

**REQUEST FOR PROPOSALS**

**NKU-04-2022**



**NKU Athletic Apparel**

**8/10/2021**

**Proposal NO:** NKU-04-2022  
**Issue Date:** 8/10/2021  
**Purchasing Officer:** Blaine Gilmore  
**Phone:** 859.572.5171

**RETURN ORIGINAL COPY OF PROPOSAL TO:**

**Northern Kentucky University  
 Procurement Services  
 1 Nunn Drive  
 617 Lucas Administrative Center  
 Highland Heights, KY 41099**

**IMPORTANT: PROPOSALS MUST BE RECEIVED BY: 9/1/2021 2:00 P.M. HIGHLAND HEIGHTS, KY time.**

NOTICE OF REQUIREMENTS

1. The University's General Terms and Conditions and Instructions to Bidders, viewable at <http://procurement.nku.edu/policies/terms-and-conditions.html>, apply to this Request for Proposal.
2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
3. Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
2. That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the offeror is legally entitled to enter into contracts with the Northern Kentucky University and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
5. That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award
6. That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH FINANCE LAWS

In accordance with KRS45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The Contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established.

Final determinations of violations of these statutes must be provided to the University by the successful Contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

**SIGNATURE REQUIRED:** This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office. Your signature is acceptance to the Terms and conditions above.

<b>DELIVERY TIME:</b>	<b>NAME OF COMPANY:</b>	<b>DUNS #</b>
<b>PROPOSAL FIRM THROUGH:</b>	<b>ADDRESS:</b>	<b>Phone/Fax:</b>
<b>PAYMENT TERMS:</b>	<b>CITY, STATE &amp; ZIP CODE:</b>	<b>E-MAIL:</b>
<b>SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED</b>	<b>TYPED OR PRINTED NAME:</b>	<b>WEB ADDRESS:</b>
<b>FEDERAL EMPLOYER ID NO.:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>

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**General Terms, Conditions, and Instructions to Proposers:**

<http://procurement.nku.edu/policies/terms-and-conditions.html>

**NOTICE OF ADVERTISEMENT****BRIEF SCOPE OF WORK:**

Northern Kentucky University is seeking a Contractor(s) to provide athletic apparel, footwear and accessories for all teams, coaches and administrative support personnel of the university's Division I athletic program. Examples of products to be supplied include, but not limited to: team uniforms, team practice gear, team travel gear, competition footwear, practice footwear, coaching gear, travel bags and apparel for camps and clinics offered by the athletics program. The university currently sponsors 17 Division I sports: baseball, men's basketball, women's basketball, men's golf, women's golf, men's soccer, women's soccer, men's tennis, women's tennis, men's track & field/cross country, women's track & field/cross country, softball, and women's volleyball.

**PROJECT TIMETABLE:**

Request for Proposals Issued: August 10<sup>th</sup>, 2021  
Last Date for questions: August 17<sup>th</sup>, 2021, at 12 PM  
Last Addenda Issued, August 20<sup>th</sup>, 2021 at 2 PM  
Proposals Due: September 1, 2021 at 2 PM

**SUBMITTAL OF PROPOSAL:**

Proposals must be submitted electronically.

The bidder shall submit, by the time and date specified via US Postal Service, courier or other delivery service, its bid response in a **sealed package** addressed to:

**Blaine Gilmore  
Director, Procurement Services  
Lucas Administrative Center, Suite 617  
1 Nunn Drive  
Northern Kentucky University  
Highland Heights, KY 41099**

Both inner and outer envelopes/packages should bear respondent's name and address, and clearly marked on package(s) as follows:

**NKU-04-2022**

**Athletic Apparel**

## **SPECIAL CONDITIONS**

### **GENERAL TERMS AND CONDITIONS TO PROPOSERS:**

The general terms and conditions linked below shall be applicable to this Bid and take precedence over any Contractor terms and conditions:

<http://procurement.nku.edu/policies/terms-and-conditions.html>

### **PARKING PERMITS:**

Contractor must obtain parking permits for all vehicles that will be parked on campus. Permits can be obtained at the welcome center.

