

REQUEST FOR PROPOSALS

for

Sports Uniforms and Consumables

Issued by

RFxPremier



Procurement Professionals Alliance Cooperative

SOLICITATION NUMBER 1

RFP Contact. The following individual is the sole contact for this RFP:
Matt Limoges, Cooperative Portfolio Manager, RFxPremier
mlimoges@rfxpremier.org (608) 217-0478

Important Dates.

RFP Open Date: July 3, 2025, 5pm Central Time

RFP Q&A Deadline: July 9, 2025, 4pm Central Time

RFP Close Date: July 11, 2025, 5pm Central Time (submit proposal via RFxPremier website form by date and time)

- I. **INTRODUCTION:** The purpose of this RFP is to establish a Master Agreement(s) with qualified respondents to provide competitive pricing for Sports Uniforms and Consumables. This RFP is being led by RFxPremier.
 - A. For questions about the content of this RFP, send your questions via email to the RFP Contact.
 - B. Prepare a proposal that addresses each question and section in this RFP evaluation criteria.
- II. **SCOPE OF WORK**

Vendors must provide Sports Uniforms and Consumables to participating end users, including, but not limited to, the following: Uniforms for all sports; Exercise Equipment; Free weights; Weight machines; Cardio Machines; Pads; Mats; and Helmets.

III. **EVALUATION AND AWARD PROCESS: Proposals not meeting requirements may be rejected.**

Stage 1: Mandatory Minimum Requirements Evaluation. Complete and responsive proposals will be reviewed for compliance with the following Mandatory Minimum Requirements:

Criteria	Evaluation	Result
I.A Vendors must have the ability to sell and ship Sports Uniforms and Consumables in all States and territories of the United States.	Pass/fail	

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I.B Vendors must have been in the business of providing Sports Uniforms and Consumables for at least three (3) years.	Pass/fail	
I.C Vendors must provide four (4) customer references as a part of this RFX. RFxPremier may choose which, and how many, customer references to contact.	Pass/fail	
I.D Sports Uniforms and Consumables must be new and free from defects.	Pass/fail	
I.E Customization of Sports Uniforms and Consumables may be offered by Vendors, but it is not required.	Pass/fail	
I.F Vendors may offer installation of equipment and consumables as a line item in their product catalogs, but they are not required to.	Pass/fail	
I.G Vendors must submit their entire catalogs of offerings in response to this RFX.	Pass/fail	
Stage 2 Result:		

Stage 2: Technical Criteria Evaluation. Proposers must respond to the following technical criteria in a narrative format:

Criteria	Technical Points Possible	Offeror's Technical Points Earned	Criteria (Cont'd)	Technical Points possible	Offeror's Technical Points Earned
II.A.1 Contractor Experience - Provide evidence of your customers' satisfaction with your product or services. Include the following information: client retention rate during the past 3 years, customer surveys/references, and vendor performance ratings.	30		II.C.2 Scope of Work - Provide evidence of your ability to provide the Deliverables identified in the Scope of Work.	25	
II.A.2 Contractor Experience – Provide a brief history of your company.	10		II.C.3 Scope of Work - Describe your ability to fulfill Contractor Responsibilities and Tasks identified in the Scope of Work.	25	
II.A.3 Contractor Experience – Describe your company's growth during the past three years.	10		II.D.1 Customer Service - What are your quality assurance measures and how are they handled in your organization?	10	
II.A.4 Contractor Experience - Describe your company's experience performing the same or similar Scope of Work or providing the same or similar Deliverables to other public sector customers.	25		II.D.2 Customer Service - How do you assess customer satisfaction?	10	
II.B.1 Ordering – Describe your company's process for customers to order products off of the resulting contract. Please include all methods of ordering that will be available to customers on the resulting contract.	50		II.D.3 Customer Service - Describe your customer website capabilities.	10	
II.B.2 Ordering– Describe your company's process for fulfilling orders on the resulting contract. Please include information related to timing of order fulfillment and process in which the order will be fulfilled.	50		II.D.4 Customer Service - Describe your return policy.	10	
II.B.3 Ordering - Describe your ability to support a decentralized system of Orders submitted from many end users in multiple states and locations	50		II.D.5 Customer Service - Describe your company's Dealer distribution methodology.	10	
II.C.1 Scope of Work - Describe your plan for meeting the Master Agreement Objectives and the Scope of Work	25				
Stage 3 Total:				350	

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PROPOSED COSTS

Offeror's Cost must be inclusive of all fees and charges. **All costs proposed by Offeror must also be inclusive of the RFxPremier administrative fee.** Proposed costs incorporated into a Master Agreement resulting from this RFP represent not-to-exceed pricing and minimum discounts, where applicable.

