



THE WORLD GAMES 2022 | BIRMINGHAM, ALABAMA, USA | JULY 7-17, 2022

**THE WORLD GAMES**

# **RFQ - Volunteer Apparel & Accessories**



THE WORLD GAMES 2022 | BIRMINGHAM, ALABAMA, USA | JULY 7-17, 2022

# THE WORLD GAMES

The World Games 2022 Birmingham Organizing Committee seeks Quotes from qualified companies capable of providing various products with printing for the volunteer program of The World Games 2022 Birmingham.

Following are the details related to the project overview, assessment criteria and selection criteria. Selection will be based upon the applicant(s) who best matches the assessment criteria. **You may choose to bid on all of or part of this list of services.**

Contact & Questions, please email: [woo@theworldgames2022.com](mailto:woo@theworldgames2022.com)

Address: The World Games 2022 Birmingham  
950 22nd Street North, Suite 600  
Birmingham, AL 35203 USA

## **SECTION I - OVERVIEW**

### **About the Organization**

The World Games take place every four years in the year following each Olympic Summer Games. More than 25 non-Olympic sports are showcased and the event features 3,600 athletes from more than 100 countries competing for gold in more than 180 medal events. The event owner is the International World Games Association (IWGA), founded in 1980.

The World Games are staged over a period of 11 days, beginning with the traditional pageantry of an Opening Ceremony, and concluding with the Closing Ceremony celebration and passing of the flag to the next Host City.

The World Games 2022 Birmingham Organizing Committee (BOC) will lead the planning efforts, management, and execution of The World Games 2022 Birmingham (TWG 2022). **TWG 2022 is scheduled to take place in Birmingham, Alabama between July 7-17, 2022.**



# THE WORLD GAMES

## **SECTION II – SCOPE OF SERVICES**

Detailed in Exhibit A

## **SECTION III – HIRING PROCESS**

Supplier(s) are solely responsible for all hired personnel. Supplier's employees are not eligible for TWG 2022 work if an employee has been convicted of, has charges currently pending, or has been granted diversion by any court, for any of the following: 1) any felony offense; 2) any crime involving force or moral turpitude; 3) any offense involving dishonesty or false statements; 4) any crime involving a controlled substance. If you believe your company has cause to hire someone who does not meet these requirements please submit justification within your bid.

**All personnel hired to be positioned to work with TWG 2022 will be required to go through a screening process and complete training at no cost to the BOC.**

## **SECTION IV – EVALUATION CRITERIA**

TWG 2022 Birmingham will review and evaluate all Quotes submitted for consideration based upon the following criteria, without limitation, in no specific order:

1. Responses to all questions and requested materials of the RFQ.
2. Financials – Overall costs and rates / ***If supplier is willing to provide sponsorship revenue, trade services or provide in-kind services, this will also be taken into consideration.***
3. Ability to provide five (3- 5) client references to the scope of TWG 2022 Birmingham.  
Responding supplier(s) to this RFQ should be able to demonstrate a minimum of three (3) years direct experience coordinating for comparable size events.
4. Ability to participate in periodic meetings with BOC.
5. Oral presentation, if required by BOC.

## **SECTION V – COMPLIANCE, DIVERSITY AND INCLUSION**

### **AMERICANS WITH DISABILITIES ACT**

The selected supplier agrees to comply with all of the rules and regulations contained within the American with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 to 12213, inclusive, 47 U.S.C. 225 and 47 U.S.C.611).

### **SUPPLIER DIVERSITY**

### **LOCAL, SMALL & DIVERSE SUPPLIERS AND THE ENVIRONMENT**



THE WORLD GAMES 2022 | BIRMINGHAM, ALABAMA, USA | JULY 7-17, 2022

# THE WORLD GAMES

## Small, Diverse and Local Business Commitment

A key initiative for The World Games 2022 Birmingham Organizing Committee (TWG 2022) is the growth and development of our Supplier Diversity program—also known as the World of Opportunity (WOO). It is our goal to make every effort to engage and provide opportunities to the Small, Diverse and Local (SDL) businesses in Birmingham and its greater metropolitan area within a 75-mile radius of the city.

