



Request for Bids

Mississippi Valley State University

**THIS IS
NOT AN
ORDER**

14000 Hwy 82-W #7244
Itta Bena MS 38941-1400

Web Address: www.mvsu.edu/purchasing/

Phone No: (662) 254-3319 Fax (662) 254-3314

Bid Title:

Date:

Requester and Requesting Department:

Bid No.

Number of Pages

Change Order:

Term – End of Month

Bids/Proposals – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

This bid/proposal will be awarded on a line by line basis

This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}
Mississippi Valley State University
<i>Billy D. Scott</i>
By: Billy D. Scott Purchasing Agent
Email: bscott@mvsu.edu

NOTE: If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
		Bidder has the option of responding to this request via sealed bid or through MAGIC using this guide: MAGIC Supplier Self-Service Reference Guide http://www.dfa.ms.gov/media/1690/index.pdf RFx #3160002021		
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within _____ days from receipt of the order.

<p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p>	<p style="text-align: center;">Company Quoting</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: center;">Official Signature:</p>
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MISSISSIPPI VALLEY STATE UNIVERSITY DEPARTMENT OF ATHLETICS | REQUEST FOR BIDS

PROCUREMENT AND SPONSORSHIP OF ATHLETIC APPAREL, FOOTWEAR, UNIFORMS, AND TEAM STORE FOR MVSU ATHLETICS

SECTION 1. ADMINISTRATIVE OVERVIEW

1.1 Introduction

The following is a Request for Bid (RFB) issued by Mississippi Valley State University (hereinafter referred to as the "University" or "MVSU") seeking quotes from experienced and qualified athletic apparel dealers to provide a full range of sports apparel, footwear, uniforms and team store for the MVSU Department of Athletics.

1.2 RFB Organization

This RFB is organized into the following sections:

Section 1: Administrative Overview – Provides Contractors with general information on the objectives of this RFB, procurement schedule and procurement overview.

Section 2: Scope of Work – Provides Contractors with a general description of MVSU, the tasks to be performed, outlines University and Contractor responsibilities and defines deliverables.

Section 3: BID Requirements – Outlines the required format and content for the Contractor's quote.

Section 4: Evaluation Criteria – Describes how quotes will be graded and evaluated by MVSU.

1.3 Submission of Questions

Contractors may submit questions via email to MVSU Athletics to: dfkee@mvsu.edu. The deadline for submission of questions is 5 p.m. CST on Tuesday, January 23, 2018. Any questions and their answers shall be published as an addendum by January 30, 2018.

1.4 Submission of Bid

Contractors shall submit a clearly marked original Bid, plus three copies and an electronic version on CD or USB drive.

Bid shall be received by the MVSU Office of Procurement no later than 2:00 p.m. CST on Tuesday, February 3, 2018 at which time a representative of the Office of Procurement will announce publicly the names of those firms submitting quotes. No other public disclosure will be made until after the award of the contract. Any quote received after the date and time stated above shall be rejected. BIDS shall be mailed or delivered to:

Office of Procurement
Mississippi Valley State University
14000 Hwy 82 W/
MVSU #7244
Itta Bena, MS 38941

The outside cover of the package containing the quote shall be marked with **RFB-1001020**– Sports Apparel submitted by (Name of Contractor).

1.5 Costs for Bid Preparation

Any costs associated with the preparing or submitting of quotes shall be the sole responsibility of the Contractor.

1.6 Disqualification of Bids

The University reserves the right to consider as acceptable only those quotes submitted in accordance with all the requirements set forth in this RFB and which demonstrate an understanding of the scope of work. Any bids offering any other set of terms and conditions contradictory to those included in this RFB may be disqualified without further notice.

A Contractor shall be disqualified and the quote automatically rejected for any one or more of the following reasons:

- The Bid shows any noncompliance with applicable Mississippi/Federal law.
- The Bid is conditional, incomplete or irregular in such a way to make the quote indefinite or ambiguous as to its meaning.
- The Bid has any provision reserving the right to reject or accept award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The Contractor is debarred or suspended.

1.7 Addenda to This RFB

MVSU may need to issue one or more addenda related to this RFB. Such addenda shall be added to the original RFQ document and distributed.

1.8 Right to Withhold Awarding of Contract

Contractors are advised that MVSU reserves the right not to make award of this contract.

1.9 Final Contract

The University shall not be responsible for work done, even in good faith, prior to the University's execution of a final contract with the Contractor.