Category	Offeror's minimum discount	Cost Points Possible	Offeror's Cost Points Earned
Uniforms		25	
Exercise equipment		20	
Free weights		20	
Weight Machines		25	
Cardio Machines		20	
Pads		25	
Mats		20	
Helmets		25	
All other		20	
	Total:	200	

Evaluation Summary

Stage	Total Points Possible	Offeror's Total Points Earned
Technical Criteria Evaluation	350	
Cost Evaluation	200	
Total:	550	

Award Selection and Evaluation Process

RFxPremier will then determine which proposals are most advantageous to potential Buyers. Methods used to make this determination may include, but are not limited to, one or more of the following: Identification of a natural break in total scores; Identification of a minimum scoring threshold above which Proposers are deemed to be adequately qualified; Consideration of the optimal number of Contractors required to successfully supply Deliverables to Buyers.

MASTER AGREEMENT

This Master Agreement ("Master Agreement") is between Procurement Professionals Alliance, an Arizona-based non-profit corporation, on behalf of its RFXPremier cooperative contracting division ("PPA/RFXP"), and _____, whose primary business address is _____ ("Contractor"). PPA/RFXP and Contractor may each be referred to as a "Party" and collectively as "Parties."

BACKGROUND

- A. PPA/RFXP seeks to establish a cooperative contracting relationship with Contractor to provide goods and services to non-profit, private, and public purchasing entities.
- B. This Master Agreement sets forth the terms and conditions under which Contractor will supply such goods and services to these entities through the PPA/RFXP program.

The Parties agree as follows:

I. Term of Agreement

- 1.1 **Effective Date.** This Master Agreement is effective upon the date of last signature.
- 1.2 **End Date.** This Master Agreement will continue for a period of two years, unless otherwise terminated by either Party in writing.
- 1.3 **Termination.** Either Party may terminate this Master Agreement upon breach by the other party, subject to thirty (30) days' written notice and opportunity to cure.

II. Cooperative Purchasing Mechanism

- 2.1 **Marketing and Administration.** PPA/RFXP shall market and administer this Master Agreement as a convenient and cost-effective contracting vehicle for use by states, territories, counties, cities, and other political subdivisions, higher education, K-12, healthcare, tribal, and nonprofit organizations ("Eligible Entities").
- 2.2 **Annual Contract Performance Review.** Contractor shall participate in an annual contract performance review with PPA/RFXP.
- 2.3 **Logo Use.** The PPA/RFXP logos may not be used by Contractor in sales and marketing until a separate logo use agreement is executed with PPA/RFXP.
- 2.4 **No Representations.** The Contractor shall not make any representations concerning PPA/RFXP or any nonprofit, private, or public entities purchasing under this Master Agreement ("Buyers") as to the quality or effectiveness of the goods or services provided herein, without prior written consent.

III. Purchasing and Contract Administration

- 3.1 **Goods and Services.** Contractor will provide the goods and services to Eligible Entities as set forth in Attachment A, as attached and incorporated herein.
- 3.2 **Pricing.** The prices contained in Attachment A represent the not-to-exceed price Offered by Contractor. All prices and rates must be guaranteed for the initial term of the Master Agreement.