Our commitment to the City of Birmingham and our community is to seek to achieve a minimum of thirty-five percent (35%) of our collective available spend with SDL businesses. In that spirit, we expect our partners to join with us in our best efforts to intentionally plan, at the outset of their contract, to achieve these goals through their direct and tier 2—or sub-contractor—available spend.

The following is an outline of specific strategies we ask our partners to join to help achieve this effort:

- Contractors shall use **reasonable efforts, in partnership with TWG 2022 through the WOO, to source, utilize and pay SDL suppliers**, if applicable to providing their contracted goods and services to TWG 2022, in at least an amount equal to TWG 2022's minimum SDL supplier utilization goal of thirty-five percent (35%) of the total value of available spend.
- TWG 2022 asks that, **within 30 days of contract execution**, our awarded vendors provide a preliminary list of tier 2 and supplier goods and services needed to execute the contract for goods and services that could contribute toward our thirty-five percent (35%) utilization goal.
- **Where possible and applicable**, contractors will utilize our **Customer Vendor Management (CVM) database to search for local suppliers**
- Contractors will **partner with TWG 2022** and its primary vendors **in a job fair** aimed to allow said contractors the ability to recruit and hire employees to staff available opportunities for the duration of the 11-day event.
- Contractors will **participate in TWG 2022's vendor engagement fairs** (a separate initiative from the job fairs noted above) to build relationships with potential SDL suppliers.
- In order for the TWG 2022 to report our ongoing progress to achieve thirty-five percent (35%) SDL goal to the City of Birmingham, vendors must **submit a quarterly SDL spend report** through the CVM system. Vendors will need to attend a training class to obtain user credentials and learn how to submit the information through the CVM system.



# THE WORLD GAMES

## Supplier Diversity Categories

### TWG 2022 Supplier Diversity categories:

- 1) Minority Business Enterprise (MBE)
- 2) Women Business Enterprise (WBE)
- 3) SBA 8(A)
- 4) Small Disadvantaged Business (SDB)
- 5) Disadvantaged Business Enterprise (DBE)
- 6) Woman-Owned Small Business (WOSB)
- 7) Economically Disadvantaged Woman-Owned Small Business (ED-WOSB)
- 8) HUB Zone (HUBZone)
- 9) Veteran Owned Business (VBE)
- 10) Service Disabled Veteran (DVBE)
- 11) Historically Black Colleges and Universities (HBCU)
- 12) Gay, Lesbian, Bisexual, Transgender (LGBTQ)
- 13) Alaskan Native Disabled
- 14) AbilityOne Program
- 15) Small Business Enterprise (SBE)
- 16) Local Suppliers (within a 75-mile radius of the city of Birmingham)

Information within your Quote demonstrating a commitment to utilizing local, small and diverse suppliers and/or environmentally-friendly practices will be considered during the evaluation process.

### **Sustainability**

The BOC is also interested in knowing the availability and feasibility of sustainability and environmentally-conscious practices of the vendor.

### **SECTION VI – REQUIRED Quote INFORMATION AND SUBMISSION**

#### **Quote Preparation**

The bidder's name must appear on each page of the Quote. Any erasures, cross-outs, alterations or other changes must be initialed by the person signing the Quote. Any exceptions, alterations or changes to the terms of this document must be submitted and initialed by the person signing the Quote. The person signing the Quote must be authorized to commit the bidder and to conduct negotiations or discussions on its behalf if requested or required, or both.

- The BOC reserves the right to reject any or all Quotes, to waive any informality, or minor irregularities, or both, and make a decision and/or award the Supplier(s) who can provide the requested services.



# THE WORLD GAMES

- The bidder's response to this RFQ will be the primary source of information used in the evaluation process. The BOC may: 1) contact any bidder to clarify any response; 2) contact any current references and/or users of the bidder's services; 3) solicit information from any available source concerning any aspect of the Quote; and 4) seek and review any other information it deems pertinent to the evaluation process.
- The bidder must disclose any information of pending sale, merger, or joint venture their organization is considering that could occur prior to the TWG event within the Quote.
- A Quote that is incomplete, appears unrealistic in terms of technical commitments, demonstrates a lack of technical competence, or is indicative of a failure to comprehend the specific needs, requirements and/or the complexity and risk of the contract may be rejected.
- The BOC assumes no liability for any costs or expenses incurred by the bidder in the preparation and delivery of a response and attendance of any subsequent meetings relative to this request for Quote, including but not limited to any site inspections or route overview and testing.
- Any bidder may modify or withdraw its Quote at any time, upon written notice submitted as required of the original Quote, prior to the closing bid receipt. Any exceptions, alterations or changes received after the submission deadline will not be considered unless postmarked five (5) days preceding the submission deadline and received before award of contract. Facsimile copies of the original response to this request for Quote will not be accepted.

