



NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION, SECTION VII
PO BOX 455 PLATTSBURGH, NY 12901
September 19, 2017

REQUEST FOR PROPOSAL

The New York State Public High School Athletic Association (SECTION VII) invites you to submit a proposal outlining your plan to be the **Exclusive Fall Championships Souvenir Vendor of the SECTION VII** as defined in the following document.

I. GENERAL INSTRUCTIONS

Submit four (4) copies of your proposal in a sealed envelope, bearing the complete name and return address of the organization submitting the RFP by **October 2, 2017**.

RECEIPT, WITHDRAWAL AND OPENING OF PROPOSALS

The established due date is the date announced for receipt of proposals or receipt of modifications to proposals, if any. Proposals may be modified or withdrawn prior to the established due date by written notice to the SECTION VII.

Our policy requires sealed bids or proposals. Therefore, the SECTION VII cannot accept offers which are transmitted using facsimile or email. This may not apply to amendments and addenda which do not refer to pricing or to the transmittal of supplemental product literature, drawings and the like.

Proposals will be opened in the presence of a committee of SECTION VII employees and/or officers. Proposals will be time stamped upon receipt and held in a secure place until the established due date. Proposals are shown only to SECTION VII personnel having a legitimate interest in this particular procurement action until selection of a successful offer is determined.

PROPOSALS

All costs incurred by the submitting organization, including preparation and transmittal or for any materials involved shall be borne by that organization. The contents of any proposal shall not be available to competing organizations or any other person. All proposals will be considered valid for a period of 90 days following the deadline.

AWARD PROVISIONS

The award shall be made to the responsible organization whose proposal is most advantageous to SECTION VII, taking into consideration the specified evaluation criteria. SECTION VII shall provide a written determination of the winning bidder.

If a lump sum prior to October of the contracted year is not preferred, then the required payment schedule to SECTION VII each year will be as follows:

- 20% October 15th
- 80% December 1st

Once awarded, any contract issued as a result of this solicitation will be the final expression of the agreement between the parties and may not be altered, changed or amended except in writing. The contract between the SECTION VII and the successful organization shall be deemed to contain the terms and conditions of this request for proposal, unless expressly stated otherwise in writing.

Given the market potential of the SECTION VII and its events, we believe there is added value in granting an exclusive sectional championship tournament contract to market throughout the year. Any contract awarded as a result of this RFP will be in effect for through December 31st, 2017. Regardless of the termination date, any incomplete services will be carried to completion by the original contractor, but without unduly prolonging the process.

DUE DATE, TIME, AND PLACE

Proposals must be delivered on or before the due date and time specified. Late proposals will not be accepted. Office hours for receipt of proposals are Monday through Friday, from 8 am to 4:00 pm. local time, excluding holidays. A confirmation email will be sent to the bidder’s lead contact.

Mailing and Delivery Address:

Section VII Athletics
Attn: Matt Walentuk
PO Box 455
14 Area Development Drive
Suite 100
Plattsburgh, NY 12901

Deadline for Submission:

Date: October 2, 2017
Time: 4:00 pm

CONTRACT PERSONNEL

All questions regarding this RFP (technical and otherwise) should be directed to Matt Walentuk at 518.561.0100 or via email: mwalentuk@cves.org.

II. SECTION VII BACKGROUND INFORMATION

The New York State Public High School Athletic Association SECTION VII is the area’s governing body for high school and middle school athletics and activities. With 28 member schools SECTION VII oversees 26 interscholastic sports. SECTION VII also produces and hosts 24 championship events at high schools, event arenas, public parks, and local universities on a yearly basis. Overall, SECTION VII is responsible for nearly 9,000 student-athletes participating in interscholastic athletics.

The vendor of choice will be entitled to full souvenir concession rights at Fall Championships Tournaments, which encompasses the semifinals and finals. Full souvenir concession rights includes clothing garments and promotional items at all SECTION VII Fall Championship Events. The official vendor is cautioned that all advertising/merchandise connected with the SECTION VII must be suitable for children. If any of this is deemed inappropriate, the advertisement/merchandise will not be allowed. Violations will be grounds for cancellation of the contract.

The vendor will be afforded the opportunity to promote themselves as the “Exclusive/Official Souvenir Vendor of the SECTION VII’s Fall Championship Events” or similar and will have the exclusive right to sell merchandise at/for these events. Furthermore they will be permitted to display one banner in the competition area of State Tournaments (semifinals, finals only) as an official vendor of SECTION VII. Signage at their venue/booth will be permitted as well.