- 3.3 **Shipping.** All deliveries will be F.O.B. destination. All shipping costs must be clearly set forth in the purchase order and pre-approved by Buyer.
- 3.4 **Purchase Orders.** Contractor shall require all Buyers to include the following language in each purchase order: “Buyer shall hold Procurement Professionals Alliance harmless and, to the extent permitted by law, shall indemnify Procurement Professionals Alliance and RFxPremier from all third-party claims or causes of action, arising from goods and services acquired under this Purchase Order.”
- 3.5 **Administrative Fee.** Contractor shall pay PPA a fee for management and marketing of the Master Agreement (“Administrative Fee”) equal to one percent (1% or 0.01) of each sale of products or services under this Master Agreement no later than sixty (30) days following the end of each calendar quarter. The Administrative Fee applies to the cost of the goods and services, less any charges for taxes or shipping. The PPA/RFxP Administrative Fee is not negotiable and must be included in the overall cost provided to the Buyer and not shown as a separate line item.
- 3.6 **Sales Data Reporting.** Contractor shall report to PPA/RFxP all sales made under this Master Agreement which Contractor has invoiced and received payment for, including orders for personal use, if applicable (“Sales Data”).
- 3.6.1 **Summary Sales.** Contractor shall provide a summary of the Sales Data (“Summary Sales Data”) using a reporting tool or template provided by PPA/RFxP. Contractor shall provide PPA/RFxP with Summary Sales Data each calendar year quarter, no later than thirty (30) days following the end of the quarter. If Contractor has no reportable Sales Data for the quarter, Contractor shall submit a zero-sales report.
- 3.6.2 **Detailed Sales.** Within sixty (60) days following the end of each calendar year quarter, Contractor shall provide PPA/RFxP with detailed sales Data, including but not limited to customer name and address and line-item ordering detail (“Detailed Sales Data”). PPA/RFxP will work collaboratively with Contractor to determine the appropriate data and means of reporting.

IV. Indemnification and Insurance

- 4.1 **General Indemnification.** The Contractor shall defend, indemnify and hold harmless PPA and RFxP along with their officers and employees, from and against any third-party claims, damages, or causes of action, including reasonable attorneys’ fees and related costs, for any death, injury, or damage to tangible property arising from the sale or use of any product or service sold under this Master Agreement.
- 4.2 **Insurance.** Contractor shall, during the term of this Master Agreement, maintain in full force and effect, commercial insurance sufficient to cover its obligations, including indemnity, contained in this Master Agreement.

V. General Provisions

- 5.1 **Confidentiality.** Parties may have access to information that is confidential, proprietary, or trade secret, including information provided by the other Party, as well as by Buyers,

which may also include information on individuals ("Confidential Information"). Parties acknowledge that any unauthorized disclosure or use of the Confidential Information may cause irreparable harm and loss to the disclosing party or other individuals. Therefore, Parties shall (a) use Confidential Information for the sole purpose of performing under this Agreement, (b) limit dissemination of Confidential Information to only those employees and representatives who have a need to know the Confidential Information, and (c) not disclose the Confidential Information to any other person or entity without the approval of disclosing Party or Buyer, if applicable.

- 5.2 **Amendments.** This Agreement may only be amended or modified in writing upon agreement by both Parties.
- 5.3 **Assignment.** Neither Party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other Party.
- 5.4 **Notice.** All notices concerning enforcement, modification, amendment, interpretation, or dispute resolution of this Agreement must be in writing and be delivered to the other Party's signatory to this Agreement.
- 5.5 **Dispute Resolution.** In the event of a dispute concerning this Agreement, Parties shall attempt to resolve the dispute in good faith through non-binding meditation prior to any formal legal action.
- 5.6 **Severability.** If any provision of this Agreement is deemed to be invalid or unenforceable, the remainder of this Agreement will not be affected and will be enforced to the greatest extent permitted by law.
- 5.7 **Waiver.** The waiver of either Party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party shall not be construed as a waiver of any subsequent breach of the same or other provisions.
- 5.8 **Governing Law, Jurisdiction, and Venue.** Any claim or cause of action must be brought in a court of competent jurisdiction within the Commonwealth of Kentucky, Fayette County, and will be subject to Kentucky law, without regard to its choice of law provisions.
- 5.9 **Survivability.** Survivability. Sections 3.5, 3.6, 4.1, 5.1, 5.4, 5.5, 5.6, 5.7, and 5.9 will survive expiration or termination of this Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The Parties accept the terms of this Agreement as of the dates set forth below.

For PPA:

Name

Title

Signature:

Date:

For Contractor:

Name

Title

Signature:

Date: