



REQUEST FOR PROPOSAL

Exclusive Supplier of United States of America Wrestling Association **("USAW") Merchandise**

USAW will accept confidential proposals from qualified companies to become the exclusive supplier ("Supplier") of USAW-branded merchandise and to enter into a new, 4-year, exclusive Merchandise License and Service Agreement ("Agreement") as described in this Request for Proposal ("RFP") below.

SEALED PROPOSALS ARE DUE BY **July 25th AT 5:00PM MDT**. FAILURE TO COMPLY WITH THE SPECIFICATIONS HEREIN MAY RESULT IN THE DISQUALIFICATION OF THE PROPOSAL. ANY PROPOSAL RECEIVED AFTER THE TIME/DATE STATED ABOVE WILL NOT BE CONSIDERED. UNSIGNED PROPOSALS AND/OR PROPOSALS RECEIVED VIA FACSIMILE OR EMAIL WILL NOT BE CONSIDERED.

SUMMARY

USAW is the national governing body for the sport of amateur wrestling in the United States and, as such, promotes its purposes and programs through a variety of activities, including the sale of merchandise bearing the name, logos and trademarks of USAW.

USAW is soliciting proposals from qualified companies to enter into a 4-year, exclusive Merchandise License and Service Agreement whereby Supplier will be appointed as the exclusive provider of USAW-branded merchandise and USAW merchandising services. In addition to merchandising services, the Agreement will grant Supplier a non-exclusive license to use, without alteration, the name, logos, trademarks and service marks of USAW (collectively, "USAW Marks") solely for the purpose of fulfilling its obligations to provide the merchandise services.

USAW is soliciting proposals from interested companies and any company interested shall submit its proposal based on the attached Proposal Submittal Forms.

SUPPLIER REQUIREMENTS

1. Supplier is required to provide current catalogs and price sheets of its proposed product line to USAW. All catalogs and price sheets supplied will be free of charge to USAW. Catalogs submitted must be Supplier (manufacturer) catalogs if available. If not available, then a dealer catalog is to be provided.
2. Supplier must be an authorized dealer for brands specified and submitted. Supplier must maintain an adequate inventory of stock items for immediate sale on the internet and for stock items made available at all USAW-sanctioned events that are included in the RFP.
3. Samples of the proposed apparel and merchandise are not required to accompany this RFP but, if needed, they must be made available to USAW in all styles, colors and sizes. Supplier will provide the samples at no cost to USAW. Apparel items which require artwork and color customization must be approved by USAW in advance of offering them for sale.
4. Supplier will develop and recommend conceptual designs for all USAW merchandise. Proposed designs of all merchandise, which includes the use of the USAW marks, will be provided in writing to USAW, with reasonable detail of what is being proposed. No product will be produced for commercial use without written approval by USAW.

5. Supplier will have the right to establish pricing of USAW merchandise, provided that such pricing is commercially reasonable.
6. For each of the USAW-sanctioned events in a season, Supplier will provide as broad a representation of the USAW line of branded merchandise as the venue space allows. Supplier will also provide adequate staff to sell the product or designate a consignee to sell on its behalf. Merchandise sold will include specific event merchandise in addition to a wide variety of USAW-branded merchandise. Supplier will sell the merchandise on each tournament day scheduled. Cost of transporting the merchandise and any venue fees not specifically covered in the Agreement with USAW will be the responsibility of Supplier.
7. Supplier will be responsible for the following:
 - a. Selecting all vendors to manufacture and supply USAW merchandise;
 - b. Establishing and implementing procedures for timely and sufficient delivery of orders of USAW-branded merchandise. Supplier will inform USAW of all vendors selected. Supplier will notify vendors of the rights for using the USAWmark.
 - c. If Supplier has equivalent products, Supplier will provide specifications for such items. Alternate brands must be of the same quality and caliber as the specifically listed brands and will only be awarded if approved by USAW.
8. Supplier will establish and maintain a satisfactory system of inventory management for all USAW-branded merchandise. Supplier will maintain an adequate inventory of USAW-branded merchandise on-hand to fill all orders for the anticipated sales volume of USAW-branded merchandise.
9. Supplier will develop, build, maintain and manage an e-commerce enabled website where USAW-branded merchandise can be purchased by the general public.
10. Supplier will use its best efforts to sell USAW-branded merchandise and support customers and members of USAW to grow the merchandising business of USAW through all reasonable means and distribution channels.