III. ATTENDANCE AND HISTORICAL FIGURES

So that you can submit an educated, thought out proposal in both parties best interests, we have provided you with sectional tournament attendance and athlete participation. These figures are for the 2016 season and are a snapshot in time. The figures are consistent in relation to past years however it should be pointed out that they are not guaranteed or permanent. **See below.**

IV. RESPONSE FORMAT - General

Your response to this proposal must demonstrate that your organization can and will meet all requirements of SECTION VII State Championship Events. Accordingly, please submit detailed and specific information as requested in the below sections. You are requested to submit **four (4) copies** of your response/proposal on or before the due date and time. Please be sure that the signature page is signed and that all submittals are included.

In your proposal, please include the following explanation to the questions below. If the section indicates **REQUIRED**, we simply require a response to that section.

About your organization (REQUIRED)

In one page or less, describe your organization. Who are the key personnel who will be involved in the performance of this contract and what is their level of authority? Where are your offices located? Is there local representation? Provide us proof your organization has financial stability. Let us know your requirements for space at our events. For example, electric, five 6’ tables and 100 square feet of space.

About your products (REQUIRED)

In one page or less, discuss your product. What types of souvenirs will you sell at state championship events? What are the prices of these products? Discuss the quality, life, and brand of these products. Given the number of spectators/participants at each event, how long does a typical order take and how will you accomplish taking a number of orders at the same time? Should a particular item sell out, will your company be able to take care

of these orders at a later date? What are your online capabilities? Please understand designs for all garments for all events are to be approved by the SECTION VII office.

Selling at Multiple Events (REQUIRED)

The SECTION VII hosts 10 championship events over the fall season. These events can take place at or around the same time in various locations across Section VII. Will your company be able to cover ALL of these events? How will this be accomplished? Discuss the measures your company will take to make sure all championships are treated equally. How will your company make arrangements to set up at various venues?

Annual Payments to SECTION VII (REQUIRED)

In one page or less, based upon your assessment of the value of this proposed contract, discuss the annual revenues that will be paid to the SECTION VII. Some form of a sales report will be required to be submitted to SECTION VII following each event. What type of sales summaries will be provided to the SECTION VII after each event and what timeframe will you submit the reports?

Added Value (REQUIRED)

In one page or less, please indicate if you plan on other value-added services including worker/volunteer items.

Additional Information

In one page or less, please provide us with any additional information that you feel is pertinent to share in this proposal.

V. EVALUATION PROCESS & CRITERIA

Interested organizations will submit their packages as required by this document. SECTION VII will establish a committee to review all responses. Each committee member will evaluate the proposals. Evaluation criteria will be based on, but not limited to, **service level, stability, experience, management, economic contributions, product prices, and professionalism**. Final award of the contract will be announced between October 2-6, 2017.

RFP FOR SECTION VII CHAMPIONSHIP SOUVENIRS

Starting October 2017

THE UNDERSIGNED AGREES TO FURNISH SERVICES AS REQUIRED BY THE TERMS AND CONDITIONS OF THIS PROPOSAL DURING THE TIME PERIOD SPECIFIED.

PLEASE RETURN THIS PAGE COMPLETED IN FULL WITH YOUR PROPOSAL.

NAME OF ORGANIZATION _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE NUMBER () _____

E-MAIL ADDRESS _____

AUTHORIZED SIGNATURE _____

(Type or print name above)

Title

Annual Payments to SECTION VII \$ _____

Annual In-Kind Contributions _____



**2017 SECTION VII Championship
Dates/Sites**

Wednesday, 10/25 – Soccer Class C (2 games) – Saranac Central HS

Thursday, 10/26 – Girls Swimming – AuSable Valley HS

Friday, 10/27 – Football Class D (1 games) – AuSable Valley HS

Friday, 10/27 – Soccer Class B (2 games)– Chazy HS

Saturday, 10/28 – Football Class B, C (2 games) – AuSable Valley HS

Saturday, 10/28 – Soccer Class D (2 games)– Plattsburgh HS

Saturday, 10/28 – Cross Country – Harmony Golf Course

Friday, 11/3 – Cross Country – Cobble Hill Golf Course, Elizabethtown

Saturday, 11/4 – Volleyball – Beekmantown HS

Saturday, 11/11 – Gymnastics – Beekmantown HS

PAID ATTENDANCE 2016

Athletic Participants in ()

Soccer Class C (2 games) – 449 – (\approx 80 athletes)

Girls Swimming – 148 (\approx 40 athletes)

Football Class D (1 games) – 492 (\approx 60 athletes)

Soccer Class B (2 games)– 584 (\approx 80 athletes)

Football Class B, C (2 games) – 972 (\approx 120 athletes)

Soccer Class D (2 games)– 550 (\approx 80 athletes)

Saturday, 10/28 – Cross Country – (\approx 250 Athletes) (No admission charged to spectators)

Friday, 11/3 – Cross Country – (195 Athletes) (No admission charged to spectators)

Saturday, 11/4 – Volleyball (3 matches) – 347 (\approx 70 athletes)

Saturday, 11/11 – Gymnastics – 91 (\approx 45 athletes)