



Request for Proposal

Awards and Medals

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Issued by: Athletics Ontario

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Background:

Athletics Ontario, Governing Body of Athletics in the Province (Track and Field, Race Walking, Road Running, Trail Running and Cross Country) is in need of awards and medals for 11 Championship events and 2 Awards Galas for the 2016/ 2017 season and is looking for proposals in response to this Request for Proposal (RFP) in order to find a qualified source to supply exceptional awards and medals for the Athletics Ontario Awards Gala and 2016/ 2017 Championship season.

The objective of this Request for Proposal is to secure a source that will provide the best overall value to Athletics Ontario. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

Submission Guidelines & Evaluation Criteria:

The following submission guidelines and requirements apply to this Request for Proposal:

- A) **Executive summary**- describe your overall approach to this job, and your understanding of the project as a whole. Also discuss your background and why you feel you are qualified to fulfill the needs of this RFP. Identify any attributes you feel you have which would be viewed as a benefit towards the proposal.
- B) **Deadline**-Bidder's intent on submit their information to AO's lead Mehrunnisa Kharodia (mehrunnisa@athleticsontario.ca) no later than **Monday August 29th, 2016**.
- C) **Company details**-please include:
 - a. Description
 - b. Years in business
 - c. Address
 - d. Website
 - e. Phone Number
 - f. Primary Contact
 - g. Secondary Contact
- D) **Examples**-Bidders must list at least [3] projects that are substantially similar to this project as part of their response.
- E) **Price**: A price proposal must be provided – this should indicate the overall fixed price for the project. Please include how any of your sales processes are conducted and timelines for delivery. These prices are to be inclusive of all costs (HST, shipping, engraving, etc.).
- F) **Other**: If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- G) **Decision**: Athletics Ontario anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these individuals or firms.



Appendix A: Medals and Plaques

1. Plaques

Athletics Ontario has used plaques in previous years to present annual award winners at the AO annual gala. For future events, AO is open to providing non plaque awards that would still provide the name of the recipient and award category. This can include, but is not limited to: jewelry, cups, banners, medallions, etc.

Plaques used in previous years:

	Category	Type/ Size	Quantity
1.	Awards for Athletes, Sponsors, Volunteers, and Media	Black Ash Plaques 6” x 8” Including: sublimated plates and the impressions	60
2.	Athlete of the Year:	Black Ash Plaques 8” x 10” Including: sublimated plates and the impressions	1
3.	Hall of Fame	Jade Glass Awards 5”x7” Including: laser engraving	10
Total			71

2. Medals (Total 1130~)

- Athletics Ontario will require a mixture of gold, silver, and bronze medals
- Design to include the Athletics Ontario logo and the wording “Athletics Ontario Championships”
- Medal design does not have to be a circle
- Design may include Athletics related silhouette (e.g. a track, a runner, a thrower, a jumper, etc.)
- Athletics Ontario will require 120 separate medals (60 gold, 60 silver) for the Midget Dual Meet in February



#	Dates	Event Type	Championship	Quantity (Approximate)
1	Nov	Cross Country 2016 (1 REGION)	AO Provincial Championships AO Cross Country Championships	300
2	Jan 14	Track & Field Indoor (Provincial 1)	AO Provincial Championships Indoor Relay Championships and Prep #1 All Age Group Relays Midget Dual Team Qualifier	384
3		Track & Field Indoor (Provincial 2)	AO Provincial Championships Indoor CE Championships and Prep #2 All Age - Combine Events	24
4	Feb 10 – 12	Track & Field Indoor (Provincial 3)	AO Provincial Championships Indoor Youth Senior Championships and Midget Dual Meet Youth/ Senior Age Group & Dual Meet: On vs. Qc	198 (Plus the 120 separate medals for the Dual Meet)
5	Mar 18 – 19	Track & Field Indoor (Provincial 4)	AO Provincial Championships Indoor Bantam Midget Junior Championships BMJ Age Group	246
6	Mar/ Apr TBD OR FALL	Road Race (1 REGION)	AO Provincial Championships Full Marathon Run Open Age	6
7	Mar – Jul OR FALL	Road Race (1 REGION)	AO Provincial Championships 5km Run Open Age	6
8	Mar/ Apr TBD OR FALL	Road Race (1 REGION)	AO Provincial Championships ½ Marathon Run Open Age	6
9	Mar/ Apr TBD OR FALL	Road Race (1 REGION)	AO Provincial Championships 10 km Run Open Age	6



10	May 13	Track & Field Outdoor (Provincial 5)	AO Provincial Championships 10k Track Running Championships	6
11	May 27	Road Racing (Provincial 6)	AO Provincial Championships 10k Road Walk Championships	6
12	Jun 9 – 10	Track & Field Outdoor (Provincial 7)	AO Provincial Championships Outdoor Junior Senior Championships Junior/ Senior + Relays	566
13	Jun 23 – 25	Track & Field Outdoor (Provincial 8)	AO Provincial Championships Outdoor CE Championships and Prep #1 All Age – Combined Events All Age Prep Meet	30
14	Aug 4 – 6	Track & Field Outdoor (Provincial 9)	AO Provincial Championships Outdoor BMY Championships BMY Championships + Relays	588
15	Sep 25	Road (1 REGION)	AO Provincial Championships 20km Road Walk	6
16	Nov 12	Cross Country (1 REGION)	AO Provincial Championships AO Cross Country Championships	300
Total Ontario Championship Medals				~2678
Total Medals (Championships and Dual Meet Medals)				~2798