



UNIVERSITY OF
SOUTH DAKOTA

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ATHLETICS DEPARTMENT

RFP #USD06092025

FIVE YEAR CONTRACT FOR ATHLETIC APPAREL AND SUPPLIES

Due Date – July 9, 2025

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REQUEST FOR PROPOSAL #983
Five Year Contract for Athletic Apparel and Supplies

1. Background

The University of South Dakota (USD), the flagship institution of the State of South Dakota, was founded in 1862 and is the oldest university in the state. Offering over 130 undergraduate programs, majors and minors, and 60+ graduate programs, USD is a big-time university with a small college feel located in Vermillion, South Dakota with an enrollment of over 10,000 Coyotes (Fall 2024).

The USD athletic department continues to be on the rise, being proud members of the Summit League (Olympic sports) and the Missouri Valley Football Conference (MVFC). The 2024 fall season alone saw a pair of conference titles.

The USD football team earned a share of the 2024 MVFC title after an 11-3 campaign and the program's first-ever trip to the FCS Semifinals, setting a record breaking season with 10+ wins for the first time in the Division I era and since the 1980s.

Since the last deal with Adidas, the USD football program has made it to the FCS Playoffs in three of the last 4 seasons. The runs in the FCS Playoffs have seen national TV exposure increase on the ESPN family of networks. In all, USD had five games on national television in 2024.

The University of South Dakota volleyball program has continued to see massive success under head coach Leanne Williamson with eight Summit League titles since 2017 and five trips to the NCAA tournament. Most recently, the Coyotes won the Summit League tournament and made an appearance in the NCAA Tournament in the Creighton Regional. Since 2017, the Coyotes have tallied seven victories over Power 4 teams.

Building upon the 2016 WNIT championship, the Coyote women's basketball team has won six Summit League titles (three regular season and three tournament titles) and had a stretch of three-straight seasons with a trip to the NCAA tournament (2020-22). Things culminated in the 2021-22 season with the program's first-ever trip to the NCAA Sweet 16 with wins over Ole Miss and Baylor.

Entering the last contract with Adidas, the USD track and field programs had a pair of NCAA national champions (both pole vault) in Chris Nilsen (a three-time national champion), a combined 46 All-Americans, six track & field Summit League Championships between the men and the women, and a two-time USTFCCA Field Athlete of the Year. On the cross country front, the Coyotes have earned two Summit League titles on the women's side (2018, 2023) since 2017.

Facility upgrades continue to take a prominent role for the student-athlete experience, including the west side renovations of the DakotaDome and, opening in the spring of 2025, the brand-new pool for the swimming & diving programs.

USD contracts with Learfield Sports for multimedia rights.

2. Description and Purpose

USD is requesting written proposals from qualified vendors for a Volume Purchase Agreement for athletic uniforms, apparel and supplies.

3. Anticipated Duration of Contract

This is a Request for Proposal for a five (5) year contract commencing on July 1, 2026 and ending June 30, 2031. Three (3) one-year contract extensions shall be available upon mutual agreement of the parties. The parties shall negotiate each extension between April 1 and May 31. Vendors may propose a different contract term from the above. USD reserves the right to negotiate the term and award in the best interest of USD. The first year of orders under this contract shall be for the 2026-2027 season, orders will be placed in October/November 2025.

USD's current contract with Adidas ends June 30, 2026. Deadline for Responses and Procurement Calendar

Schedule of Activities: *Please note this is an anticipated calendar and may be subject to change.*

Release of RFP	June 9, 2025
Bidder's submission of questions or requests for clarification	June 23, 2025
Addendum issued in response to questions and clarifications	June 30, 2025
RFP Response Submission deadline	July 9, 2025
Review of submitted responses completed by	July 18, 2025
Negotiation of contract completed by	Late July/Early August
Contract signing by	Early August

4. Contract Specifications

The proposal accepted will be based on quality, cost and the ability to provide goods and services as required by USD. Proposals will not be awarded solely on price but on what is the best overall value to USD.