<http://parking.nku.edu/rules/guidelines.html>

### **GOVERNING LAW:**

Proposers shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky, and all other local governments, public authorities, boards or offices relating to the Project Site or the improvements upon same, or the use thereof, and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The resulting Contract shall be governed by Kentucky Law and any claim relating to this Contract shall only be brought in the Franklin Circuit Court in Accordance with KRS 45A- 245.

### **PAYMENT AND PERFORMANCE BONDS**

Any project(s) arising out of this Request for Proposal is/are subject to the provisions of KRS 45A.190. All proposals shall take in to consideration any costs associated with bonding pursuant to this statute.

### **TOBACCO FREE CAMPUS**

Effective January 1st, 2014, NKU will be a tobacco free campus. The use of all tobacco products shall be prohibited in all campus buildings and outside areas on campus.

### **STATUTORY AUTHORITY**

Selection of firms to provide professional services to Northern Kentucky University are governed by the provisions of the Kentucky Revised Statutes, KRS 45A.085, <http://www.lrc.ky.gov/KRS/045A00/085.PDF>

### **FOREIGN CORPORATIONS**

Foreign corporations are defined as corporations that are organized under laws other than the laws of the commonwealth of Kentucky. Foreign corporations doing business within the commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky and must be in good standing.

The Foreign Corporate Proposer, if not registered with the Secretary of State at the time of the bid submittal, shall be required to become registered and be declared in good standing prior to the issuance or receipt of a contract.

### **DOMESTIC CORPORATIONS**

Domestic corporations are required to be in good standing

### **OCCUPATIONAL LICENSE**

Northern Kentucky University was annexed by the city of Highland Heights in 2008. All contractors performing work for NKU must possess a Campbell County Occupational License and a city of Highland Heights Occupational License (administered by Campbell County) and must also pay applicable payroll taxes.

**PERSONAL SERVICE CONTRACTS**

N/A

**METHOD OF AWARD**

The award will be made to the responsive and responsible bidder offering the best value to Northern Kentucky University in accordance with KRS 45A.085.

**UNIVERSITY REPRESENTATIVE**

A staff member of the University shall act as the University contact, during the life of the contract, and be the primary coordinator and liaison between the University and the Contractor.

**TIME FOR ACCEPTANCE**

Each Bid shall state that it is a firm offer, which may be accepted within a period of 60 days. Although the contract is expected to be awarded prior to that time, the 60-day period is requested to allow for unforeseen delays.

**CANCELLATION**

The resulting contract, from this Request for Proposal may be cancelled by the University, for non-compliance with the terms and conditions of any part of the agreement.

**THE CONTRACT**

By submitting a Proposal, the offeror acknowledges that it has read this REQUEST FOR PROPOSAL, understands it and agrees to be bound by its requirements, terms and conditions, and further agrees that the resulting contract will consist of this RFP, any duly issued addenda and the bidder's response will be the complete and exclusive statement of the agreement between the parties. The resulting contract unless otherwise provided herein, can only be modified in writing signed by the selected offeror and NKU. NKU reserves the right to disqualify any Proposals which take exception to the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in this Request for Proposal.

**PERMITS (if applicable)**

The Contractor shall obtain all permits necessary for any or all parts of the work from the authorities governing such work. The Contractor shall procure building permits, when required but no fee shall be applicable on projects for the Commonwealth. Evidence that such permits have been issued shall be furnished to the Owner before beginning work.



**PREPARATION AND SUBMISSION OF PROPOSALS**

Proposals shall be prepared one sided on 8-1/2" x 11" paper. The text type size shall not be less than a 12 point font. The proposals shall be indexed and all pages sequentially numbered throughout, or by section.

Elaborate graphics and expensive paper and bindings are not necessary, nor encouraged. Neatness, clarity and completeness are what are desired. All text and exhibits should be succinct and relevant to the RFP requirements.

**EXMINATION OF PROPOSAL DOCUMENTS**

By submitting a proposal, the Offeror represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the University's objectives.

