



REQUEST FOR PROPOSALS

NJSIAA TOURNAMENT APPAREL

AND CHAMPIONSHIP

MERCHANDISE PROVIDER

DUE DATE AND TIME

MARCH 31, 2023, AT 4:00 P.M, E.S.T.

Complete, sign, and submit this document to the NJSIAA Executive Director, Colleen Maguire. The document may be emailed to cmaguire@njsiaa.org or delivered to NJSIAA offices through any other method.

Name of Company		
Name of Primary Contact		Title of Primary Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		Fax Number
() -		() -
E-mail address		
Signature		Date

SECTION A REQUEST FOR PROPOSAL

The New Jersey State Interscholastic Athletic Association (NJSIAA) is requesting sealed Offers from qualified firms and/or individuals for NJSIAA Championship souvenir apparel rights.

Offers shall be sent via email to cmaguire@njsiaa.org or delivery to NJSIAA offices at 1161 Route 130, Robbinsville, New Jersey 08691 and must be received by 4:00PM on Friday, March 31, 2023.

All questions regarding this RFP shall be directed to NJSIAA Executive Director, Colleen Maguire, 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. 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. All correspondence regarding this RFP shall be directed to Colleen Maguire, NJSIAA Executive Director, contact information is below.

Colleen Maguire,
NJSIAA Executive Director
Telephone: 609-259-2776
E-Mail: cmaguire@njsiaa.org

SECTION B BACKGROUND INFORMATION

1. NJSIAA BACKGROUND

The New Jersey State Interscholastic Athletic Association (NJSIAA), founded in 1918, is a voluntary, non-profit organization made up of approximately 440 accredited public, private and non-public high schools in the state. The NJSIAA 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. The NJSIAA sanctions 33 championship sports, oversees approximately 7,500 varsity sports teams and provides services to approximately 283,000 student-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. This Request for Proposals will cover the championship souvenir apparel rights to any NJSIAA post-season/championship event, including:

Baseball	Field Hockey	Lacrosse	Skiing
Basketball	Football	Spring Track	Tennis
Bowling	Golf	Softball	Winter Track
Cross Country	Gymnastics	Soccer	Wrestling
Fencing	Ice Hockey	Swimming	Volleyball

3. PROPOSAL BACKGROUND

3.1. 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 which 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.

3.2. Term

The term of a resulting Contract shall be three (3) years from date of 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 interest of the NJSIAA.

3.3. Intent

- 3.3.1. It is NJSIAA's intent to select the Offer(s), which are most favorable in all respects, including scope, availability and quality of services, reputation, and price. Preference may be given to NJ-based companies or individuals.
- 3.3.2. 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

1. 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.
2. 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.
3. Offer may be withdrawn at any time prior to the time and date set for opening.
4. Offer and accompanying documentation will become the property of NJSIAA at the time the Offer is delivered.
5. NJSIAA reserves the right to cancel this solicitation, reject any or all Offers or any part thereof, or to 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.
6. 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

Please include a detailed pricing proposal and at least three (3) current client references.