DEADLINE FOR RFP SUBMITTAL

Sealed responses in the format required by section titled “**PROPOSAL CONFIDENTIAL SUBMITTAL**” of this RFP must be received by USAW at the address below no later than **July 25, 2016 at 5:00 PM MDT**. Sealed bids must be addressed as follows:

**USA WRESTLING
Dwaine Cooper – MERCHANDISING RFP
6155 Lehman Drive
Colorado Springs, CO 80918**

AWARD OF AGREEMENT

The Agreement will be awarded to the responsible Supplier whose proposal is most advantageous to USAW, considering all aspects of the RFP, including but not limited to the financial obligation to USAW, the ability to expand and grow USAW’s brand awareness, Supplier experience and track record in event merchandising sales, knowledge of USAW event venues and events, promotional opportunities for the USAW brand, and an overall knowledge and working relationship with USAW. USAW reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities in any proposal or in the proposal process.

SUPPLIER EVALUATION CRITERIA

USAW retains the right to award the Agreement not only on the basis of the highest proposal price but also on the other key factors that will determine the Agreement’s success. USAW will arrive at its decision based on the evaluation of all criteria described in this section of the RFP. Evaluation criteria contain both qualitative and quantitative measurements. Award of the Agreement will be made to the Supplier who provides the best overall value to USAW.

Supplier must demonstrate a high level of experience and knowledge of event management and merchandising, while providing a website presence that offers a wide variety of USAW-branded merchandise. Additionally, Supplier must have the experience to grow the USAW brand through alternate distribution channels, such as retail websites and stores, while providing a high level of service for all distribution channels. Supplier evaluation criteria will include:

1. The cost of merchandise to USAW- Supplier must provide specific discounts, incentives and a rebate program for merchandise that USAW procures from Supplier. USAW reserves the right to select a combination of pricing, services, and/or products that appear best-suited to meet the needs of USAW.
2. The reputation of Supplier and of Supplier's goods or services- USAW reserves the right to contact any present or former customer, whether or not provided in this RFP, as a reference and to include the result of the contact interview in the reference portion of the evaluation. USAW also reserves the right to consider its own past experiences with Supplier in the reference portion of the evaluation.
3. The quality of Supplier's goods or services -USAW recognizes that quality products and services are necessary to fulfill the requirements of this RFP. Supplier must have significant merchandising experience, have adequate financing, have personnel to staff events, manage, and ship inventory, and have the proper equipment to meet the requirements of this RFP. Supplier must demonstrate its operations execution capabilities, including its financial strength and any other relevant information that will allow USAW to determine Supplier's ability to fulfill the requirements of the Agreement.
4. The Supplier's past relationship with USAW - The Supplier's historical working relationship with USAW will be strongly considered in evaluating this RFP. Exceptional event management and merchandise services are very important in the evaluation of the Supplier's responses to this RFP.
5. The Supplier's dedicated personnel and other resources for USAW- USAW recognizes that dedicated, qualified personnel are required to perform the services that this Agreement requires. Supplier must identify all personnel and other resources which will be dedicated to fulfilling the obligations of this Agreement.
6. The Supplier's ability to staff all key USAW events – Supplier must demonstrate the ability to staff, manage and execute the merchandising strategy for ALL key USAW-sanctioned events during each year of the 4-year term, including but not limited to the following events: Preseason Nationals (IA), Royal Crush (NV), Big Foot Battle (WA), King of the Mountain (CO), Salt Lake Slam (UT), Dave Schultz Memorial (CO), Dominate in the Dells (WI), Postseason Nationals (NV), Girls' Nationals (OK), Folkstyle Nationals (IA), US Open Championships (NV), NW Regional (WA), NE Regional (PA), North Plains Kids (MN), Central Regional (IN), Body Bar (TX), SE Regional (GA), University Nationals (OH), Southern Plains (KS), Schoolboy Duals (IN), Cadet Duals (PA), Junior Duals (OK), Western Regionals (ID), Kids Nationals (WI), Cadet & Junior Nationals (ND), Pan Am Championships, US Olympic Trials, World Cup and the World Team Trials.