**PROPOSAL EVALUATION PROCESS**

Proposals will be evaluated by a committee of University employees selected for the specific purpose of evaluating submitted proposals. This committee will determine each offeror's responsiveness to the RFP requirements. A proposal shall be determined unresponsive if required information is missing or the proposal deviates from requirements stated herein. The committee will evaluate all proposals objectively and uniformly on the basis of submission requirements, demonstrated ability to perform and the methodology proposed to achieve a successful maintenance program. The technical evaluation of the proposals will be by University personnel selected specifically for this evaluation process. The University will then enter into final negotiations to select the finalist and award a Contract.

**CONFIDENTIALITY**

In accordance with KRS 45A.085 Competitive Negotiation, all proposals received or information derived there from remain confidential until a contract is awarded or all proposals are rejected.

**ADDENDA/CLARIFICATIONS**

Any University changes to this RFP will be made by written addendum. Verbal modifications will not be binding.

Questions or comments regarding this RFP must be in writing and must be received in Procurement Services no later than 2:00pm on August 17, 2021.

**CONTACT PERSONNEL**

Respondents to this solicitation shall NOT talk to, call, or email anyone at the University about the project, except for the designated University spokesperson as identified herein.

For questions concerning the method of procurement, method of evaluation and general proposal requirements, the proposer's sole point of contact for this proposal is:

All requests for technical information shall be submitted in writing to Ryan Straus prior to the deadline for submission of questions as detailed in the Notice of RFP Opportunity.

Ryan Straus  
Coordinator, Procurement Services  
Northern Kentucky University Lucas Administrative Center, 617  
Highland Heights, KY 41099  
Phone: 859.572.5171  
FAX: 859.572.6605  
E-mail: [strausr2@nku.edu](mailto:strausr2@nku.edu)

Questions regarding the RFP process may be submitted at any time.

All material clarifications will be issued by Procurement Services by written addenda.

**CONTRACT AWARD**

Issuance of this RFP and receipt of proposals does not commit the University to award a contract. The contract will be awarded to the firm whose offer best meets RFP specifications, and other facts considered. The University reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than selected bidder should negotiations with selected firm be terminated, to negotiate with more than one bidder simultaneously, to cancel all or part of this RFP and to waive any technicalities.

**METHOD OF AWARD**

It is the intent of Northern Kentucky University to award a contract to the qualified Firm whose offer, conforming to the conditions and requirements of the RFP, is determined to be the most advantageous to the University, cost and other factors considered.

Proposals will be evaluated strictly in accordance with the requirements set forth in this solicitation, including any addenda that are issued. The University will evaluate proposals as submitted and may not notify Firms of deficiencies in their responses.

Proposals must contain responses to each of the criteria listed above in sections of this RFP even if the Firms response cannot satisfy those criteria. A proposal may be rejected if it is conditional or incomplete in the judgment of the University.

**GOVERNING LAW**

Contractor shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky, and all other local governments, public authorities, boards or offices. This Agreement shall be governed by Kentucky Law and any claim relating to this contract shall only be brought in Franklin Circuit Court, sitting without jury.

**TERMINATION FOR CONVENIENCE**

Northern Kentucky University reserves the right to terminate the resulting contract without cause with a 30 day written notice. Upon receipt by the Contractor of "notice of termination" the Contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the Contractor will be calculated at the agreed upon rate prior to "notice of termination" and a fixed fee contract will be pro-rated (as appropriate).

**REQUIRED SUBMISSIONS**

These instructions describe the required format for the Proposal. Proposers may include any additional information deemed pertinent. An identifiable tab sheet must precede each Section for easy reference. All pages, except pre-printed technical inserts, shall be sequentially numbered.

Proposals must address each of the requirements listed below in the same order as listed to be considered responsive. Proposals should reference each identified requirement explaining how the proposer's solution meets the specified requirement.

Narratives should provide a concise description of capabilities to satisfy the requirements of this Request for Proposal.

Emphasis should be on clarity brevity and completeness of response.

All materials submitted in response to this Request for Proposal will become the property of NKU and will not be remitted.

**PRESENTATIONS**

Due to the Current COVID Pandemic, in person presentations will be handled at the discretion of the university.

