



REQUEST FOR PROPOSALS

OFFICIAL AWARDS PROVIDER

TO THE NJSIAA CHAMPIONSHIPS

DUE DATE AND TIME

AUGUST 31, 2022 AT 4:00 PM (E.S.T.)

Complete, sign, and submit this document to Tony Maselli, Chief Operating Officer. The document may be emailed to tmaselli@njsiaa.org or delivered to NJSIAA offices through any other method.

Name of Company		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
Telephone Number		Fax Number
E-mail address		
Print Name of Company's Authorized Agent		Signature of Company's Authorized Agent
Title of Authorized Signer		Date

SECTION A - REQUEST FOR PROPOSAL

The New Jersey State Interscholastic Athletic Association (“NJSIAA”) is requesting sealed offers from qualified companies to be the exclusive **Official Awards Provider of the NJSIAA Championships** beginning with the 2023-2024 school year. The NJSIAA will only accept offers for no more than a 5-year period and the offer will be awarded as an entire package based on the bid results and the needs of the NJSIAA.

This Request for Proposal is specific to trophies and medals to be awarded at NJSIAA State Championship events. Below is a breakdown of trophies and medals awarded during each interscholastic championship per year:

Medals

Medal Type	1.5”	1.75”	2.0”
Gold	2,007	1,020	236
Silver	2,007	1,020	264
Bronze	2,007	1,020	282
Blank Bronze	4,743	1,756	1,278
Total Medals	10,764	4,816	2,060

- All gold, silver, and bronze medals are engraved on the front with our standard NJSIAA Logo and engraved on the back with the sport, event, place, and year.
- All “Blank Bronze” medals are engraved on the front only with our standard NJSIAA Logo.

Trophies

Trophy Type	Sectional	Group	Individual
Size	14” wide by 9” tall	14.5” wide by 10.25” tall	10” wide by 6.5” tall
Total Trophies	441	170	32

- All sectional trophies must include an engraved face plate, an engraved sponsor plate, and a gold 1.5”-sized medal with our logo on one side and mounted on the face of the trophy.
- All group trophies must include an engraved face plate, an engraved sponsor plate, and a gold 1.75”-sized medal with our logo on one side and mounted on the face of the trophy.
- All individual trophies must include an engraved face plate, and a gold 2.0”-sized medal with our logo on one side and mounted on the face of the trophy.

Offers shall be received via email to tmaselli@njsiaa.org or delivered to NJSIAA offices at 1161 Route 130, Robbinsville, New Jersey 08691 before 4:00 PM (EST) on Wednesday, August 31, 2022.

All questions regarding this RFP shall be directed to either NJSIAA Chief Operating Officer, Tony Maselli (tmaselli@njsiaa.org), or NJSIAA Executive Director, Colleen Maguire, cmaguire@njsiaa.org, and to no other office or individual at the NJSIAA. NJSIAA may answer informal questions orally. NJSIAA makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to quickly provide minor clarifications. Oral statements or instructions shall not constitute an addendum to this RFP. The offeror shall not be entitled to rely on any verbal response from the NJSIAA. Formal questions regarding any part of this RFP that may result in a material issue or a formal addendum must be submitted in writing.

SECTION B - BACKGROUND INFORMATION

1. NJSIAA BACKGROUND

The New Jersey State Interscholastic Athletic Association, founded in 1918, is a voluntary, non-profit organization made up of approximately 435 accredited public, private, and non-public high schools in the state. The New Jersey Association joining with the other forty-nine State Associations constitutes the National Federation of State High School Associations which has represented the best interests of high school athletics since 1920, and today represents 22,000 schools, more than 330,000 coaches, and almost 4.5 million high school athletes.

The NJSIAA is headed by a governing body known as the Executive Committee. Individuals serving on this committee represent public, non-public, and private secondary institutions, the Education Committee of the New Jersey State Legislature, the New Jersey School Boards Association, the New Jersey Association of School Administrators, the New Jersey Association of Secondary School Principals, the New Jersey Council of Catholic Diocesan Superintendents, the New Jersey Scholastic Coaches Association, the New Jersey State Officials, the Directors of Athletics Association of New Jersey, and the New Jersey Association of Independent Schools.

2. PROPOSAL BACKGROUND

2.1 RFP Overview

This RFP is part of a competitive negotiation process intended to allow the NJSIAA to obtain goods and/or services as outlined herein in a manner that is most advantageous to NJSIAA member schools. This RFP provides NJSIAA the flexibility to negotiate with Offerors, if desired, to arrive at a mutually agreeable relationship.

Price may weigh heavily in the evaluation process but will not be the only factor under consideration and may not be the determining factor.

2.2 Term

The term of a resulting Contract shall be three (3) years from the date of the award. The NJSIAA reserves the right to negotiate and accept a longer Contract term not exceeding a total of five (5) years if it is determined to be in the best interests of NJSIAA.

2.3 Intent

It is NJSIAA's intent to select the Offer(s), which are most favorable in all respects, including scope, availability, quality of services, reputation, and price. If not otherwise stated herein, multiple awards may be made or an award(s) may be made partial, by part, by line item, or by any combination of parts if identified as being in the best interest of the NJSIAA.

The successful Offeror(s) will be expected to work closely with the NJSIAA designated representative(s) to administer an effective and efficient program, including but not limited to member schools and any other Offerors with which NJSIAA has negotiated.

SECTION C - INSTRUCTIONS TO OFFERORS

Any person, firm, corporation, and/or association submitting an Offer shall be deemed to have read and understood all the terms, conditions, and requirements specified herein.

Any information considered to be proprietary by the Offeror shall be placed in a separate envelope and marked "Proprietary Information". To the extent the NJSIAA Director of Finance concurs, this information shall be considered confidential and not public information. The NJSIAA Director of Finance shall be the final authority as to the extent of material, which will be considered confidential. Pricing information shall not be considered confidential.

Offer may be withdrawn at any time prior to the time and date set for opening.

Offer and accompanying documentation will become the property of NJSIAA at the time the Offer is delivered.

NJSIAA reserves the right to cancel this solicitation, reject any or all Offers or any part thereof, or accept any Offer or any part thereof, and to waive or decline to waive irregularities in any Offer when it determines that it is in its best interest to do so.

The offeror shall acquire and maintain all necessary permits and licenses and shall adhere strictly to all Federal, State, County, or municipal laws, codes, regulations, and ordinances as applicable.

SECTION D - OFFER FORMAT

To facilitate direct comparison, submit an offer using the format below. Failure to follow instructions regarding format may result in rejection of the Offer.

Pricing Proposal (Medals):

Medal Type	1.5"	1.5" Bid \$	1.75"	1.75" Bid \$	2.0"	2.0" Bid \$
Gold	2,007		1,020		236	
Silver	2,007		1,020		264	
Bronze	2,007		1,020		282	
Blank Bronze	4,743		1,756		1,278	

Pricing Proposal (Trophies):

Trophy Type	Sectional	Group	Individual
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Total Trophies	441	170	32
Bid \$			

Please Note: All pricing must include Shipping and Handling to our company office.

In addition, please provide the following:

- **A summary of your products**
- **Your delivery methods**
- **Client References**