1.10 Inspection of Bids and Confidential Information

Quotes may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties. Information marked as "Confidential" in any quote shall be honored as such, to the extent allowable under the Mississippi Public Records Act of 1983, as amended.

The University treats Bids as confidential until after the award is issued. At that time, they become subject to disclosure under the Mississippi Public Records Act of 1983, as amended.

1.11 Contract Invalidation

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

1.12 RFB Terms and Conditions

All quotes submitted under this RFB shall remain in effect for a period of ninety (90) days following the closing date to allow time for evaluation, approval and award.

The terms and conditions should be reviewed carefully to ensure full responsiveness to the RFB. The failure of any respondent to receive or examine any contract, document, form, addenda or to visit the sites and acquaint itself with conditions there-existing, will not relieve it of any obligation with respect to its quote or any executed contract. The submission of a quote shall be conclusive evidence and understanding of the University's intent to incorporate such terms and conditions into the resulting award and subsequent purchase orders.

1.13 Advertising

Terms of this RFB notwithstanding, in submitting a quote, the Vendor agrees, unless specifically authorized in writing by an authorized representative of MVSU on a case-by-case basis, that it shall have no right to use, and shall not use, the name of Mississippi Valley State University, its officials or employees, or the Seal of the University, A.) in any advertising, publicity, promotion; nor, B.) to express or imply any endorsement of the University's services; nor, C.) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (A) and (B) above, except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.

1.14 Hold Harmless Clause

The Contractor shall, indemnify, defend, and hold harmless the University from loss from all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this paragraph, "University" and "Contractor" includes their employees, officials, agents, and representatives. "Contractor" also includes subcontractors and suppliers to the Contractor. The word "defend" means to provide legal counsel for the University or to reimburse the University for its attorney's fees and costs related to the claim. This section shall survive the Contract.

1.15 Prevailing Law

The terms and conditions of this Request for Bids, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Mississippi.

1.16 Term of Contract

The initial contract period will be from the date of award, officially July 1, 2018 through June 30, 2023, with the option for a one or two-year extension. This option will only be exercised based upon satisfactory performance and by mutual written consent of both parties.

The contract will commence upon issuance of a purchase order or completion of a contract award signed by both parties.

1.17 Contract Cancellation

The University reserves the right to cancel the contract for any reason beneficial to the University, upon ninety (90) days written notice to the Contractor.

1.18 Contractor's Default/Termination of Contract

Written Notice – In the event the Contractor fails to perform in accordance with any of the terms, conditions of obligations of this agreement, the University shall notify the Contractor, in writing, of the specific nature of the Contractor's default. If the Contractor fails to correct or remedy said default with seven (7) calendar days of Contractor's receipt of written notice from the University, the University may, at its discretion, terminate this agreement.

The University shall notify the Contractor with written notice of the termination by certified mail, return receipt requested and said termination will be effective as of the postmark date of said notice.

1.19 Formation of Agreement and Award

The response to this RFB will be considered an offer of contract. At its option, the University may take one of the following actions in order to form an agreement between the University and the selected respondent:

- A. Accept a Bid as written by issuing a written "Notice of Award" to the selected respondent which refers to this RFB and accepts the quote as submitted; or enter into negotiations with one or more respondents in an effort to reach a mutually satisfactory agreement that will be executed by both parties and will be based on this RFB, the quote submitted by the selected respondent and the negotiations concerning these.

- B. Because the University may use the alternative described above, each respondent should include in his or her written Bids all requirements, terms or conditions it may have and should not assume an opportunity will exist to add such matters after the quote has been submitted.
- C. The University reserves the right to award a contract not based solely on the firm with the most advantageous price, but based on an offer which, in the sole opinion of the University, best fulfills or exceeds the requirements of this RFB and is deemed to be in the interest of the University.
- D. Items will be contracted separately on an as-needed basis by the MVSU Department of Athletics utilizing an authorized University purchase order or executed foundation purchase request. Any purchase orders/foundation requests issued as a result of this RFQ will contain by reference all the specifications, terms and conditions in this RFB. The University's standard Purchase Order terms and conditions have been included for your review (See Appendix I).
- E. The University expressly reserves the right to negotiate prior to an award, any contract which may result from this RFB.