## **INTRODUCTION**

### **I. General Background for RFP**

#### **A. General Scope:**

Northern Kentucky University is seeking a Contractor(s) to provide athletic apparel, footwear and accessories for all teams, coaches and administrative support personnel of the university's Division I athletic program. Examples of products to be supplied include, but not limited to: team uniforms, team practice gear, team travel gear, competition footwear, practice footwear, coaching gear, travel bags and apparel for camps and clinics offered by the athletics program. The university currently sponsors 17 Division I sports: baseball, men's basketball, women's basketball, men's golf, women's golf, men's soccer, women's soccer, men's tennis, women's tennis, men's track & field/cross country, women's track & field/cross country, softball, and women's volleyball.

#### **B. Responsiveness**

The objective of the selection process is to provide a uniform methodology for Northern Kentucky University to procure athletic apparel and accessories. Members of the selection committee are asked to fairly evaluate all responses and to compare each team's qualifications with the project requirements. Selections will be determined through the unbiased and independent interaction of the members of the committee. Therefore, it is in your firm's best interest to be specifically responsive to the requirements of this solicitation.

Multiple contracts may be awarded based on the business entity itself and distributors. For the purposes herein, a "respondent" means the legal entity which responds to an RFP. Multiple respondent proposals per project will all be deemed as being non-responsive. By submitting qualifications, the respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the university's objectives. Note: Sub-consultants can be a member of more than one team.

### **II. Northern Kentucky University**

**About NKU:** Founded in 1968, NKU is an entrepreneurial state university of over 16,000 students served by more than 2,000 faculty and staff on a thriving suburban campus nestled between Highland Heights, Kentucky and bustling downtown Cincinnati. We are a regionally engaged university committed to empowering our students to have fulfilling careers and meaningful lives. While we are one of the fastest-growing universities in Kentucky, our professors still know our students' names. For more information, visit [nku.edu](http://nku.edu).

#### **OUR MISSION**

Northern Kentucky University delivers innovative, student-centered education and engages in impactful scholarly and creative endeavors, all of which empower our graduates to have fulfilling careers and meaningful lives, while contributing to the economic, civic, and social vitality of the region.

#### **OUR VISION**

NKU will be nationally recognized for being a student-ready, regionally-engaged university that empowers diverse learners for economic and social mobility.

#### **Success by Design**

NKU's strategic framework, Success by Design, is helping reshape the future of Northern Kentucky University - and education - in the region. We built our strategic framework together, and together we will take the next important step unleashing innovation.

Success by Design has the singular focus of student success aligned with the needs of the region. The strategic framework outlines three pillars of student success: Access, Completion and Career & Community Engagement. NKU has spent the past year implementing the framework's First Five initiatives, each challenging the campus community to become a more student-ready, regionally engaged university. For more

information, visit Success by Design's [website](#).

### **QUICK FACTS**

- 88 majors to kindle passions
- 16,000+ students
- \$6+ million in scholarships awarded to new freshmen every year
- 77% of students receive financial aid
- Average class size: 18 students
- 58,000 alumni live within a 50-mile radius of the Cincinnati/northern Kentucky area
- Students come from all 50 U.S. states and across 46 countries
- 18% diverse student population
- 40+ study abroad opportunities
- 48% of first-time freshman live on campus
- 250+ employers recruit on campus
- Students invested 12,500 hours in service activities
- More than 4,000 students involved in service activities
- Service activities made \$250,000 of economic impact

### **Northern Kentucky University Department of Athletics**

Northern Kentucky University Athletics continues its ascent into national recognition on the NCAA Division I landscape. NKU, which began its DI era as a member of the ASun, has spent the last six seasons as members of the Horizon League. Since then, Northern Kentucky has won nine regular-season and league tournament team championships and qualified for five NCAA Tournaments between men's basketball, women's soccer and volleyball.

With new facilities for basketball and soccer – as well as recently renovated facilities for volleyball, softball and baseball – NKU's athletics complexes are on par with its Division I peers. BB&T Arena, which opened in 2008, serves as home for Norse men's and women's basketball and is the premier basketball facility in the Horizon League. It features corporate suites on both sides, two party suites along the North baseline and courtside seating along one sideline and baseline. The Arena was thrust into the national spotlight in 2015 when a redesigned court featuring a Norse ship rising through the seas was unveiled. BB&T Arena also regularly hosts concerts and plays (such as Cirque de Soleil), as well as regional and high school events. NKU Soccer Stadium was opened in 2010 and is one of the best soccer stadiums in the nation.