This RFP is designed to identify the Supplier that demonstrates the most favorable partnership for USAW. In addition to the financial obligation of Supplier, Supplier's proposal will be evaluated for content, completeness, experience, qualifications, performance reliability, standardization, rebates, discounts, and its means for providing the USAW-branded merchandise and event merchandising services. By responding to this RFP, Supplier acknowledges that Supplier selection will be based on its comprehensive submission that meets or exceeds USAW requirements.

USAW reserves the right, without limitation, to:

1. Reject any or all proposed solutions and to waive any minor informalities or irregularities contained in any submission;
2. Execute an Agreement based solely on the proposal and any approved additions that benefit USAW;
3. Enter into an Agreement with another Supplier in the event that the originally selected Supplier defaults or fails to execute an Agreement with USAW;
4. Verify any information provided during the RFP process and contact references listed or any other persons known to have contracted with Supplier.

AGREEMENT TERM

This Agreement will be for four years beginning on October 1, 2016 and ending on September 30, 2020, with an option to renew for an additional four (4) year term at USAW's request following the initial 4-year term.

INSURANCE CERTIFICATE SUBMISSION

The successful Supplier will indemnify and hold harmless USAW against any damages or claims arising from the negligence of Supplier, its agents or employees. In addition, Supplier agrees to furnish a current insurance certificate stating:

“Throughout the term of this Agreement, Supplier will maintain and pay all premium costs for (1) general commercial liability insurance, written on an occurrence basis, with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence; (2) workers compensation insurance, covering employees of Supplier at statutory limits; and (3) employer's liability insurance, with a limit of not less than one million dollars (\$1,000,000). USAW will be named as an additional insured on all such policies and Supplier shall deliver to USAW satisfactory evidence of each insurance coverage prior to the start of its operations as contemplated by this Agreement. All insurance coverages will be placed in AM Best rated carriers satisfactory to USAW and shall provide thirty (30) days written notice of cancellation or non-renewal.”

Supplier also will submit “RFP – COMPANY PROOF OF INSURANCE FORM” as attached.

PROPOSAL CONFIDENTIAL SUBMITTAL

In compliance with the Request for Proposal, the undersigned Supplier, having examined the RFP and its specifications, and being familiar with the conditions to be met, hereby submits the following Proposal for fulfilling the terms described herein.

In order for Supplier response to be considered, all original pages of the RFP FORM pages must be returned. It is the responsibility of Supplier to ensure that a complete and adequate response has been made to address each section of the RFP. Supplier must provide: one (1) original response, five (5) copies, and one (1) in an electronic format (USB) of the proposal. Proposals must be labeled as “original” and “copy” respectively. Electronic devices (USB) will not be returned to Supplier.

INSTRUCTIONS

Use the forms provided, with additional attached sheets as necessary, to outline Supplier proposal to fulfill the proposed terms of this Agreement to become the exclusive Supplier of USAW-branded merchandise.

RIGHT TO AUDIT

USAW, or its authorized representative, shall be given reasonable rights to perform audits in order to evaluate the performance of Supplier. Supplier agrees to fully cooperate during this process. Performance of any audit procedures will be conducted with proper notification per customary industry standards. Supplier agrees to maintain all required records for five (5) years after USAW awards the Agreement. USAW will bear the full cost of an audit that it may conduct.

NOTICE TO BIDDERS

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF COMPETITIVE SOLICITATIONS UNLESS SUPERSEDED BY ANY ATTACHED TERMS AND SUPPLEMENTAL CONDITIONS OR SPECIFICATIONS IN WHICH CASE ATTACHED CONDITIONS WILL PREVAIL. ANY EXCEPTIONS TO THESE TERMS & CONDITIONS MUST BE COMMUNICATED IN WRITING.

