



REQUEST FOR PROPOSALS 2017 Philadelphia International Unity Cup

Issued by:

The Mayor's Fund for Philadelphia
On behalf of The City of Philadelphia, Parks & Recreation

Questions about this RFP should be submitted to mayorsfund@phila.gov
and bill.salvatore@phila.gov by July 14, 2017.

Proposals must be received no later than 3:00 p.m. Philadelphia, PA local
time, on July 28, 2017. A pdf version of the proposal must be emailed to:
mayorsfund@phila.gov and bill.salvatore@phila.gov



Introduction – Statement of Purpose

The Mayor's Fund for Philadelphia and Philadelphia Parks & Recreation seek a qualified professional firm/company to print and embroider the apparel for the 2017 Philadelphia International Unity Cup. Philadelphia Parks & Recreation hopes to utilize Philadelphia International Unity Cup logoed apparel in order to gain greater exposure of the Unity Cup brand to the general public. Logoed apparel will also help identify the different roles and duties of the personnel who will take part in the 2017 Philadelphia International Unity Cup.

Department of Overview

The Mayor's Fund for Philadelphia ("the Fund") works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect Mayoral priorities and seek to improve the quality of life for all Philadelphians. The Fund will serve as the fiscal administrator for this contract opportunity. Philadelphia Parks & Recreation (PPR) will serve as the project manager for this effort on behalf of the Fund.

Philadelphia Parks & Recreation is the operating department of the City of Philadelphia responsible for the management of over 130 parks, 150 recreation center, and 10,500 acres of open space in the City of Philadelphia.

Project Background

Philadelphia International Unity Cup is a World Cup-style soccer tournament held over several months, it unites the City's neighborhoods and celebrates its diverse immigrant communities through the medium of soccer. Philadelphia International Unity Cup allows the City to showcase the City's great inclusiveness, competitive sportsmanship as well as Mayor Kenney's vision to enhance the lives of immigrant communities through the global language of soccer. The brainchild of Mayor Jim Kenney, the Unity Cup became an annual tradition after its massively successful inaugural year in 2016.

General Disclaimer of the City

This RFP does not commit the Fund or the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City.

Scope of Work

The department's objectives for this project (2017 Philadelphia International Unity Cup) are to successfully host 96 soccer matches held at five (5) City-operated facilities, local universities (pending) and Lincoln Financial Field. The department hopes to provide official Unity Cup logoed apparel for the following groups. The applicant's duties and services to be provided are:

- Screen printed T-shirts for 144 Event Volunteers
- Screen printed collared shirts for 144 Unity Cup coaches
- Embroidered Collared Shirts for 144 Department Staff Members



Budget

Estimated Budget for Printing and Embroidering 2017 Philadelphia International Unity Cup apparel: \$ 5,000.

Services and Tangible Work Products

The Fund requires at least the services and tangible work products listed below. Applicants may propose additional or revised services and tangible work products, but should explain why each is necessary to achieve the project objectives.

Services

The Department requires the services listed below including the specific tasks and work activities described. Applicant's proposed scope of work should state in detail how it will carry out each task, including the personnel/job titles responsible for completing the task. For each service specified, the Applicant should propose criteria to determine when the tasks comprising the service are satisfactorily completed. Applicants may propose additional or revised tasks and activities, but should explain why each is necessary to achieve the project objectives.

- Regular communication with the project team during the study duration

Tangible Work Products

- 144 heather gray 50/50 cotton/polyester T-shirts (For Event Volunteers)
 - All printing in black
 - With Philadelphia International Unity Cup logo on front
 - With Philadelphia International Unity Cup Sponsor logos on back
 - Single sponsor logo in black print on right sleeve
 - Quantity:
 - 12 XXLlarge, 24 XLarge, 48 Large, 36 Medium, and 24 Small
- 144 white 50/50 cotton/polyester blend collared shirts (for Unity Cup coaches)
 - Collared/polo shirt
 - With Philadelphia International Unity Cup Logo printed in two colors on left breast
 - Quantity:
 - 6 XXLlarge, 12 XLarge, 78 Large, 36 Medium and 12 Small
- 144 black, 50/50 cotton/polyester blend collared shirts (For Staff)
 - Collared/polo Shirts
 - With Philadelphia International Unity Cup logo stitched on left chest
 - Quantity:
 - 6 XXLlarge, 24 XLarge, 48 Large, 36 Medium and 30 Small
- 144 black 50/50 cotton/polyester blend t-shirts (for give away/sale)
 - Unity Cup logo two-color printed on front
 - Unity Cup sponsors printed in white on back
 - Single sponsor logo printed white on right sleeve
 - Quantity:
 - 12 XXLlarge, 24 XLarge, 48 Large, 36 Medium, and 24 Small
- 40 black track jackets (for executive staff and championship team)
 - With Philadelphia International Unity Cup logo stitched on left chest
 - Quantity:



- 4 small, 6 medium, 20 large, 10 XL
- 1000 white rally towels (for championship game)
 - Unity Cup logo two-color printed on front
 - Championship team #1 flag printed on back
- 1000 white rally towels (for championship game)
 - Unity Cup two-color printed on front
 - Championship team #2 flag printed on back

Milestones

The Department anticipates the work for this project will be organized into the following milestones (at a minimum), i.e. or groups of tasks, services and/or work products, listed below. For each milestone, the Applicant should propose criteria to determine when the milestone has been satisfactorily completed. Applicants may propose additional or revised milestones, or a project structure that does not rely on milestones, but should explain their reasons for the structure proposed and how it will facilitate completion of the work.

