

Brams United Soccer Club

Request For Proposal

May 2025





BRAMS UNITED SOCCER CLUB

REQUEST FOR PROPOSAL
UNIFORMS
MAY 2025

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STATEMENT OF CONFIDENTIALITY

You must treat this Request for Proposal (RFP) as confidential and must not disclose it to any other party other than employees with a need to know.

Brams United Soccer Club (BRAMS) will similarly treat responses to the RFP as confidential and will not disclose information provided in response to any party other than BRAMS Board of Directors and employees with a need to know.

These obligations do not apply to information that is in the public domain through no breach of confidence by you or BRAMS or to information that you get from a source other than us without a breach of confidence with BRAMS.

If you do not agree with these provisions, please destroy this RFP.

COMMUNICATION

All questions related to this Request for Proposal should be made in writing and sent to the Executive Director & Director of Soccer, Mallory MacDonald, at directorofsoccer@bramsunited.ca.

ABOUT BRAMS UNITED SOCCER CLUB

Brams United Soccer Club is a non-profit organization established in 1978 with the vision to provide equitable soccer and physical literacy programs in Brampton. The Club holds 18 Provincial Titles, 1 National Title, and over 200 scholarships throughout North America attained by Club alumni.

Brams United offers a variety of programs for all ages and stages of the game such as Community Soccer Program Recreational (U4+), Competitive/Rep Program (U8+), Parent & Tot, All Abilities, Camps and Academy Programs such as Goalkeeping Training and Ball Mastery. Brams is recognized as a MA 2 by Canada Soccer Club Licensing Program.



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PURPOSE OF THE REQUEST FOR PROPOSAL

BRAMS is seeking business proposals through a competitive, fair, and open bidding process to provide soccer uniform kits and club apparel for the Competitive Program (U8-OWSL) and Recreational Programs (U4-U18 and Women's). BRAMS is seeking business proposals from respectable community minded businesses that can provide good value and service to BRAMS and its members through competitive pricing, quality goods and efficient and effective services.

The successful bidder, at the sole discretion of BRAMS, must be prepared to enter a supply and service contract with BRAMS for a two-year term. BRAMS will have the option to extend for an additional year at BRAMS' discretion.

The successful bidder must be prepared to deliver Uniforms by October for each year.

Preference will be given to vendors who offer online and direct shipping to customer for competitive uniforms.

PRODUCT AND SERVICE REQUIREMENTS

Ongoing requirements of uniforms and club apparel for the most recent seasons have required annual orders based on the following estimates:

RECREATIONAL

- Full game kit (1 shirt, 1 short and 1 sock) for up to 800 Summer Outdoor players in U4 – U18 and women's adult (May – September)
- Full game kit (1 shirt, 1 short and 1 sock) for up to 800 Fall/Winter Indoor players in U4 – U18 and women's adult (October – April)
- Coach training shirt for up to 100 volunteer coaches
- Practice balls for up to 1000 recreational players (sizes 3, 4 and 5)
- Game balls for 200 players
- Equipment bags, cones, training bibs for approximately 20 teams
- Clipboards for 50 coaches
- Goalie gloves for approximately 50 players



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COMPETITIVE

- Full practice kit (shirt, shorts, and socks) for up to 300 competitive players registered in U8 to U21 age groups
- Full game kit (2 shirt, 2 shorts and 2 socks) for up to 300 competitive players registered in U8 to U21/OWSL age groups
- Tracksuits (jacket and pants)
- Zip ups (size S, M and L)
- Bags (backpack) for up to 300 competitive players
- Goalkeeper kit (2 shirts, 2 shorts and 2 socks) for approximately 20 teams
- Practice balls for up to 300 competitive players (sizes 3, 4 and 5)
- Game balls for 20 teams
- Futsal balls for up to 200 players
- Technical team, club staff, BOD uniform packages for 50 coaches (coach training shirt, coach game polo, track jacket, pants rain jacket and winter jackets).
- Equipment bags, cones, training bibs for approximately 20 teams
- Clipboards for 50 coaches
- Goalie gloves for approximately 30 players
- Coach uniform kit for up to 50 coaches

The successful bidder is expected to be able to fulfill replacement orders for uniforms and soccer balls on an ad hoc basis throughout the term of the agreement. All the items above must be offered in a variety of sizes for both females and males from ages U8-Adult.

The BRAMS logo will be placed on all uniform items and soccer balls, and all quotes must reflect this in the pricing structure.

