



**PENNSYLVANIA INTERSCHOLASTIC
ATHLETIC ASSOCIATION, INC.**

550 Gettysburg Road - P.O. Box 2008
Mechanicsburg, Pennsylvania 17055-0708
(800) 382-1392 - (717) 697-0374
FAX (717) 697-7721
WEB SITE - www.piaa.org

MEMORANDUM

To: Interested Equipment and Uniform Providers

From: Dr. Robert A. Lombardi, Executive Director

Subject: **REQUEST FOR PROPOSAL (RFP) FOR DESIGNATION AS "OFFICIAL PIAA EQUIPMENT CENTER FOR PIAA REGISTERED SPORTS OFFICIALS"**

Date: April 15, 2017

The purpose of this memorandum is to provide the opportunity for equipment and uniform providers to submit a request for proposal (RFP) on becoming the "OFFICIAL PIAA EQUIPMENT CENTER FOR PIAA REGISTERED SPORTS' OFFICIALS."

If you or your designee are interested in being considered as the "OFFICIAL PIAA EQUIPMENT CENTER FOR PIAA REGISTERED SPORTS' OFFICIALS" for a three year period beginning July 1, 2017; please complete, place in a sealed container, and return the enclosed (RFP) to:

- Patrick B. Gebhart, Assistant Executive Director, PIAA,
- 550 Gettysburg Road, P.O. Box 2008, Mechanicsburg, PA 17055-0708,
- No later than 4:30 p.m., Friday, May 19, 2017.

RFP's received after the stated deadline of 4:30 p.m., Friday, May 19, 2017 WILL BE RETURNED, UNOPENED. PIAA shall open timely received responses to the RFP at 9:00 a.m., Monday, May 22, 2017.

Following a comparative analysis by the PIAA Administrative Staff of all received and opened responses to the RFP; the Executive Director shall present his recommendation(s) to the PIAA Board of Directors for its consideration and approval at its meeting of Wednesday, May 24, 2017 at the PIAA Office, 550 Gettysburg Rd., Mechanicsburg, PA. Respondents to the RFP shall be notified of the Board of Directors' decision by e-mail on Thursday, May 25, 2017.

CONDITIONS:

PIAA reserves the right to reject any or all proposals, and to re-advertise this requirement should PIAA determine that it is in PIAA's best interest to suspend this solicitation. RFPs must be submitted on the enclosed forms to provide for a fair comparison with other respondents. No proposal may be withdrawn, and subsequently, re-submitted, after the RFPs are opened. No agent, real or apparent, is authorized to make oral modifications, representations, or instructions to the specifications.

**REQUEST FOR PROPOSAL (RFP) TO BECOME
"OFFICIAL PIAA EQUIPMENT CENTER FOR PIAA REGISTERED
SPORTS' OFFICIALS"**

Beginning July 1, 2017 and Ending June 30, 2020



Background: The Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) is a voluntary association comprised of approximately 1,460 public and private high schools, middle schools, and junior high schools. The PIAA also registers and trains officials in all sponsored sports. Nearly 14,000 officials are currently registered by PIAA.

PIAA was founded in 1913 by a group of Principals for the following purposes: To organize, develop, and direct an interscholastic athletic program which will promote, protect, and conserve the health and physical welfare of all participants; to formulate and maintain policies that will safeguard the educational values of interscholastic athletics and cultivate the high ideals of good sportsmanship; and to promote uniformity of standards in all interscholastic athletic competition.

PIAA officials play a vital role in interscholastic competition through their adjudication of playing rules and the management of contests. Officials' uniforms are sport specific and each official is required to be attired alike when performing their officiating duties.

Name of Provider: _____

Name and Title of Contact Person: _____

Mailing Address of Contact Person: _____

Business Telephone Number of Contact Person: (_____) _____

Business Fax Number of Contact Person: (_____) _____

E-Mail Address of Contact Person (if applicable): _____

Web Site of Provider (if applicable): www. _____

**PROPOSAL FOR CONSIDERATION AS "OFFICIAL PIAA EQUIPMENT CENTER
FOR PIAA REGISTERED SPORTS' OFFICIALS" STATUS**

Please provide detailed information on your proposal to be provided to PIAA for consideration to become the "OFFICIAL PIAA EQUIPMENT CENTER FOR PIAA REGISTERED SPORTS' OFFICIALS."

Additional information may be listed below, or attached as necessary, to demonstrate any additional attributes that should be brought to the attention of PIAA to give full consideration to their submitted RFP.

1. Monthly royalty fees to be paid to PIAA for each year of the contract: _____
2. Percentage of gross sales made at the Annual PIAA Officials Convention of officials' uniforms and other ancillary items to be remitted to PIAA: _____
3. Provider will agree to provide product information and field calls pertaining to orders, complaints, and inquiries regarding equipment, uniforms, and other ancillary items.
4. Provider will produce written reports to PIAA regarding all sales of PIAA merchandise and other associated products and items as requested.
5. Provider will ensure that PIAA receives equipment brochures to use as PIAA determines to be appropriate.
6. Provider will use only the authorized registered trademarks of PIAA and will display appropriate registered trademarks in agreement with PIAA upon various uniforms, ancillary items, and sportswear.
7. Provider will ensure a website link is provided to PIAA for its use and publication.
8. Annually the Provider will ensure that all championship officials receive PIAA approved specific championship designed wind shirts at mutually agreed upon prices paid for by PIAA.
9. Annually the Provider will procure and provide 18 mutually agreed upon items of sportswear for PIAA staff at no cost.
10. Provider will be invoiced for all expenses incurred by PIAA in the course of facilitating advertising and marketing efforts (printing, bulk processing, postage, etc.). Provider will be invoiced for the PIAA independent auditor determination of Unrelated Business Income Tax liability attributable to the provider (website ads, program ads, etc.).

Briefly describe any additional financial or promotional incentives, if any: _____

RESPONSIBILITIES OF
PENNSYLVANIA INTERSCHOLASTIC
ATHLETIC ASSOCIATION, INC.

1. Designate the Provider as "OFFICIAL PIAA EQUIPMENT CENTER FOR PIAA REGISTERED SPORTS' OFFICIALS."
 2. Use the above designation exclusively in all PIAA rules bulletins, the PIAA website, and other PIAA publications.
 3. Distribute to the Provider on a monthly basis a roster of all newly registered PIAA sports officials.
 4. Promote the Provider by placing the designation as the "Official PIAA Equipment Center for PIAA Registered Sports' Officials" in all PIAA sport specific pre-season and in-season Rules Bulletins for the length of the signed agreement.
 5. Notify all chapter secretaries that competitor officials' equipment vendors are restricted from attendance at mandatory rules interpretation meetings.
 6. Place an equipment center brochure and announcement that the Provider is the "Official Equipment Center for PIAA Registered Sports Officials" on the PIAA website, www.piaa.org in the officials' section.
 7. Distribute equipment center brochure to all officials at the Annual Officials' Convention.
 8. Reserve vendor space at no charge to the vendor at the Annual Officials' Convention.
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By my signature below, I acknowledge that the information contained in this document, including any financial or promotional incentives offered, cannot be treated as confidential by the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA), and may be subject to disclosure to third parties.

By: _____

Date: _____

Title: _____