Request for Proposal

Lacrosse Equipment

February 6, 2015

Important Dates
Pre-Proposal Question Due (no later than):
Noon EST – Monday, February 16, 2015

Deadline for Receipt of Proposals:
3:00 p.m. EST – Tuesday, February 24, 2015

A VASCUPP Member Institution
Issued by
Procurement and Supplier Diversity Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Request for Proposal ("RFP") Name: Lacrosse Equipment

RFP Number: #FF020615

Issue Date: February 6, 2015

Brief Description: Provide lacrosse equipment and sponsorship for the University of Virginia’s (the “University”) Men’s and Women’s Lacrosse Programs.

Preproposal Questions: Any questions concerning this RFP must be sent, via e-mail only, to the buyer listed below no later than Noon EST – Monday, February 16, 2015 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 p.m. EST – Tuesday, February 24, 2015

Firms must submit an electronic original proposal that will be received by the University by the proposal deadline. The electronic original proposal must be submitted via electronic mail to fff3x@virginia.edu. All electronic proposal documents, whether originals or copies, should be formatted as Microsoft Word documents.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations, if needed, will be held via e-mail, and are tentatively scheduled for the week of March 9, 2015.

Expected Award Date: June 1, 2015

Term of Agreement: The overall length of any Agreement(s) or Purchase Order(s) ("PO") resulting from this RFP will be no longer than seven years in total. How the initial term and renewal terms are structured within the resulting Agreement(s) or PO(s) will be subject to additional negotiation between the University and the Selected Firm(s).

REFER ALL QUESTIONS (VIA E-MAIL ONLY) TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement Services
1001 North Emmet St, Carruthers Hall
P.O. Box 400202
Charlottesville, VA 22904-4202
Attention: Frank F. Fountain
Email: fff3x@virginia.edu

This RFP has been posted on Procurement and Supplier Diversity Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/pagerfp. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to
check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement and Supplier Diversity Services web site: http://www.procurement.virginia.edu.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

B. SCOPE OF GOODS & SERVICES
The University’s Men’s Lacrosse program has added to the prestige of the University through its continued success in a rapidly growing landscape of competitive teams. Over the past decade, the University’s Men’s Lacrosse program has become synonymous with the elite programs in the country. Under head coach Dom Starsia’s leadership, the University’s Men’s Lacrosse team has participated in the National Collegiate Athletic Association (“NCAA”) Tournament in 20 of his 22 seasons, reaching the quarterfinals 17 times, the semifinals 13 times and the finals six times, on the way to four National Championships in 1999 – 2003 – 2006 – 2011.

Similarly, the Women’s Lacrosse program has contributed to the distinction of the University through its achievements on the playing field. The University’s Women’s Lacrosse program has won three National Championships in 1991 – 1993 – 2004, third most in the nation. The Cavaliers have made 27 NCAA Tournament appearances, including the last 19-straight under head coach Julie Myers. Of the most recent 19 NCAA Tournament appearances, the program has competed in the Final Four eight times. This season, Virginia returns nine starters from last year’s team, including three All-Americans.

It is the University’s intent to enter into an Agreement with a Selected Firm(s) for Men’s and Women’s Lacrosse Equipment to include those goods and services necessary to help the University achieve its goals, as outlined in this RFP (the “Goods and Services”). The University may choose to enter into an Agreement with a single firm for both the Men’s and Women’s programs, or the University may choose to enter into separate Agreements for each of the respective Men’s and Women’s Lacrosse programs. In addition, it should be noted that the University’s current multi-sport equipment provider, NIKE USA, Inc. (“NIKE”), has the “first right of refusal” option of any potential Agreement between the University and any Selected Firm.

In order to achieve this goal each Selected Firm may be requested to provide those goods and services outlined in this selection for each year throughout the term of the Agreement(s) resulting from this RFP. This will commence with the 2015-2016 academic year.

1. Equipment
   a. Men’s Lacrosse
      The University’s Men’s Lacrosse team has the following annual minimum lacrosse equipment requirements:
         i. Protective Equipment
            • Shoulder Pads – 50 pairs
            • Elbow Pads – 80 pairs
            • Rib Pads – 6 pairs (quantity may vary depending on the number of attackmen)
            • Gloves – 120 pairs
b. Women’s Lacrosse
The University’s Women’s Lacrosse team has the following annual minimum lacrosse equipment requirements:

i. Protective Equipment
   - Field Gloves – 70 pairs
   - Goalie Gloves – 6 pairs
   - Goalie Helmet – 6 helmets
   - Chest Protectors – 6 each
   - Goggles – 50 pairs

ii. Sticks, Shafts, Stringing Kits, Misc.
   - Heads – 80 each
   - Shafts (high-end) – 80 each
   - Lacrosse Balls – 60 dozen yellow lacrosse balls
   - Nets – 2 heavy duty nets

iii. Practice/Game Gear
   - Travel Bags – 40 each
   - Backpacks – 40 each
   - Stick Bags – 40 each
   - Practice Reversible Jerseys and Shots – 50 sets
   - Game Day Women’s Polo Shirts – 50 each

iv. Camp Reversible: 500 Camp Reversible

All protective equipment, practice and game gear will be custom-made using the University’s official colors and logo. All equipment supplied will be the players’ choice of model and style. The above quantities listed should satisfy the University’s needs, but may need to be re-stocked on an as-needed basis. The Selected Firm(s) will provide samples of equipment well in advance of ordering deadlines.