1. Purpose of RFP. The purpose of this RFP is to secure the services of a Supplier to provide merchandising services for USAW-branded products which are the most advantageous for USAW.

2. Labeling of submission. Proposals must be submitted in its entirety on the included forms and continued on any attached list(s) of proposal items. Supplier proposal shall be submitted to USAW in a sealed envelope labeled “USAW MERCHANDISING RFP”.
3. Timing of submission. Proposals must be received by USAW by the hour and date specified. Late proposals will be returned to the submitting Supplier.
4. Original copy of submission. Facsimiles or other written responses to this solicitation request, other than in the form specified herein, are not acceptable and will be rejected.
5. Required financial obligations. Please use the “RFP – FINANCIAL OBLIGATION FORM” attached.
6. Pricing term. Proposal financial terms must be firm for acceptance for at least four (4) years from the proposal opening date, unless otherwise specified, and no proposals may be withdrawn without written approval after an Agreement has been signed or partial performance of the proposal agreement has begun.
7. Original signature requirement. Failure to manually sign a proposal will disqualify it. The person signing a proposal should show title or authority to bind the company to an Agreement.
8. Address for offers. Proposals should be addressed and must be delivered to USA Wrestling, ATTN: Dwaine Cooper – MERCHANDISING RFP, 6155 Lehman Drive, Colorado Springs, CO 80918.
9. Preparation of offers. Proposal Forms should be typed, printed or written in ink. Proposals written in pencil will not be considered for an award.
10. Withdrawal of offers. Proposals may be withdrawn any time prior to the official time of submission by submitting a written and signed request to USAW. Any Supplier who withdraws a proposal shall sign a written receipt. After the official time of submission, all proposals become the property of USAW.
11. Addenda to solicitation. If necessary, USAW may modify the RFP by formal written addendum, delivered via email (or as appropriate) to all parties which USAW has record as having received a RFP response. Any addendum to this RFP shall be acknowledged on the addendum form provided by USAW. The addendum form should be signed and returned to USAW. Failure to do so may cause the proposal to become ineligible for consideration of Agreement award. No oral or informal amendment to this RFP shall be binding on USAW.
12. Rejection of offers. USAW reserves the right to accept or reject any or all offers, to waive all technicalities and to accept the offer that is determined to be most favorable to USAW.
13. Evaluation. Recommendation for the most favorable Supplier for USAW for Agreement award of this proposal will include an assessment of all of the following items:
 - a. Financial obligation to USAW;
 - b. Reputation of Supplier and Supplier’s merchandising services and event management;
 - c. Quality of the Supplier’s USAW-branded merchandise;
 - d. Supplier’s past relationship with USAW;
 - e. Cost to USAW to acquire Supplier’s goods or services.
14. Clarification. If Supplier is in doubt as to the meaning of any part of this solicitation, a written request for clarification should be submitted to USAW no later than seven calendar days prior to the official time for submission. An interpretation of the request shall be made only by written response.
15. Separate Agreement. USAW will require that the prevailing Supplier sign a Merchandise License and Service Agreement that fully incorporates all the provisions of this Proposal.

16.Negotiations: Negotiations may be conducted by USAW, in its best interests. Best and final offer requirements may also be part of the negotiation process, or the award may be made solely based on the results of the original offers. Negotiations may include, but are not limited to:

- a. Financial obligations so specified in the proposal;
- b. Determining whether Supplier has the financial capabilities, facilities, experience and knowledgeable personnel and equipment necessary to provide the event management and merchandising services.

17.Identical offers. If USAW receives two or more offers from responsible Suppliers that are identical in nature and amounts, it shall select only one Supplier.

18.Financial references. Bank references, a Dunn and Bradstreet report and/or financial rating information must be provided prior to Agreement issuance.

19.Open records. USAW considers all information, documentation and other materials submitted in response to this RFP to be of confidential and proprietary nature unless otherwise marked. Notwithstanding the foregoing, disclosure of information related to this RFP shall be made only after Agreement is awarded.