- Design mock ups as in the project scope above - due July 15, 2017

The Department reserves the right to condition payments on the satisfactory completion of the specified milestones, tasks, services and/or work products listed above. In addition to describing how each proposed milestone will be accomplished, the scope of work proposed by Applicant should identify the milestones the Applicant proposes as payment milestones and the amount it proposes for each milestone payment. Applicants may propose alternative means of payment, but should explain their reasons for the alternative and how it will facilitate completion of the work.

Timetable

Milestone	Date
All bids received by	July 28, 2017
Final Selection	August 4, 2017
Meeting	August 11, 2017
Shirt Delivery	September 4, 2017
Jacket Delivery	November 3, 2017
Rally Towel Delivery	November 8, 2017

The Fund anticipates that the work required under this RFP will be completed by September 4, 2017.

Hours and Location of Work

Because this work is a significant portion of the department's project, services and work to be provided must be completed in a timely manner with strict deadlines. Services and work will occur during regular work hours between 8am and 5pm Monday through Friday, as well as evenings and weekends if necessary.

Monitoring/Security

By submission of a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia and the Mayor's Fund for Philadelphia, and with all security policies and requirements of the City.



Reporting Requirements

The Applicant shall report to the PPR Project Manager, on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products. At a minimum, the successful Applicant shall submit a monthly invoice detailing the services and/or products provided, the goals/tasks accomplished, and the associated costs. If hourly rates are charged, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service.

Periodic progress reports shall be prepared describing accomplishments, decisions and overall progress made during the period. It shall contain updated project schedule and budget information and shall specifically include information regarding RFIs, change orders, submittals as well as the Consultant's invoice status. Progress reports will be submitted with each payment request, or monthly, whichever represents the shorter duration. Upon review and approval of deliverables by the PPR Project Manager, the invoice will be submitted for payment by the Fund.

Insurance Requirements

The standard minimum insurance policy requirements to be maintained by contractors of The Mayor's Fund are listed below. Contractor must maintain:

1. Workers' compensation (or similar) insurance as required by the jurisdiction where the Services are performed
2. Commercial general liability insurance (including products liability, completed operations and contractual liability coverage) with minimum limits applicable to bodily injury and property damage of \$1,000,000 per occurrence, and \$2,000,000, and containing a waiver of subrogation against The Fund
3. Excess or umbrella insurance with minimum limits of \$1,000,000 per each occurrence and in the aggregate and containing a waiver of subrogation against The Fund
4. Errors and omissions insurance with minimum limits of \$1,000,000 combined single limit

Such policies must (a) be in Vendor's name unless agreed upon in writing by The Fund, (b) include The Fund and its employees as additional insureds, (c) not have a deductible exceeding \$25,000 per claim, and (d) be placed with insurers reasonably acceptable to The Fund, having a Best's rating of no less than "A-". These minimum insurance amounts are not to be construed as limiting a Contractor's right to obtain additional coverage and higher liability limits at Contractor's discretion. Contractor may be required to provide proof of insurance at the Fund's discretion.

Submission Requirements:

1. Organization & Personnel Qualifications:

Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. The proposal must identify the applicant's qualifications by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant's proposal. Experience with "like" projects should be cited.

2. Scope of Work Description:

The scope of work proposed by Applicant should include a general project



schedule that identifies all tasks, activities, deliverables, and milestones the Applicant proposes to carry out for the project and a time of completion (measured from project start date) for each. The Applicant should state the number of days following the Fund's authorization to proceed by which it will be ready to start the work, including any mobilization time. If the Applicant proposes a different overall time of performance, it should state its reasons.

3. Cost Proposal:

Applicants must provide a detailed cost proposal, which must include 1) a line-item breakdown of the costs for specific services and work products proposed, and 2) a statement of staff hourly rates. The proposed price must include all costs that will be charged to the City for the services and tangible work products the Applicant proposes to perform and deliver to complete the project. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

4. References:

Include contact information for a minimum of (2) references who can speak to the applicant or firm's experience with similar types of work as that described in this RFP.

5. Deadline for Submission:

Responses to this RFP must be emailed as a single pdf by 3:00pm July 28, 2017 to mayorsfund@phila.gov and bill.salvatore@phila.gov

Proposal review and Selection Process:

Due to the shortened timeframe to execute a contract, it is expected that proposals will be reviewed and a limited number of in person interviews will be held during the week of July 31.

The successful candidate will be the person/firm who demonstrates the knowledge, experience and ability to perform the work effectively.

Per the Fund's contracting policies, the initial term of the contract between the Fund and the winning applicant will be one (1) year. The Fund and the Department of Parks and Recreation fully expect to renew the winning applicant's contract by amendment for up to two (2) successive one (1) year terms at the option of the Vendor, the Fund, and the Department of Parks and Recreation.