Northern Kentucky is committed to presenting its 17 athletics programs (nine women's, eight men's) on both a national and regional landscape, competing against teams from the Big Ten, Big 12, SEC, ACC, BIG EAST and American conferences on a regular basis. NKU and the Horizon League have also partnered with ESPN to broadcast games on the ESPN family of networks, including its ESPN3 digital platform. Over 60 men's and women's basketball, men's and women's soccer, volleyball, baseball and softball contests are broadcast annually on ESPN+, ESPN3 and regularly on Bally Sports Ohio (formerly Fox Sports Ohio) through NKU's HD production trailer, which was outfitted through a partnership with ESPN.

Prior to reclassification to NCAA Division I in the 2012-13 season, NKU won three Division II national championships, including two women's basketball titles (2000 and 2008) and a men's soccer title in 2010. The Norse earned 21 regional titles, 68 Great Lakes Valley Conference regular-season or tournament titles, seven GLVC All-Sports Trophies and eight of the last 10 GLVC Commissioner's Cups. During its last decade in Division II, the program finished in the top 25 in the Learfield Sports Director's Cup standing five times, highlighted by a 10<sup>th</sup> place finish in 2003-04 and a 16<sup>th</sup> place finish in 2011-12.

Success has continued at the Division I level, highlighted by the men's basketball team qualifying for the NCAA Tournament or NIT in four of the last five years, which includes three NCAA Tournament qualifications. Women's soccer has both a Horizon League regular-season and tournament championship to go along with a berth in the 2016 NCAA Tournament. Volleyball won the 2019 Horizon League Tournament and qualified as one of two Horizon League teams to reach the NCAA Tournament that season. Individual success has also

been prominent for Norse student-athletes. Men's golfer Jacob Poore won the 2018 Horizon League Championship and competed in the Columbus Region of the 2018 NCAA Championship. Griffin Doersching not only competed in the 2019 Rocket Mortgage College Home Run Derby, but the slugger belted an astounding 20 homers in the final round to win the event on ESPN. Two Norse have also been named All-Americans, with men's basketball player Drew McDonald garnering AP All-American Honorable Mention status in 2019 and women's soccer player Kailey Ivins earning a spot on the United Soccer Coaches All-America Third-Team this past year.

NKU student-athletes continue to excel in the classroom as well, posting a cumulative grade point average of 3.42 in the fall 2020 and spring 2021 semesters. This marks 20-straight semesters in which Norse student-athletes have registered at least a 3.0, 14 in a row at or above a 3.2 and 8-consecutive with at least a 3.37 GPA. The fall 2020 semester featured 109 student-athletes that posted individual GPA's of at least 3.60, while the spring 2021 semester featured 104 student-athletes. Approximately 60 student-athletes have garnered academic or scholar all-America status from either CoSIDA or their respective coaches associations.

## **I. Project Objective**

Northern Kentucky University is seeking a Contractor(s) to provide athletic apparel, footwear and accessories for all teams, coaches and administrative support personnel of the university's Division I athletic program. Examples of products to be supplied include, but not limited to: team uniforms, team practice gear, team travel gear, competition footwear, practice footwear, coaching gear, travel bags and apparel for camps and clinics offered by the athletics program. The university currently sponsors 17 Division I sports: baseball, men's basketball, women's basketball, men's golf, women's golf, men's soccer, women's soccer, men's tennis, women's tennis, men's track & field/cross country, women's track & field/cross country, softball, and women's volleyball.

All products supplied by Contractor(s) must be a nationally recognized brand name, and produced in accordance with the highest standards of Contractor's profession or business. All products supplied by Contractor(s) must be of the same quality of products provided to major NCAA Division I athletic programs in the United States. All products supplied must comply with all applicable NCAA regulations.

The current approximate yearly spending on athletic apparel is \$235,000. Northern Kentucky University reserves the right to award this contract to multiple vendors.

## **II. Term of Contract**

NKU shall enter into an agreement as result of this RFP for (5) five years, with the option for a (1) one-time negotiated renewal for an additional (3) three years.