20.Manufacturer/brand disclosure requirement. Any catalog, brand name or manufacturer's reference used in the proposal request is descriptive, not restrictive and is intended to indicate type. If bidding on other than referenced specifications, proposal must show manufacturer and brand offered. If brand other than the specified is offered, complete descriptive information must be included with the proposal

21.Additional product purchases by USAW. USAW reserves the right to purchase additional merchandise from Supplier at the best wholesale price offered by Supplier to any customer within the previous twelve (12) months.

22.Award of Agreement. The Agreement will be awarded to the most responsible and experienced bidder whose response best addresses and is the most advantageous to the specific needs of USAW.

* * * * *

PROPOSAL SUBMITTED FORMS are on the following pages. Attach additional sheets where necessary.

Please complete and sign all 14 **RFP FORMS** which follow and submit them in a sealed envelope to USAW per the instructions in this RFP.

* * * * *

To be completed and included as part of the submission

Period	Period Dates	Quarterly Guaranteed Payment	Annual Guaranteed Payment
Period 1	10/1/2016 – 12/31/2016	\$	
Period 2	1/1/2017 – 12/31/2017	\$	\$
Period 3	1/1/2018 – 12/31/2018	\$	\$
Period 4	1/1/2019 – 12/31/2019	\$	\$
Period 5	1/1/2020 - 09/30/2020	\$	\$

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Company Name: _____

Submitter Signature: _____

Submitter's Name: _____

Title: _____

Telephone: _____

Email Address: _____

Page 7 of 20

To be completed and included as part of the submission

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Email Address:

To be completed and included as part of the submission

Brand information - Below, please list all brands of your company and describe each in detail, including total annual sales volume for each brand. If your company is an authorized dealer for any brands, please list and describe all authorized brands and total annual sales volume for each brand.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Company Name: _____

Submitter Signature: _____

Submitter's Name: _____

Title: _____

Telephone: _____

Email Address: _____

Date: _____

RFP – WEBSITE / ECOMMERCE SUPPORT FORM – page 1

To be completed and included as part of the submission

USA Wrestling website and e-commerce support – On the page below, please explain how your company is currently supporting its informational website inquiries and ecommerce.

Please provide a current example of a website that you manage which supports both informational inquiries and ecommerce. (Provide URL) Explain the nature of this website.

Do you currently host the URL site provided above?

Do you currently manage the content of the URL site provided above?

Please provide the number of ecommerce transactions processed by the URL site provided above during the last twelve months.

By my signature below I certify that the offer extended meets or exceeds the specifications of the Request for Proposal. I further certify that I have the authority to extend this offer on behalf of the company I own or represent.

Company Name: _____

Submitter Signature: _____

Date: _____

Submitter's Name: _____

Title: _____

Telephone: _____

Email Address: _____

To be completed and included as part of the submission

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Email Address: _____

RFP – OPERATIONAL SUPPORT FORM

To be completed and included as part of the submission

During the term of the Agreement, please outline how your company will provide operational support of the sale of USW-branded products.

Explain how your company will source or manufacture, manage and distribute USAW-branded products.

Detail all company personnel and all other resources that will be specifically dedicated to the USAW-branded merchandise business. What are their specific roles?

Please outline the facility and equipment that your company will utilize to support the sale and distribution of USAW-branded merchandise. How large is your facility? How much space in it will be dedicated to USAW-related operations and merchandise?

By my signature below I certify that the offer extended meets or exceeds the specifications of the Request for Proposal. I further certify that I have the authority to extend this offer on behalf of the company I own or represent.

Company Name: _____

Submitter Signature: _____

Date: _____

Submitter's Name: _____

Title: _____

Telephone: _____

Email Address: _____

To be completed and included as part of the submission

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Email Address: _____

To be completed and included as part of the submission

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Email Address: _____

To be completed and included as part of the submission

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Email Address: _____

RFP – DEVIATION / EXCEPTION FORM

To be completed and included as part of the submission

If there are any deviations or exceptions from the terms included in this RFP, please outline below. USAW reserves the right to determine the responsiveness, acceptable level and best value of any such deviation(s)/exception(s) and will, at its sole discretion, accept or decline the deviation(s)/exception(s). Failure of USAW to accept deviation(s)/exception(s) may result in your company's proposal being eliminated from further consideration.

