REQUEST FOR PROPOSALS
2019 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 May 6, 2019.

Proposals must be received no later than 3:00 p.m. Philadelphia, PA local
time, on May 13, 2019. 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 uniforms for the 2019 Philadelphia International Unity Cup. Philadelphia Parks & Recreation hopes to utilize the Philadelphia Unity Cup logoed uniforms to showcase its players so that they are appealing to the general public and to their countries. The different colored uniforms help differentiate the teams and the uniforms are a representation of the players countries.

**Department 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**

PPR’s objectives for this project (2019 Philadelphia International Unity Cup) are to successfully host 104 soccer matches held at four (4) City-operated facilities, local universities (pending) and Lincoln Financial Field (pending). The department hopes to provide official Unity Cup logoed uniforms for the following groups. The applicant’s
duties and services to be provided are:

- Sublimated soccer jerseys with the number on the back for 1200 Unity Cup Players.

**Budget**
Estimated Budget for 2019 Philadelphia International Unity Cup uniforms: $25,000

**Services and Tangible Work Products**
The Fund and PPR require 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 Fund and PPR require 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.

**Tangible Work Products**

- **1,090 sublimated jerseys (for Unity Cup Players)**
  - Numbers sublimated on the back
  - Up to 4 color print on the jerseys
  - With Philadelphia International Unity Cup logo on top left in front
  - Each team's country flag printed on the top right in front
  - Single sponsor logo printed on the front of the jersey
  - Secondary sponsor logo printed on right sleeve of the jersey
  - Secondary sponsor logo printed on left sleeve of the jersey
  - Sizes dependent upon team

- **110 sublimated goalie jerseys (for Unity Cup Players)**
  - Numbers sublimated on the back
  - Up to 4 color print on the jerseys
  - With Philadelphia International Unity Cup logo on top left in front
  - Each team's country flag printed on the top right in front
  - Single sponsor logo printed on the front of the jersey
  - Secondary sponsor logo printed on right sleeve of the jersey
  - Secondary sponsor logo printed on left sleeve of the jersey
  - Sizes dependent upon team

- **1200 soccer socks**
  - Colors vary by team

- **1200 shorts (to match jerseys)**
  - Sizes dependent upon team
<table>
<thead>
<tr>
<th><strong>Milestone</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>All bids received by</td>
<td>May 13, 2019</td>
</tr>
<tr>
<td>Final Selection</td>
<td>June 3, 2019</td>
</tr>
<tr>
<td>Meeting/Call</td>
<td>June 8, 2019</td>
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<tr>
<td>Jersey Delivery</td>
<td>July 19, 2019</td>
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The Fund anticipates that the work required under this RFP will be completed by July 19, 2019.

**Hours and Location of Work**
Because this work is a significant portion of the 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.

**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, where relevant, 2) a statement of staff hourly rates. The proposed price must include all costs that will be charged to the Fund 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 3:00 pm May 13, 2019 to mayorsfund@phila.gov and bill.salvatore@phila.gov
**Proposal review and Selection Process:**
Due to the shortened time frame 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 May 13.

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