

STATE OF SOUTH DAKOTA
South Dakota School of Mines & Technology (South Dakota Mines)
501 East Saint Joseph Street
Rapid City, SD 57701

Athletic Uniforms, Apparel and Supplies
PROPOSALS ARE DUE NO LATER THAN FEBRUARY 22, 2024

RFP #: 24RFP9901 State POC: Barb Mustard EMAIL: Barbara.Mustard@sdsmt.edu

FOR VENDOR, READ CAREFULLY:

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

South Dakota Mines (SDM) is requesting written proposals from qualified vendors for a Volume Purchase Agreement for: athletic uniforms, apparel, equipment, and various athletic supplies.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

Business Services at SDM is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, South Dakota School of Mines & Technology. The reference number for the transaction is RFP #24RFP9901. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

| | |
|---|---------------------|
| RFP Publication | 1/25/2024 |
| Offeror Questions Due | 2/08/2024, 3PM (MT) |
| Responses to Offeror Questions | 2/15/2024 |
| Proposal Submission | 2/22/2024, 3PM (MT) |
| Anticipated Award Decision/Contract Negotiation | 3/07/2024 |

1.4 SUBMITTING YOUR PROPOSAL

The vendor should provide one (1) copy of their entire proposal, including all attachments in PDF electronic format via email to Barbara.mustard@sdsmt.edu. All proposals must be completed and received by the date and time indicated in the Schedule of Activities. .

Proposals received after the deadline will be late and ineligible for consideration.

All proposals must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal. Proposals that are not properly signed may be rejected.

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

1.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.6 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their

employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.7 CERTIFICATION RELATING TO PROHIBITED ENTITY

For contractors, vendors, suppliers, or subcontractors who enter into a contract with the State of South Dakota by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, is not an entity, regardless of its principal place of business, that is ultimately owned or controlled, directly or indirectly, by a foreign national, a foreign parent entity, or foreign government from China, Iran, North Korea, Russia, Cuba, or Venezuela, as defined by SDCL 5-18A. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

1.8 RESTRICTION OF BOYCOTT OF ISRAEL

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

1.9 CERTIFICATION OF NO STATE LEGISLATOR INTEREST

Offeror (i) understands neither a state legislator nor a business in which a state legislator has an ownership interest may be directly or indirectly interested in any contract with the State that was authorized by any law passed during the term for which that legislator was elected, or within one year thereafter, and (ii) has read South Dakota Constitution Article 3, Section 12 and has had the opportunity to seek independent legal advice on the applicability of that provision to any Agreement entered into as a result of this RFP. By signing an Agreement pursuant to this RFP, Offeror hereby certifies that the Agreement is not made in violation of the South Dakota Constitution Article 3, Section 12.

1.10 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.11 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to Barbara.Mustard@sdsmt.edu at SDM with the subject line "RFP #24RFP9901".

The State will respond to offeror's inquiries (if required) via e-mail. In addition, all inquiries and the State's response will be posted on the state's e-procurement system. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.12 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.13 LENGTH OF CONTRACT

This is a Request for Proposal for a five (5) year contract commencing on July 1, 2024, and ending June 30, 2029.

1.14 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

2.0 STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

- 2.1** The Contractor will perform those services described in the Scope of Work, attached hereto as Section 3 of the RFP and by this reference incorporated herein.
- 2.2** The Contractor's services under this Agreement shall commence on _____ and end on _____, unless sooner terminated pursuant to the terms hereof.
- 2.3** The Contractor will not use State equipment, supplies or facilities. The Contractor will provide the State with its Employer Identification Number, Federal Tax Identification Number or Social Security Number upon execution of this Agreement.
- 2.4** The State will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$ _____. The State will not pay Contractor's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Payment will be made consistent with SDCL ch. 5-26.
- 2.5** The Contractor agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require the Contractor to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.
- 2.6** The Contractor, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

A. Commercial General Liability Insurance:

The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

The Contractor agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than \$1,000,000.00.