DEVIATIONS/EXCEPTIONS (If none, so state below):

By my signature below I certify that the offer extended meets or exceeds the specifications of the Request for Proposal. I further certify that I have the authority to extend this offer on behalf of the company I own or represent.

Company Name: _____

Submitter Signature: _____

Date: _____

Submitter's Name: _____

Title: _____

Telephone: _____

Email Address: _____

RFP – PROPOSAL SUMMARY

To be completed and included as part of the submission

RFP Proposal Summary – Outline why your company’s proposal demonstrates that it would be the most favorable for USAW.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

By my signature below I certify that the offer extended meets or exceeds the specifications of the Request for Proposal. I further certify that I have the authority to extend this offer on behalf of the company I own or represent.

Company Name: _____

Submitter Signature: _____

Date: _____

Submitter's Name: _____

Title: _____

Telephone: _____

Email Address: _____

RFP – COMPANY PROOF of INSURANCE FORM

To be completed and included as part of the submission

NAME OF INSURED: _____

INSURED STREET ADDRESS: _____

CITY / STATE / ZIP CODE: _____

INSURED PHONE: _____

AGENT/PRODUCER NAME: _____

AGENT/PRODUCER ADDRESS: _____

CITY / STATE / ZIP CODE: _____

AGENT/PRODUCER PHONE: _____

NAME OF INSURER (A) _____

NAIC# _____

POLICY # _____

EXP. DATE _____

OCCURANCE AMOUNT _____

AGGREGATE AMOUNT _____

NAME OF INSURER (B) _____

NAIC# _____

POLICY # _____

EXP. DATE _____

OCCURANCE AMOUNT _____

AGGREGATE AMOUNT _____

By my signature below I certify that the offer extended meets or exceeds the specifications of the Request for Proposal. I further certify that I have the authority to extend this offer on behalf of the company I own or represent.

Company Name: _____

Submitter Signature: _____

Date: _____

Submitter's Name: _____

Title: _____

Telephone: _____

Email Address: _____

RFP – COMPANY PROFILE FORM AND HISTORY WITH USAW

To be completed and included as part of the submission

COMPANY NAME:

COMPANY STREET ADDRESS:

CITY / STATE / ZIP CODE:

COMPANY PHONE:

CONTACT PERSON:

CONTACT PHONE:

CONTACT EMAIL:

COMPANY STRUCTURE: ☐ CORPORATION ☐ SOLE PROPRIETOR ☐ PARTNERSHIP

☐ OTHER (Please explain)

☐ HUB / MBE / WBE (# _____)

YEAR BUSINESS STARTED:

NUMBER OF COMPANY EMPLOYEES:

PLEASE DESCRIBE YOUR CURRENT AND HISTORICAL WORKING RELATIONSHIP WITH USAW:

By my signature below I certify that the offer extended meets or exceeds the specifications of the Request for Proposal. I further certify that I have the authority to extend this offer on behalf of the company I own or represent.

Company Name: _____

Submitter Signature: _____

Date: _____

Submitter's Name: _____

Title: _____

Telephone: _____

Email Address: _____

RFP –REFERENCE FORM

To be completed and included as part of the submission

A minimum of four (4) references are required. Please provide a list of organizations that you currently service. Entities of similar needs and requirements of this RFP are preferred.

Name/Company _____/_____

Title/Phone _____/_____

Address _____

City/State/Zip _____

Name/Company _____/_____

Title/Phone _____/_____

Address _____

City/State/Zip _____

Name/Company _____/_____

Title/Phone _____/_____

Address _____

City/State/Zip _____

Name/Company _____/_____

Title/Phone _____/_____

Address _____

City/State/Zip _____