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 and embroider the apparel for the 2019 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 2019 Philadelphia International Unity Cup.

**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 Talen Energy Stadium (pending). PPR 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 72 Event Volunteers
- Screen printed collared shirts for 156 Unity Cup coaches
- Embroidered Collared Shirts for 72 PPR Staff Members

**Budget**
Estimated Budget for Printing and Embroidering 2019 Philadelphia International Unity Cup apparel: $2,500

**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**
- 72 ash grey 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
  - Single sponsor logo in black print on left sleeve
  - Quantity:
    - 12 XLarge, 24 Large, 24 Medium, and 12 Small
- 156 heather grey 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
  - Sponsor logo in black print on right sleeve
  - Quantity:
    - 6 XXLarge, 12 XLarge, 78 Large, 48 Medium and 12 Small
- 78 heather blue performance shirts (For Staff)
  - With Philadelphia International Unity Cup logo screen printed on front of shirt
  - Sponsor screen printed on left sleeve
  - Sponsor screen printed on right sleeve
  - “STAFF” screen printed across back shoulders
  - Sizes: 6 XXL, 12 XL, 12 large, 24 medium, 24 small
- 25 black track jackets (for executive staff and championship team)
With Philadelphia International Unity Cup logo stitched on left chest
Sized determined by championship winning team

**Timetable**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>All bids received</td>
<td>May 13, 2019</td>
</tr>
<tr>
<td>Final Selection</td>
<td>May 24, 2019</td>
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<tr>
<td>Meeting/Call</td>
<td>week of May 27, 2019</td>
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<tr>
<td>Shirt Delivery</td>
<td>July 8, 2019</td>
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<tr>
<td>Jacket Delivery</td>
<td>September 16, 2019</td>
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</tbody>
</table>

The Fund anticipates that the work required under this RFP will be completed by July 8, 2019.

**Hours and Location of Work**

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 selected vendor will be required to carry an insurance policy and name the Mayor’s Fund as an additional insured. The minimum insurance policy requirements to be maintained by the selected vendor to be confirmed during the contracting phase.

**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. 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 3:00pm May 13, 2019 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 May 13.

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