C. Business Automobile Liability Insurance:

The Contractor shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

D. Worker's Compensation Insurance:

The Contractor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, Contractor shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance

required in this Agreement. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Contractor agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Contractor shall furnish copies of insurance policies if requested by the State.

- 2.7** While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the State of South Dakota.
- 2.8** Contractor agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Contractor or the State to liability. Contractor shall report any such event to the State immediately upon discovery.
- Contractor's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Contractor's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Contractor to report any event to law enforcement or other entities under the requirements of any applicable law.
- 2.9** This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Contractor breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Contractor at the time of termination may be adjusted to cover any additional costs to the State because of Contractor's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Contractor it is determined that Contractor was not at fault, then the Contractor shall be paid for eligible services rendered and expenses incurred up to the date of termination.
- 2.10** This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.
- 2.11** This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.
- 2.12** This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
- 2.13** The Contractor will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
- 2.14** The Contractor may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Contractor will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Contractor will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances,

guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

- 2.15** Contractor hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by the Contractor in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Contractor without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.
- 2.16** The Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.
- 2.17** Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to _____ on behalf of the State, and by _____, on behalf of the Contractor, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.
- 2.18** In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
- 2.19** All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

3.0 SCOPE OF WORK

The proposal accepted will be based on quality, cost and the ability to provide goods and services as required by SDM. Proposals will not be awarded solely on price but on what is the best overall value to SDM.

The successful vendor must be able to fill all orders for uniforms, apparel, supplies and services as needed throughout the life of the contract. SDM is defining uniforms, apparel, supplies and services as follows:

- Uniforms: Official game clothing including footwear
- Apparel: Sweatshirts, shorts, jackets, hats, practice gear, etc.
- Supplies: Knee pads, socks, sports bras, athletic supporters, etc.
- Services: Screen printing, embroidery, etc.

The vendor must assign a customer service representative to SDM who has a strong history of good customer service and sufficient staffing to SDM the provision of goods and services outlined in this RFP throughout the life of the contract. The proposed representative's name and direct phone number must be provided. Vendors must be able to provide samples and meet with a representative of SDM during the proposal evaluation period to discuss ordering needs and concerns.

The vendor must be able to package and ship in quantities specified on a timely basis. Merchandise in each shipment must be pre-sorted and packaged by the vendor for distribution to team members. The vendor must guarantee that packaging and shipping shall provide adequate protection against damage and deterioration. All quotations must be FOB destination, freight prepaid. Inside delivery is required. Inspection of goods and services will be conducted by a member of SDM's athletic staff at point of delivery. Material not in accordance with specifications will be returned at the vendor's expense. The preferred vendor must be able to deliver all standard products (unless printed) to SDM's athletic equipment room not more than ten days from the date of order. Vendor must provide a proof of screen printing or embroidery to the SDM Athletic Department representative prior to printing. Vendors must use the SDM font, colors and logos for all printed goods. The trademarked logos cannot be altered, reproduced, or used outside of Northern State University.

Bidder must provide detailed information regarding the ordering process proposed including any subcontractors the Bidder intends to use for order fulfillment, product replacement and customer service issues. Vendor must indicate of products will be available to retail stores.

Bidder must demonstrate how order tracking and inventory availability will be provided to SDM. SDM spends on average approximately \$50,000-100,000 annually on uniforms, apparel and supplies.

The proposal should include significant discount off retail price and multiple options for uniforms, apparel and supplies; a product credit based on quantity purchased; an initial lump sum product credit at contract signing; and product credit for accomplishments such as teams winning a conference championship and achievement of Coach of the Year designation, etc. Bidder must indicate what constitutes SDM's "total quantity purchased" on which credits will be calculated.

As additional quantities of uniforms, apparel or supplies may be needed over the course of a season, prices should hold firm within each year throughout the duration of the contract. A price adjustment will be considered one year after the initial signing of the contract and every year thereafter for the duration of the contract only if an escalation in cost to the vendor can be documented. The escalation in cost should be a component of the CPI or other documented evidence of increased costs to the vendor to provide the products.