SECTION TWO: SCOPE OF WORK

2.1 Background

Mississippi Valley State University (MVSU) is located in Leflore County, one-mile northeast of Itta Bena, adjacent to U.S. Highway 82. The institution is located on a 450-acre tract of land. The site for the campus development consists of 200 acres. MVSU is also approximately five miles from Greenwood, which has a population of 18,906 and approximately 50 miles from Greenville, which has a population of 45,226. The University is approximately 100 miles north of Jackson and 120 miles south of Memphis, Tennessee. It is located in the heart of the Mississippi Delta where 34 percent of the black population of the state is located.

Legislation authorizing the establishment of the institution under the name Mississippi Vocational College was enacted by the Mississippi Legislature in 1946. The express purpose for the new college was to train teachers for rural and elementary schools and to provide vocational training.

The groundbreaking ceremony was held February 19, 1950, with the late Honorable Governor Fielding Wright, the Board of Trustees of State Institutions of Higher Learning, the first president of the University, Dr. James Herbert Whit, and interested friends participating.

The college opened in the summer of 1950 with enrollment of 205 in-service teachers. The first academic year, 1950-51, opens with 14 regular students and seven faculty members. The college offered the Bachelor of Science degree in 14 areas and provided Extension Services.

The name of the institution was changed to Mississippi Valley State College in 1964. The college was authorized to offer the liberal arts degree as well as the science and education degrees. The Honorable Governor William A. Waller signs into law the bill granting university status to the institution on March 15, 1974. The institution name has since been known as Mississippi Valley State University.

The University began offering its first master's degree in 1976. The University now offers the master's degree in environmental health, elementary education, criminal justice, business administration, special education, rural public policy and the master of arts in teaching.

For more information on MVSU, please visit: <http://www.mvsu.edu>

For information on the MVSU Department of Athletics, programs and sports, please visit <http://www.mvsusports.com>.

Intercollegiate athletics at MVSU began in the fall of 1953 with three sports: Basketball, Baseball and Football. The Delta Devils football team played their first game in the history of the school on September 19, 1953 falling to the Tigers of Jackson College 6-7. Cleophers Hatcher coached the Delta Devils to a 2-4 record and retired following the season. Hatcher was responsible for the Delta Devils' nickname, which has endured through the years. The Delta Devils got their first victory by defeating Philander Smith, 20-12. Over the years, Women's Basketball, Tennis, Cross Country, Softball, Volleyball and Track were added.

In 1975, the University competed at the NAIA level, while transitioning to become a member of the National Collegiate Athletic Association (NCAA) Division I membership. MVSU garnered full membership approval in 1982 and also became a member of the Southwestern Athletic Conference (SWAC).

The 1980's garners significant success for the Delta Devils in MVSU Sports History. The Men's Track and Field Team, under the guided eyes of Head Coach William Brown (2017 SWAC Hall of Fame Coach) and his Assistant Coach Charles Barron, have accumulated two National NAIA Championships in the 1980 and 1981.

During the period of Archie Cooley, MVSU football team was nationally recognized for its point a minute offense. Jerry "World" Rice, who was a member of the famous 1984 football team and became the first MVSU athlete to be drafted by the National Football League in the first round (1985). The 1984 Mississippi Valley State Delta Devils football team set different passing, receiving, and scoring records that featured Jerry Rice and quarterback Willie Totten. One of his most memorable **MVSU**

games was the Alcorn State vs. Mississippi Valley State before 63,808 at Mississippi Memorial Stadium in Jackson. With two undefeated teams, ranked No. 4 and 5 in all of 1-AA football, offense vs. defense, and the Gunslinger vs. the Godfather, the SWAC was set for one of the greatest rivalry games ever.

In 1986, the men's basketball team received a 16th seed in the NCAA Men's Division I Basketball Championship. There, they faced #1 ranked Duke on national television in the first round. The Delta Devils almost became the first 16th seed to beat a 1 seed in NCAA Tournament history. They forced 23 turnovers and led 40-37 at the half before falling 85-78.

Mississippi Valley's softball went on a championship spree, winning five consecutively from 2005-2009. The team also clinched the 2012 and 2013 championships. In the 2017 season, the Devilettes softball team pushed Head Coach Lee Smith into history as the winningest coach in Mississippi Valley history with 381 career wins.

Recently the basketball court at the R. W. Harrison Complex was renamed to honor Lafayette Stribling, former head men's basketball coach and Jessie Harris, former women's basketball and volleyball coach. Prior to Smith, Harris holds the distinction of winningest coach in MVSU's sports history. During the 2017 season, the MVSU women's cross-country team won the first championship in the history of the University.