The equipment provided will have a one-year warranty and will be replaced at no charge to the University for any breakage or defects. Any equipment replaced under warranty will be provided outside the scope of complimentary equipment listed above. Freight will not be charged to the University for any equipment shipped to the University.
2. Consideration
The University may provide the following considerations to the Selected Firm(s):

a. Use of the Selected Firm’s products by the Men’s and/or Women’s Lacrosse team, with the exception of individual fitting or physical problems;

b. Personal appearances by the respective Men’s and/or Women’s Lacrosse head coaches;

c. Use of the University’s name and the name of its head Men’s and/or Women’s Lacrosse coach in promotional efforts after obtaining written approval from the Director of the University’s Department of Athletics;

d. Evaluation of new products and samples, of any item which would be provided to the University under the terms of an Agreement; and

e. Temporary signage for each home game.

In addition to the provision of equipment requirements the Selected Firm(s) may provide sponsorship and financial support to the Men’s and/or Women’s Lacrosse program(s). The support can be in the form of financial consideration, advertising, promotion and marketing of the University’s Men’s and/or Women’s Lacrosse program(s).

C. BASIS OF SELECTION
Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the products as described in the Scope of Good and Services section;

2. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients;

3. The firm’s financial proposal including, but not limited to: discounts, service charges, other charges or alternate financial models, and the contractual terms which would govern the relationship between the University and the Selected Firm; and

4. The firm’s Small, Woman-owned and Minority-owned (“SWaM”) business status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWaM and the University’s SWaM plan, please see the letter in Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf.

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.

Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Les Haughton, Director Supplier Diversity, at (434) 924-7174 or lh7sn@virginia.edu.

D. CONTENTS OF PROPOSAL
Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms’ lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.
Firms will provide the following information with their proposals:

1. A detailed description and the full specifications of the product/equipment proposed. Each firm will indicate in its proposal the firm’s ability to achieve/comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.

2. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.

3. The estimated ship date of the product from the time of the order (i.e., 10 wks after order)

4. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.

5. The firm’s financial proposal for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination).

6. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and telephone number.

7. The firm’s SWaM businesses status and/or how the firm intends to utilize SWaM firms in regards to this particular procurement.

8. Provide a list of institutions of higher education with which the firm has signed a term contract.

9. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at [https://vascupp.org](https://vascupp.org)

10. Complete and return the information requested in Attachment 2, Firm Information.

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**Virginia Freedom of Information Act**

Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm’s entire proposal will be available for public inspection.

**IMPORTANT:** A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.
E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia: https://www.procurement.virginia.edu/pagevendorregistrationform.
- Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.

**Note:** Unless a firm expressly and specifically states its exception to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.


F. OTHER INFORMATION

Additional Preferred Contractual Provisions:

U. Insurance

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be its limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

**Commercial General Liability:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and an aggregate limit of $5,000,000, with the following coverages:

- [X] Premises/Operations
- [X] Products/Completed Operations
- [X] Contractual
- [X] Personal Injury

V. Formation of the Agreement with the Selected Firm

All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in
its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm, as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.

W. **Term of Agreement**
The overall length of any Agreement(s) or POs resulting from this RFP will be no longer than seven years in total. How the initial term and renewal terms are structured within the resulting Agreement(s) or PO(s) will be subject to additional negotiation between the University and the Selected Firm(s).

X. **Confidentiality**
All firms responding to this RFP represent and confirm that the contents of the firm’s proposal(s) and any resulting Agreement are not confidential and will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.

Y. **Account Manager**
The Selected Firm agrees to provide a named individual ("Account Manager") to implement, perform, and manage provision of the Goods and Services. The University must approve the appointment of the Account Manager prior to execution of any Agreement with the Selected Firm. The Account Manager will be the University’s primary contact, although the Account Manager will be assisted by other members of the Selected Firm’s staff in completing key activities.

In the event that the Account Manager (or any other individual responsible for the University’s account) is no longer employed by the Selected Firm, is unavailable for any reason, or is performing in an unsatisfactory manner (as solely determined by the University); the Selected Firm will propose a replacement for that individual within a reasonable time frame, so as not to significantly delay the provision of the Goods and Services to the University. The University reserves the right to approve the replacement, or to cancel any resulting Agreement. If the University accepts a proposed replacement, the replacement will provide the Goods and Services at rates no higher than previously agreed and in accordance with all terms and conditions specified in the resulting agreement.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have a particular institutional focus on developing long-term business relationships with minority- and women-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women- and minority-owned businesses in the delivery of services you provide to UVa. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Colette Sheehy
Vice President for Management and Budget
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<th><strong>Full Legal Name</strong> <em>(Company name as it appears with its Federal Taxpayer Number):</em></th>
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**SWAM Information:**

Is the firm certified with the Commonwealth of Virginia’s Department of Small Business & Supplier Diversity (SBSD): [ ] Yes [ ] No

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<th>Minority-Owned Business:</th>
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<td>Women-Owned Business:</td>
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<td>Small-Owned Business:</td>
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Is the firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)? [ ] Yes [ ] No

**Point of Contact for this Proposal:**

Name:  
Address:  

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Email Address:  

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