During the term of the contract, each sport's new purchases (including coaches, staff and student-athletes) shall be for the awarded vendor's products where appropriate on a phased-in basis. SDM replaces uniforms for its sports over a four-year period with one fourth being purchased each year.

The following sports teams are included within the scope of this RFP: Men's Basketball, Men's Cross Country, Football, Men's Golf, Men's Track & Field, Men's Soccer, Women's Basketball, Women's Cross Country, Women's Track & Field, Women's Golf (with the option to order a different brand due to limited choices with Women's Golf) and Volleyball. Select sports may be excluded from the contract of the selected provider because of specialties of the sport: running shoes, golf clubs etc..... Also excluded are camp/clinic/promotional t-shirts. Any sports excluded will be negotiated in the final contract.

4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 4.1** Bidders must indicate how product information relative to each sport referenced in the scope (Section 3.0) will be provided to SDM.

Bidder must indicate how sizing and shoe fittings will be handled.

Bidder must indicate if they are unable to provide products for any of the sports mentioned above. Bidder must also indicate any individual products commonly used for the sports referenced above that they cannot provide (i.e. bats, helmets, etc.).

This will be a single vendor award. SDM will reserve the right to purchase outside the contract from additional vendors for unique items. SDM reserves the right to exclude specialty footwear for selected sports.

- 4.2 Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.
- 4.3** Provide the following information related to at least three previous and current service/contracts, performed by the offeror's organization, which are similar to the requirements of this RFP.
- a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted.
 - b. Dates of the service/contract; and
 - c. A brief, written description of the contract and requirements thereof.

5.0 PROPOSAL RESPONSE FORMAT

5.1 As outlined in Section 1.4, one (1) original, signed PDF shall be submitted including all attachments in electronic format via email to Barbara.mustard@sdsmt.edu. All proposals must be completed and received by the date and time indicated in the Schedule of Activities. .

5.2 Submittals should include:

- a. A cover letter clearly addressing any concerns taken to the terms and conditions contained within this RFP.
- b. List of colleges or universities currently being supplied.
- c. Names and qualifications of officers and key personnel of bidder, including customer service representative to be assigned to SDM's account.
- d. List of any subcontractors utilized.
- e. Completed Respondent Questionnaire (Section 7.0)

SDM will select the bidder who in the judgment of SDM offers the best value response to the goals and performance requirements outlined in the RFP.

6.0 PROPOSAL EVALUATION AND AWARD PROCESS

6.1 The SDM Athletic Department shall review all documents received and will select a vendor on the basis of information provided in response to this RFP and shall select the vendor that best serves the interest of SDM. SDM reserves the right to reject any and all of the submitted proposals. SDM reserves the right to further negotiate the final contract upon receipt of the RFP and selection of the provider who in the opinion of SDM Athletics best serves the interest of SDM Athletics based on the selection criteria. Proposals will be evaluated on the following criteria:

- a. Quality of products and services offered.
- b. Discount pricing structure for the products and services outlined in the RFP.
- c. Bidder's past experience with providing products and services to institutions of higher education similar in size and nature to SDM (i.e., NCAA Division II with football).
- d. Quality of the references from the bidder's existing customers, including but not limited to the quality of the product, the timeliness of services and production and the level of customer service provided to the college.
- e. Turnaround time to provide products and services outlined in this RFP.
- f. Value of product credits offered.

6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively

evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.

6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.

6.5 Award: The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.

6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.

6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached, or the agency terminates the contracting process.