MVSU NATIONAL CHAMPIONSHIPS

- 1981 NAIA National Championship Men's Outdoor Track & Field
- 1980 NAIA National Championship Men's Outdoor Track & Field

MVSU SOUTHWESTERN ATHLETIC CONFERENCE CHAMPIONSHIPS & NCAA REGIONAL APPEARANCES

- Women's Cross 2017
- Men's Cross-Country: 1994, 2010, 2012, 2013
- Women's Soccer: 2005, 2008, 2012
- Softball: 2004, 2005, 2006, 2007, 2008, 2009, 2012, 2013
- Men's Basketball: 1986, 1992, 1996, 2008, 2012
- Women's Basketball: 1987, 1993

MVSU SOUTHWESTERN ATHLETIC CONFERENCE REGULAR SEASON CHAMPIONSHIPS

- Women's Soccer: 2008, 2015
- Women's Basketball: 1987-1988, 2011-12
- Men's Basketball: 1991-1992, 1995-1996, 1996-1997, 2003-2004, 2006-20017, 2011-2012

2.2 Sport Sponsorship

Mississippi Valley State currently sponsors the following men's sports:

Football
Baseball
Basketball
Cross Country
Indoor Track & Field
Outdoor Track & Field
Tennis

Mississippi Valley State currently sponsors the following women's sports:

Basketball
Cross Country
Indoor Track & Field
Outdoor Track & Field

Soccer
Softball
Tennis
Volleyball

MVSU also offers non-competing cheerleading to both male and female students.

Future sport considerations include women's bowling.

2.3 Objectives

It is the intent of the University to enter into a multi-year agreement with a qualified and experienced local athletic apparel, footwear and uniform dealer to procure a full range of sports uniforms and related apparel and shoes from one manufacturer or brand for all teams for the MVSU Department of Athletics on an as-needed basis.

Note that the pending agreement between MVSU and the vendor will not cover equipment and supplies.

2.3 Vendor Qualifications

Selected vendor must maintain a business establishment with adequate inventories of the product offered and must be capable of processing and shipping large numbers of various orders. Bid will be accepted only from established authorized dealers and/or from the manufacturer. Any vendor submitting a response hereby guarantees that it is an authorized dealer of the manufacturer, that the manufacturer has agreed to supply the dealer with all the quantities of the products required by the dealer in fulfillment of its obligation under any resultant contract with the University and that the vendor will provide a certificate from the manufacturer acknowledging the authorization of the dealership. If vendor is found to be non-authorized, MVSU reserves the right to reject vendor's bid.

Vendors must submit with their quote a copy of each referenced price list and catalog in effect on the date of the bid opening. A copy of said pricelist must be supplied before an award can be made. Vendors are required to furnish to the University, upon request and without charge, catalog(s) and price lists related to the products that will be available to MVSU under any subsequent award. Selected vendor must be able to provide stock items, which are considered products available for ordering at any time throughout the life of the contract. The vendor MUST deliver all stock items within four (4) weeks of receipt of an order. The vendor must identify their policy for a stock item exchange (i.e., size) and any restrictions to the exchange policy.

Selected vendor must also be able to provide custom items or products fashioned to the buyer's specification that could have sport specific production periods. Manufacturers refer to these production periods as their "production window." The vendor must identify minimum quantity order for custom item orders. The vendor must deliver all custom items within eight (8) weeks of receipt of order and six weeks (6) for modified stock/custom items.

Contractor MUST furnish all quantities actually ordered within the specified time frame. If the vendor fails to provide the items or quantities ordered and on time, MVSU reserves the right to purchase those items from other vendors outside the contract.

2.4 Historical Data

For bidder's reference, MVSU annually purchases over 5,000 pieces of clothing (uniforms, practice gear, socks, sideline apparel, hats and shoes) for approximately 300 student-athletes in our 15 intercollegiate sports programs, as well as for athletic administration. Data is provided for informational purposes ONLY and annual numbers will vary.

2.5 Pricing

Pricing shall be based on discount off current published manufacturer's list price and FOB destination. Bidder's pricing shall remain constant through the term of the contract. The awarded vendor may update the manufacturer's price list during the

contract period on the anniversary date or as issued by the manufacturer to reflect new products, supplier's price changes, deletion of discontinued products, etc. However, all percentage discounts bid shall remain firm (or increase) for the duration of the contract. Supplier shall provide the University with copies of price lists as issued by manufacturer and as requested by the University.

Contract prices may increase or decrease during the contract period in accordance with changes made by the manufacturer in their established nationally distributed price list or published catalog. Catalog or price lists may indicate changes but the percentage discount originally accepted for award shall not be decreased.