## **III. Sponsorship Opportunities**

### **a. Official Product Designation**

Successful proposer and any dealer(s) that is awarded as a result of this proposal acquire exclusive designation as the official apparel and footwear provider of the Northern Kentucky University Norse.

### **b. Rights to Use Northern Kentucky University Mark**

Successful proposer and any dealer(s) that is awarded as a result of this proposal will have rights to use the Northern Kentucky University logo and mascot in any of its advertising, marketing, or promotion with prior approval of the Northern Kentucky University.

### **c. Broadcast, advertising, promotional and ticket will be negotiated with the successful proposer, and any dealer(s) that is awarded as a result of this proposal**

**Broadcast**

Men's Basketball on TV – In 2021-22:

Home non-conference games and all Horizon League games will be broadcast on ESPN3 or ESPN+

Women's Basketball on TV – In 2021-22:

Home non-conference games and all Horizon League games will be broadcast on ESPN3 or ESPN+

Men's Basketball on Radio:

All regular season and postseason games, and 8 weekly coaches show episodes, air on iHeart stations in the Cincinnati/Northern Kentucky market.

**Venue Display**

BB&T Arena (Men's and Women's Basketball)

Digital courtside signage; in-arena ribbon board

Regents Hall (Women's Volleyball)

Temporary signage is available in a variety of sizes and locations

Soccer Stadium (Men's and Women's Soccer)

Temporary Banner Signage

Bill Aker Baseball Complex

Temporary Banner Signage

Frank Ignatius Grein Softball Field (Softball)

Temporary Outfield Banner

**Public Address Announcements**

Negotiated public address announcement(s), approximately 15 seconds each, will be made on behalf of the successful proposer or any dealer(s) that may be awarded as a result of this proposal during all Northern Kentucky University athletic home games and in all arenas and field venues. The public address copy will always refer to the successful proposer and any possible dealer(s) as "the official apparel and footwear provider of the NKU Norse".

**In-Arena Fan Promotion**

Negotiated in-game promotion(s) at selected home games.

**Season Tickets**

Negotiated number of seats will be available at the BB&T Arena

**IV. Proposal**

**A. Preparation and Submission of Proposal**

The proposal shall be prepared on 8 ½" x 11" paper, with all text clear of binding. Text type size shall be a minimum of 10 point font. The proposals must be indexed, tabbed and all pages sequentially numbered throughout or by section. Binders and covers will be at the respondent's discretion, however, elaborate graphics and expensive paper and binding are not necessary, nor encouraged. All text and exhibits should be concise and entirely relevant to the RFP requirements.

The RFP Response should be organized as follows:

Tab	Content	Page Maximum
1	Cover Letter	2
2	Product Availability	n/a
3	Cost Structure	n/a
4	Ordering/Returns/Invoicing process	n/a
5	Value Added/Revenue to NKU	n/a
6	Experience and References	n/a

**NOTE:** Submittals that do NOT contain the above items will be deemed a non-responsive proposal and disqualified from the selection for this project.

The respondent shall submit, via US Postal Service, courier or other delivery service, five bound copies and one unbound original of its proposal in a sealed package by 9/1/2021 @ 2pm. Failure to provide the required number of copies and an unbound original will result in the submittal being considered non-responsive and disqualified from the selection process. Submittals shall be addressed to:

Blaine Gilmore  
Director, Procurement Services  
621 Lucas Administrative Center  
Northern Kentucky University  
Highland Heights, KY 41099

Bearing respondent's name and address, and clearly marked as follows:

**NKU-04-2022  
Athletic Apparel Services**

## **B. Proposal Requirements and Specifications**

### **1. Cover Letter**

The cover letter shall serve as an introduction to the Respondent's qualifications and capabilities. The letter of no more than 2 pages shall be addressed to Blaine Gilmore Director of Procurement Services, and must, at a minimum, contain the following:

- a. Identification of Contractor.
- b. A statement of experience from the contractor (years in business, number of athletic department partners, etc.).
- c. Name recognition of brand nationally, include brochure, articles, news etc.
- d. An email address
- e. Acknowledgement of receipt of RFP addenda, if any; and,
- f. Signature of person authorized to bind the offering firm to the terms of the Proposal.