PROPOSAL GUIDELINES

BRAMS would like to conduct an open and competitive process for the procurement of the uniforms which is outlined below. Proposals are to be submitted via e-mail to Executive Director & Director of Soccer, Mallory MacDonald, at directorofsoccer@bramsunited.ca by 5:00 pm EST on DATE. All enquiries



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related to this RFP are to be directed in electronic format to directorofsoccer@bramsunited.ca with the subject line "2025 BRAMS RFP".

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include shipping and any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Vendors are instructed to provide information on the following items in their submissions:

- 1) **Company Overview:** Provide an understanding of the vendor's business
 - a) Company name:
 - b) Key contact name and title:
 - c) Address:
 - d) Website and social media outlets:
 - e) Phone number:
 - f) History of previous business relationships with other Ontario Soccer Clubs or Academies:
 - g) Description of payment policies:
 - h) Sample vendor agreement (warranty terms and refund/return policy)
- 2) **Sample Pricing:** Based on BRAMS products and services list above. All prices must be itemized, provide an explanation of all fees and costs
- 3) **Value Proposition:** Any unique or special offerings that the vendor believes to be a competitive differentiator, this includes marketing support, promos, etc.
- 4) **Costs:** All costs must be itemized with a clear explanation of all fees and related costs and taxes.
- 5) **References:** Include 3 references with a similar profile to BRAMS
- 6) **Current Customers:** Include a minimum of 2 current organizations that the company supplies
- 7) **Value Added Services:** List all other services or partnerships that BRAMS could utilize from your organization
- 8) **Uniform Design/Development/Innovation:** Describe the process of selecting uniforms including the overall design and functionality
- 9) **Core Competencies:** List all related to your organization
- 10) **Timelines:** Include a calendar of events from order, to warehousing, embellishment, delivery to payment
- 11) **Processes:** Include order processes and policies



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Please provide any additional information that would be relevant to the RFP and the vendor's capability to provide the goods and services requested, including a complete and more 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 BRAMS Executive Director and Board of Directors and will include scope, budget, schedule, and other necessary items pertaining to this project.

TIMELINES FOR THE RFP PROCESS

- **March. 21st 2025:** RFP posted at www.bramsunited.ca and sent to selected group of vendors to bid
- **April 7th, 2025:** Deadline for RFP submission (5:00 pm EST) for bidders
- **April. 21st 2025:** Shortlist bidders invited to present their proposal to the Board of Directors (**this may not be applicable and at the sole discretion of BRAMS**)
- **May. 5th 2025:** Contract awarded to successful bidder

DECISION MAKING CRITERIA

Responses meeting the mandatory criteria will be further assessed against the following desirable criteria:

- **Service Proposal**
 - Proven experience with providing uniforms and equipment described
 - Service level agreement (turnaround times, customer service)
- **Product Recommendation**
 - Product is current in style and with correct quantities available
- **Pricing Competitiveness**
 - Price of the product(s) is competitive and comparable. Pricing provided must be held for the duration of the 2-year contract.
- **Value Proposition**
 - Organization provides suitable added value in addition to the product(s)
- **Delivery**
 - BRAMS would prefer that the successful bidder can successfully deliver all competitive product to the individual players home address.
- **References**



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- Organizations references are positive in nature and answer all questions asked by BRAMS Executive Director/Director of Soccer and/or Board of Directors.

It is essential that bidders provide their responses in a clear and concise manner with sufficient evidence for BRAMS to assess their proposal with the noted criteria. Bidders may be asked to make a presentation of their proposal, which BRAMS reserves the right to select a shortlist of proposals for this purpose. Bidders will be notified of the success or failure of their submissions. Please note if you are unsuccessful in your bid, there will be no follow up or explanation.

OTHER RFP PROCESS CONSIDERATIONS

- **Expenses & Remuneration:** Vendors are responsible for their own expenses in preparing a response for this RFP and subsequent negotiations with BRAMS. BRAMS 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.
- **Acceptance of Responses:** This RFP is not an agreement to purchase services. BRAMS is not bound to enter a contract with any potential vendor. Responses will be assessed in light of the criteria described in this document.
- **Definition of Contract:** Should a potential partner be selected for interview, this will neither constitute a contract nor give the potential vendor any legal or equitable rights or privileges relative to the requirements set out in this RFP. Only if BRAMS enters a full written contract will a potential partner acquire any legal or equitable rights or privileges.
- **Withdrawals:** A potential vendor may withdraw its name from the list of potential vendors by notifying BRAMS in writing to the e-mail address provided above. BRAMS may withdraw a name of a potential partner by notifying the potential partner in writing via email.
- **Modification of Terms:** BRAMS reserves the right 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 a contract.
- **Ownership of Responses** All documents, including responses, submitted to the BRAMS become the property of BRAMS. BRAMS thanks all perspective bidders for their interest in BRAMS and this RFP.