## **Oral Presentation**

Vendors who submit a Quote in response to this RFQ **may be required** to give an oral presentation of their Quote to the BOC. This will provide an opportunity for the Supplier(s) to clarify or elaborate on the Quote, but it will in no way change the original Quote. The BOC will schedule the time and location of these presentations at the expense of the prospective Vendor.

## **SECTION VII - REQUIRED Quote FORMAT**

It is requested that each bidder's response to this request for Quote be prepared and submitted as outlined herein. Each section of the response should contain all information pertinent to its specific topic.

- A. SUPPLIER CONTACT INFORMATION** – The first section of each Quote should indicate the name and address of the Supplier and the name(s), title(s), address(es), telephone number(s), fax number(s) and email address(es) of Supplier personnel who are authorized to represent the supplier.
- B. SUPPLIER EXPERIENCE** – Provide detailed responses to each of the following questions:
1. Describe the variety of services your company is capable of providing.
  2. Describe the expertise of the staffing program, which will assure all personnel assigned to perform under any resultant contract, shall be capable and qualified in the work assigned to them. Please include the composition of the proposed team, and respective responsibilities



THE WORLD GAMES 2022 | BIRMINGHAM, ALABAMA, USA | JULY 7-17, 2022

# THE WORLD GAMES

3. Describe relevant experience the proposer has within Birmingham, Alabama.
4. Describe any unique capabilities or technology you plan to utilize in order to fulfill your obligations.
5. Indicate your company's sustainability policy and implementation strategy.
6. What other large-scale events would your organization be charged with delivering in the state of Alabama from April-June, 2022?

**C. PROJECT PLAN** – Provide a description of the services the Supplier will provide during TWG2022 at all venues and specific locations. The proposed project plan must include a detailed plan of action of each service. **A successful Quote provides answers to the following questions:**

1. Provide a detailed outline of the proposed TWG2022 plan showing how the supplier plans to meet all responsibilities stated under the Scope of Services with a timetable.
2. What is the Supplier's payment procedure (e.g., contract, deposit, and signed agreement)? Are there any discounts for particular payment arrangements? Include a proposed payment schedule.
3. Supplier to define storage requirements for the duration of the event including any other venue requirements.
4. What are the Supplier's current levels of insurance?
5. Describe any additional services that you regularly provide that could enhance the overall experience of TWG2022.

**D. COSTS** - Please provide a comprehensive analysis of the total cost in a budget spreadsheet in the following format (inclusive of all applicable taxes):

The supplier's detailed budget should include a line-by-line breakdown of expenses. Full assumptions and specific costs should be provided to support how the pricing has been structured.

1. Provide unit costs as described in Exhibit A.
2. Please break out price of item and embroidery/printing as 2 separate line items.
3. Please provide a detailed timeline of when orders need to be placed and when they will arrive in-hand.



# THE WORLD GAMES

- E. ACCOUNT MANAGEMENT CONTACT** – Who is lead contact if awarded the bid for managing and overseeing the planning and delivery efforts to lead TWG2022 plan? Please provide professional background information.
- F. REFERENCES** – Please provide a minimum of three (3) references for whom you have provided the type of services herein. Including the date(s) the services were furnished, the name of the reference, contact name, address, email, and telephone number of the individual the BOC has permission to contact. These references should only include companies for which the Supplier has provided services similar in scope to the TWG2022.
- G. BIDDER ADDENDUM (Optional)** – The bidding entity may use this section to provide any additional enhancements, comments, identify any special stipulation of the bid, or address any issues not specifically identified in the request for Quote.

## SECTION IX - BID SUBMISSION

Until Jan 14, 2022	Question phase: Any questions can be sent to <a href="mailto:woo@theworldgames2022.com">woo@theworldgames2022.com</a> . Questions will be answered within 3 business days.
Jan 14, 2022	RFQ Response submitted via email to: <a href="mailto:woo@theworldgames2022.com">woo@theworldgames2022.com</a>
To Be Determined	Interviews and/or presentations as requested by BOC.