New products will be considered for inclusion provided they are pertinent to the award description and offered to the University at the same terms and conditions as in the original bid and at pricing or discount deemed to be reasonable and in the best interests of the University.

SECTION THREE: BID REQUIREMENTS

3.1 Response Requirements

All Bids must include a point-by-point response to this RFB with special attention to Section 3.2 and include as much detail as possible. Bids that do not substantially conform to the contents of the bid request, consequently altering the basis for comparison, may be disregarded and considered unresponsive.

Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the quotes may cause a rejection of the quote as noncompliant. The University reserves the right to request additional information and/or presentations, if clarification is needed.

3.2 Specific Response Requirements

Provide responses on separate sheets of paper following the sequence below.

- A. Name and address of your location or the location of the branch that would be serving MVSU.
- B. Successful respondent will have at least five (5) years of experience in selling collegiate team uniforms and related apparel. How long has your company been in this business? Has it been your primary business focus? Explain.
- C. It is MVSU's intent and desire to maintain a standardized one line of apparel from a major athletic apparel manufacturer. Describe in detail your relationship with the manufacturer you would represent in this contract, including the length and nature of your business relationship, status as a local dealer for the manufacturer, level of support both you and MVSU can expect from the manufacturer and any other information you deem would be of interest to MVSU. Submit with your quote a copy of each relevant catalog in effect on the date of bid opening.
- D. MVSU will require the following as minimum service capabilities. Confirm the manufacturer's ability in all four areas.
 - a. Company shall be able to provide three different levels of uniforms (stock, modified, custom)
 - b. Company shall be able to provide men's and women's cuts in apparel and uniforms
 - c. Company shall be able to provide tall and large (Big & Tall) sizes in apparel and uniforms
 - d. Company shall be able to provide all footwear in standard sizes as well as large/wide sizes
- E. All apparel and uniforms shall bear the same manufacturer's trademark per NCAA apparel guidelines
- F. All apparel purchased under any subsequent contract award shall be procured in accordance and conformity to the Federal Fair Labor Standards Act. Verify in writing that both you and the manufacturer shall abide by the terms, conditions and requirements of this law while conducting business under this contract.
- G. Provide a list of three (3) similar organizations where such services are currently provided, with emphasis on colleges and universities. Give name, address and phone number of contact person at each location. Please describe the length of time and estimated total annual sales at each location.
- H. Provide a list of accounts, emphasis on university or college where services were terminated for any reason.
- I. MVSU will require onsite services such as measuring. Verify that your company is capable of and experienced with providing such services.
- J. Verify that your company is capable and experienced with providing custom screen printing and embroidery.
- K. It shall be the responsibility of you as the local dealer to coordinate all deliveries with the manufacturer to ensure that all items are delivered to MVSU in a timely manner. MVSU understands our responsibility to meet ordering deadlines set by the contractor and vendor. Please provide details on ordering lead times, logistics, etc.
- L. Provide in detail any policies that MVSU should be aware of when evaluating responses, such as return or exchange policies, minimum orders policies, etc.
- M. MVSU will purchase items from the resulting contract with University Purchase Orders or with departmental procurement cards (credit cards). Reply with your understanding of this policy and your company's ability to accept both types of payment.
- N. MVSU would be interested in considering additional financial incentives, along with the offered discount pricing structure, if offered by the manufacturer. Examples are presented below. These are suggestions only and are not presented to restrict or exclude other similar incentives. Respondents and their manufacturers are encouraged to offer other incentives in which MVSU may be interested.

- a. Signing Bonus
- b. Contract "Kickoff" Bonus (Special rates or offers for the first season for select teams)
 - i. May include comped uniform sets during the initial contract year
- c. Incentive Bonuses tied to annual business thresholds
- d. Incentive bonuses tied to performance achievements (i.e., Coach of the Year, reaching postseason tournaments, winning championships)
- e. Annual allotment of money to be used for comp goods

O. Provide details of team store and revenue sharing for the Department of Athletics.

Please use a separate sheet of paper, as necessary, with type, structure and value of the incentives and indicate whether the incentives, if accepted by MVSU, shall be in the form of cash or merchandise.

Provide any additional information you feel may be pertinent for MVSU to know when evaluating quotes, such as value added or unique services.

MVSU is seeking a direct relationship with a "Vendor" rather than a team dealer. Although, MVSU understands that sometimes it is necessary to use team dealers for fulfillment purposes.