### **2. Product availability**

Proposers shall submit a catalog(s) of all product offerings being made to NKU. NKU reserves the right to request samples of Proposer's product(s). Proposer will make note of any product lines NKU will not have access to.

Proposer shall include a description of how it will handle embellishment of apparel, including screen printing and embroidery.

### **3. Cost Structure**

Proposer shall provide information on the price discount(s) being offered. After proposals are submitted NKU will create a list of items that will be sent to each proposer with a request to provide actual pricing (list price, markup, final price).

### **4. Ordering>Returns/Invoicing Process**

- a. Proposer shall describe the method in which NKU will place orders. Proposer shall indicate if orders will be placed through an exclusive dealer(s), directly with the manufacturer, or a combination of the two.
- b. Proposer shall indicate the ordering deadlines, lead times, or any other relevant information about its ordering requirements to guarantee product availability and delivery in time for associated sport season. Proposer may submit a calendar to describe the timeline for ordering products.
- c. Proposer shall indicate any minimum orders that will be required.
- d. Proposer shall indicate fill rates for orders submitted in a timely manner.
- e. Proposer shall describe its return process. Any return/restocking fees shall be listed in this section.
- f. Proposer shall describe its invoicing process, including how correct pricing is guaranteed. Proposer shall also address how credit for returned merchandise is process and applied to a customer's account.
- g. Proposer shall indicate how shipping costs will be handled.
- h. Proposer shall provide a description of the approach it will take in regards to servicing the account. Will an account representative(s) schedule times to meet with coaches on a regular basis? Will account representative(s) be available on an as needed basis? How will proposer ensure the best customer service is being provided?



- i. Proposer shall submit all manufacturer and/or supplier warranty information. If multiple warranties exist proposer must indicate if they run concurrently or consecutively.

**5. Value Added/Revenue to NKU**

- a. Proposer is encouraged to include any value-added capabilities in its response. Items listed in this section must be provided to the institution at no additional cost.
- b. Proposer shall include information on incentives, cash rights fees, marketing dollars, or other funds it is offering to provide to the athletics department.
- c. Proposer shall indicate opportunities and/or incentives the on-campus bookstore will be offered in order to increase the exposure and branding of Northern Kentucky University and athletics program.
- d. Proposer shall indicate how it can assist the University with increasing retail sales of Northern Kentucky University apparel.

**6. Experience and References**

Identify universities in which you have contracted athletic apparel services to. These universities should have a similar athletic background as Northern Kentucky University.

For each university, provide a name, email address, and telephone number for a contact person who is familiar with the contractor's services. The contact person should be familiar with the key personnel.

### **C. Evaluation Criteria**

The detailed specifications and special terms and conditions describe those items considered essential for a comprehensive agreement, while allowing proposers sufficient latitude to make comprehensive and creative proposals to the University.

Award will be made to the proposer whose proposal, in the sole opinion of the University, represents the best overall interests of the University, considering but not limited to the following:

- Proposers overall suitability to the University.
- Proposers qualifications (e.g. experience, reputation.)
- Quality and availability of footwear and apparel and its reputation in the market. All items provided in RFP must be new.
- Proposers demonstrated ability to meet all requirements, specifications, terms and conditions as detailed in this RFP.
- Compliance with delivery requirements and other support functions as specified in RFP.
- Increase revenue to the Department of Athletics.
- Reduce the expenditure of budgeted dollars spent by the Department of Athletics for footwear and apparel.
- Proposer must have process in place for approval of artwork prior to any embroidery or screen printing of products.
- Ability to increase licensing revenue for the University
- Retail distribution of NKU products.
- Projected implementation timeline. Proposer shall supply dates for orders to have available for each season and commit to fulfilling orders.
- Other services required/available.
- NKU makes no guaranteed quantities.

The criteria listed above are not ranked in order of importance.

**Proposals shall be evaluated based on the following criteria:**

	<b>%</b>	<b>Points</b>
Ordering/ Returns/ Invoicing Process	30%	300
Cost Structure	30%	300
Value Added/ Revenue to NKU	25%	250
Product Availability	15%	150
	<b>Total</b>	1000