listed in Table 1 below or suitable alternatives.

CEC reserves the right to exclude certain items from the partnership arrangement based on inventory availability, quality, pricing or other considerations.

The below is a broad overview of area specific requirements for consideration (Note: This listing is intended for illustrative purposes only. Items listed may or may not be needed in any given ordering cycle and are to be selected at the sole discretion of CEC):

TABLE 1

Target	Items	Quantity	Financial
Event Staff & Officials	Polo* Long Sleeve T-Shirts*	100 each	VIK
Volunteers	Cotton T-Shirt*	1,000	VIK
Athletes	Cotton T-Shirt*	1,500	VIK
Fan Engagement	Various Items	3,000 items	Sales on site Sales online
Programs	TBD		Sales on site Sales online

*must include CEC partner logos, including Arc’Teryx, Government of Canada, Host Gyms, and other as see fit by CEC

APPENDIX B – SCORING IN STAGE II AND III OF THE EVALUATION PROCESS

The total submission should be clear and concise and include the name of an individual with the authority to clarify the terms of the proposal.

Scoring in Stage II – Scoring of the proposals in Stage II will be done with, but not limited to the list of criteria below:

Stage II will be scored out of 100 and Proponents will need to achieve a minimum score of 70 to advance to Stage III.

The categories and scoring weight for the Weighted Criteria in Stage II are as follows:

Weighted Criteria:

Proponent Profile and Experience – value of 20 points

Description of your company and its capabilities including, but not limited to:

- Description of your company's values and supply chain;
- Corporate Structure & Relationships;
- Industry Standing;
- Related recent experience and expertise providing apparel solutions for comparable clients within last 2 years;
- Ability to meet changing needs & adapt quickly;
- Ability to offer creative solutions.

Product Value and Pricing – value of 25 points

- Details of Graphic Services provided;
- Timely and detailed pricing list including shipping fees, embellishing costs and delivery terms and timelines;
- Detailed inventory management plan;
- Detailed on-site merchandising plan;
- Detailed online merchandising plan;
- Options for special purchase programs with commission/ revenue share component;

Financial Investment/Sponsorship Rights Fee – value of 35 points

- Annual VIK partnership investment;
- Annual Marketing Support (Cash or VIK);

General Marketing and Climbing Community Support - value of 20 points

CEC is seeking an active marketing partner(s) that will support our objectives for growing the sport of climbing in inclusive, innovative and sustainable fashion. Please outline how you



envision collaborating with CEC to help us, while maximizing the impact of any and all unique opportunities your organization may have access to

Total (Minimum Threshold to advance to Stage III = 70 points) 100 Points total

Scoring in Stage III

Proponents that have met or exceeded the threshold of seventy (70) points as set out in Stage II will advance to the Stage III short-list and may be invited to an in-person interview.

During the in-person Presentation/Interview invited Proponents will be able to:

- Elaborate on creative suggestions/recommendations of services for CEC;
- Put emphasis on capability and capacity to service CEC and its Membership;
- Demonstrate expertise in the area of climbing and/or event apparel provision;
- Explore partnership opportunity and access beyond that of the Vendor-Client relationship.