Please provide a proposed contract for services you are providing. Any proposed contract in response to this RFB should include or comply with the provisions in the Contract Addendum (See Attachment A)

SECTION FOUR: EVALUATION CRITERIA

Evaluation – The award of this RFB will be based upon a comprehensive review and analysis of all quotes by the RFB committee and negotiation of the quote which best meets the needs of the University. The contract award will be based on a points-earned matrix derived from a technical and financial evaluation. The award shall be made to the most responsive bidder offering the best value as determined by the University. All vendors submitting quotes concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

The University will include in its evaluation: quotes, references and interviews. All quotes will be evaluated by a committee, which will use the specific criteria listed below.

Evaluation Criteria

1. **Qualifications and Experience (30 points)**
 - a. Prior experience with college or university athletic uniforms and apparel services
 - b. References
 - c. General qualifications and experience as they relate to compliance with Mississippi contracting statutes and regulations, including ethics.
 - d.
2. **Ability to Perform (30 points)**
 - a. Company's demonstrated ability to effectively perform the specified work
 - b. Company's ability to provide uniforms, apparel, shoes and services to all 13 MVSU teams, auxiliaries, and administration
 - c. Quality of company's relationship with manufacturer
 - d. Company's proximity to MVSU campus for onsite services
 - e. Value added services
3. **Cost Structure (30 points)**
 - a. Pricing – See Attachment A
 - b. Other financial considerations – See 3.2 and Attachment B
4. **Review of References (10 Points)**

Supplemental Information: As part of the weighted average review, the University may request the Vendor to supply, in writing, clarifications additional documentation or information needed to fairly evaluate each bid.

The University will include in its evaluation: **Bids**, references and interviews. In addition, the award will be predicated upon the successful negotiation of the specific terms and conditions to be included in the Agreement. The University will be the sole judge of the suitability of the proposed Agreement.

APPENDIX I – REFERENCES

Bids should include references from institutions of similar or the same size where your organization has provided services similar to those being requested by MVSU. References may be checked electronically. Email addresses are a mandatory requirement.

REFERENCE A

NAME OF FIRM: _____
ADDRESS: _____
CITY, STATE: _____
ZIP CODE: _____
TELEPHONE: _____
CONTACT NAME: _____
EMAIL ADDRESS: _____

REFERENCE B

NAME OF FIRM: _____
ADDRESS: _____
CITY, STATE: _____
ZIP CODE: _____
TELEPHONE: _____
CONTACT NAME: _____
EMAIL ADDRESS: _____

REFERENCE C

NAME OF FIRM: _____
ADDRESS: _____
CITY, STATE: _____
ZIP CODE: _____
TELEPHONE: _____
CONTACT NAME: _____
EMAIL ADDRESS: _____

ATTACHMENT A – OFFICIAL PRICING SCHEDULE

All purchase prices shall be based on discount off manufacturer’s list price, current issue and shall include all freight changes for standard delivery to MVSU, FOB to the University. All deliveries will be made to the MVSU Department of Athletics Central Receiving.

Manufacturer Name/Brand: _____

Title and Date of Applicable Catalog: _____

Applicable Pages of Catalog: _____

Date of pricelist discount applied to: _____

Stock Items, Apparel: _____ %

Stock Items, Practice Gear: _____ %

Footwear: _____ %

Custom Items: _____ %
(May include tackle twill, embroidery or screening)

Modified Custom Apparel Items: _____ %

Company Name: _____

Signature: _____

Remember to use a separate sheet of paper as necessary to offer or suggest additional financial incentives as mentioned in Section 3.2 (N)

ATTACHMENT B – CORPORATE SPONSORSHIP

MVSU has a desire to pursue a corporate sponsorship with the selected dealer and/or manufacturer.

A corporate sponsorship may be in the form of some agreement where the University would exchange monetary payments for some combination of tickets, advertising, media exposure and marketing opportunities. It may be in the form of some annual rebate for goods and services based on volume of business.

The flexibility of such an agreement as well as details of the scope and nature of such a corporate sponsorship, including amount, type, and value of MVSU inventory and how that value will be applied, will be some of the topics in possible subsequent negotiations with the selected dealer and/or manufacturer.

If an agreement can be reached, the selected dealer and/or manufacturer will have the opportunity to be named as the "Official Corporate Sponsor of Mississippi Valley State Athletics," to take advantage of the promotion and marketing potential as a result of the ever-increasing exposure of the MVSU Department of Athletics programs at the state, regional and national levels.