The bid selection process has 4 phases:

<b>Phase 1</b>	<ul style="list-style-type: none"><li>- Quote reviews</li><li>- Selection of vendors for an interview or presentation with TWG</li></ul>
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# THE WORLD GAMES

Phase 2	<ul style="list-style-type: none"><li>- Host vendor interview and/or presentation (If applicable)</li><li>- Acquire any additional information</li></ul>
Phase 3	<ul style="list-style-type: none"><li>- Evaluate interviews/presentations</li><li>- Award bid (<i>Award will occur within 2-4 weeks of phase 2 completion</i>)</li></ul>
Phase 4	<ul style="list-style-type: none"><li>- Sign contract</li></ul>

**All inquiries / questions / meeting reservations must be submitted via email only to [woo@theworldgames2022.com](mailto:woo@theworldgames2022.com)**

***Please note BOC reserves the right to accept or reject any and all Quotes and to waive any irregularities or informalities in any Quote or in the Quote process.***



# THE WORLD GAMES

## Exhibit A

### SCOPE OF SERVICES

The following section details the scope of services interested parties' responsibilities in providing Volunteer specific branded merchandise (uniforms, accessories). You may choose to bid on all of or some of these items. The successful Supplier(s) are required to develop a plan that demonstrates how all responsibilities, hereunder, will be facilitated. *All items stated in the proposed project plan are subject to the BOC approval and subject to negotiation as a part of the final contract development process.*

Detailed schedule, final exhibit A, and final in-hand dates subject to change and will be finalized once a vendor is selected.

### SUPPLIER(S) RESPONSIBILITIES

- Enter into a contractual agreement with the BOC stipulating the obligations and responsibilities of each party necessary to administer the project plan.
- Supplier must comply and maintain through the duration of the resulting agreement, the proper licensing through the state regulatory board.
- Provide/manage the TWG2022 services that includes, but not limited to:
- Provide proofs of all items, fully decorated if selected to move to second round
- Provide timeline to meet in hand date (when quantities, final art approval, sizes, etc. are due by)
- Provide guidance, in accordance with outlines specified in Exhibit A, as to particular items recommended
- Understand that there is a possibility that a vendor would be selected to either: provide product AND printing/embroidery OR have the product provided to them and just be responsible for printing/embroidery. Thus, please separate these out on your proposal (product and printing/embroidery).
- Items received after promised in-hand date will have financial penalties
- Include a mock up, pricing, full item description of each item you are bidding on
- Volunteer shirt should include the event logo on the front, and "VOLUNTEER" on the back
  - Please provide at least 3 design proposals for shirt, if bidding on that item
- Items:
  - Volunteer Uniform Shirt:
    - Moisture-wicking type material
    - 2 color front, 2 color back (screen printed), one color on sleeve
    - Uni-Sex, available in sizes: XS-4XL
    - 6 different color shirts available, including: Red, Green, Yellow, Gold, Light Blue, Dark Blue
    - Sustainability is a major component of The World Games; the higher percentage of a shirt being made from recycled materials, the better!
- Volunteer Uniform Headwear - qty 3000 total



THE WORLD GAMES 2022 | BIRMINGHAM, ALABAMA, USA | JULY 7-17, 2022

# THE WORLD GAMES

- Ballcap (approx 2000)
- Sunhat/bucket hat (approx 1000)
- Both need the event logo (with the word volunteer) embroidered on them
- Multiple options of each type of hat for TWG to pick from
  - Volunteer would be able to pick between one type of ball cap OR one type of bucket/sun hat
- Volunteer Lapel Pin (include volunteer logo) - qty 3000
- Volunteer Water Bottle (include volunteer logo) - qty 3000
  - Easily transported
  - Multiple options of types of water bottles for TWG to pick from
- Volunteer clear bag (include volunteer logo) - qty 3000
  - Easy to transport
  - Multiple options of types of bags for TWG to pick from
- Volunteer rain jacket - qty 300
- Volunteer outerwear
  - Several options for outerwear - qty 600
  - Can be unisex or gender specific