PLEASE SEE NEXT PAGES FOR COST PROPSAL -- RESPONDANT QUESTIONNAIRE

7.0 COST PROPOSAL

RESPONDENT QUESTIONNAIRE

The respondent recognizes that in selecting a provider of the requested services and items, SDM will rely on the answers provided in response to this section. Accordingly, respondent warrants to the best of its knowledge that all responses are true, correct, and complete. SDM reserves the right to confirm the information provided.

a. Company profile

- Number of years in business.
- Type of operation: Individual, partnership, corporation, government
- Number of employees.
- Are you a minority, women-owned or small business?
- Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity?
- Provide a customer reference list of at least (3) references for higher education institutions, preferably similar in size and nature to SDM (i.e., NCAA Division II with football), for whom vendor has provided products and services similar to those indicated in the RFP. For each reference, please include the following information:
 - o Name of customer
 - o Customer contact information
 - o Date of work performed and length of business relationship
 - o Brief description of work performed

b. Warranty and ordering requirements.

- Describe the warranty provided on the products.
- Do you have a minimum order requirement? If so, please describe?
- Do you offer discounted terms if invoices are paid within 10 days? If so, please describe,
- Do you accept credit cards?

c. Please circle all brands that your company can supply:

| | |
|---------------|-----------------|
| Anaconda | Under Armour |
| Turfer | Reebok |
| Badger | Rawlings |
| Adidas | Holloway |
| Charles River | Majestic |
| Warrior | Wilson |
| Nike | Kaepa |
| Dodger | Gildan |
| Spalding | New Balance |
| Mizuno | Champion |
| Asics | Hanes |
| DeLong | Jerzees |
| Anvil | Other (specify) |

Responses Required

Please provide on a separate document response to the following questions:

- a. List any other labels/brands your company offers.
- b. Indicate proposed discount off catalog prices for team apparel, equipment, and supplies. c.
Indicate proposed discount off catalog for apparel for retail and online store.
- d. Provide catalogs of products offered, including catalog prices. Complete the following product sample listing to illustrate the proposed pricing method. If an alternative approach to pricing is proposed, describe in detail on an attached sheet.

| <u>Sample Item</u> | <u>Catalog Price</u> | <u>% Discount</u> | <u>Final Cost to College</u> |
|------------------------------|----------------------|-------------------|------------------------------|
| 8 oz. Dri Fit T-shirt | _____ | _____ | _____ |
| 12 oz Grey Hooded Sweatshirt | _____ | Basketball | _____ |
| Game Jersey | _____ | _____ | _____ |
| White Soccer Shorts Football | _____ | _____ | _____ |
| Game Jersey Football Cleats | _____ | _____ | _____ |

- e. How often do prices change and on what basis? _____
- f. Indicate proposed amount of product credit based on quantity purchased. g.
Indicate proposed amount of product credit available at contract signing.
- h. Indicate proposed amount of product credit for accomplishments such as teams entering the NCAA Tournament, Coach of the Year Awards, conference championships, etc.

- i. Indicate cost per item for screen printing. Describe any set-up charges or quantity discounts.

Cost per Item

One color: Two color: _____

Three color: _____

- j. Indicate cost per item for embroidery (stitch count and cost). Describe any set-up charges or quantity discounts.

Stitch Count

Cost per Item

Stitch count: _____

Stitch count: _____

Stitch count: _____

- k. Describe any other programs/incentives that your company offers.
- l. Indicate the turnaround time to provide products and services outlined in this RFP from time of order to delivery to SDM.
- m. Describe the shipping method or methods you propose to use to provide product to SDM and the estimated time of delivery after order placement.
- n. Describe the adjustment process used to correct errors in shipments, defective goods, etc.
- o. Provide the name of the customer service representative who will be assigned to SDM's account and describe the person's background and experience, the number of years with the company, similar accounts served and the person's direct telephone number.

Athletics Team Roster Sizes

| Sport | Roster Size |
|-----------------------|-------------|
| Football | 115 |
| Men's Basketball | 16 |
| Men's Track | 45 |
| Women's Track | 35 |
| Men's Cross Country | 18 |
| Women's Cross Country | 12 |
| Men's Golf | 12 |
| Women's Basketball | 15 |
| Volleyball | 21 |
| Women's Golf | 11 |
| Men's Soccer | 35 |
| Athletics Staff | 45 |
| Total | 350 |