The successful vendor must be able to fill all orders for uniforms, apparel, supplies and services as needed throughout the life of the contract. USD is defining uniforms, apparel, supplies and services as follows:

- Uniforms: Official game clothing including footwear
- Apparel: Sweatshirts, shorts, jackets, hats, practice gear, etc.
- Supplies: Knee pads, socks, sports bras, athletic supporters, etc.
- Services: Screen printing, embroidery, etc.

The vendor must assign a customer service representative to USD who has a strong history of good customer service and sufficient staffing to ensure the provision of goods and services outlined in this RFP throughout the life of the contract. The proposed representative's name and direct phone number must be provided. Vendors must be able to provide samples and meet with a representative of USD during the proposal evaluation period to discuss ordering needs and concerns.

The vendor must include in its proposal how they will work with our campus bookstore/retail

operations to provide current merchandise and apparel to be sold to fans of USD's athletic programs.

The vendor must be able to package and ship in quantities specified on a timely basis. Merchandise in each shipment must be pre-sorted and packaged by the vendor for distribution to team members. The vendor must guarantee that packaging and shipping shall provide adequate protection against damage and deterioration. All quotations must be FOB destination, freight prepaid. Inside delivery is required. Inspection of goods and services will be conducted by a member of USD's athletic staff at point of delivery. Material not in accordance with specifications will be returned at the vendor's expense. The preferred vendor must be able to deliver all standard products (unless printed) to USD's athletic equipment room not more than ten days from the date of order. Vendor must provide a proof of screen printing or embroidery to the USD Marketing representative prior to printing. Vendors must use the approved USD font, colors and logos for all printed goods. The trademarked logo's cannot be altered, reproduced, or used outside of the University of South Dakota.

Bidder must provide detailed information regarding the ordering process proposed including any subcontractors the Bidder intends to use for order fulfillment, product replacement and customer service issues. Vendor must indicate if products will be available to retail stores.

Bidder must demonstrate how order tracking and inventory availability will be provided to USD.

USD spends on average approximately \$450,000 annually on uniforms, apparel and supplies and approximately \$75,000 on services (embroidery, screen printing, logos, etc.).

5. Anticipated Compensation Structure

The proposal should include: significant discount off retail price and multiple options for uniforms, apparel and supplies; a product credit based on quantity purchased; an initial lump sum product credit at contract signing; product credit for accomplishments such as teams entering an NCAA Tournament and achievement of Coach of the Year designation; and cash payments, etc. Bidder must indicate what constitutes USD's "total quantity purchased" on which credits will be calculated.

As additional quantities of uniforms, apparel or supplies may be needed over the course of a season, prices should hold firm within each year throughout the duration of the contract. A price adjustment will be considered one year after the initial signing of the contract and every year thereafter for the duration of the contract only if an escalation in cost to the vendor can be documented. The escalation in cost should be a component of the CPI or other documented evidence of increased costs to the vendor to provide the products.

During the term of the contract, each sport's new purchases (including coaches, staff and student-athletes) shall be for the awarded vendor's products where appropriate on a phased-in basis. The replacement schedule for uniforms shall be every year except for Track and Field. The following sports teams are included within the scope of this RFP: Men's Basketball, Cross Country, Football, Golf, Swimming & Diving, Track & Field and Women's Basketball, Cross Country, Golf, Soccer, Softball, Swimming & Diving, Tennis, Track & Field, Volleyball, and Triathlon.

Bidder must indicate how product information relative to each sport referenced above will be provided to USD.

Bidder must indicate how sizing and shoe fittings will be handled.

Bidder must indicate if they are unable to provide products for any of the sports mentioned above. Bidder must also indicate any individual products commonly used for the sports referenced above that they cannot provide (i.e. bats, helmets, etc.).

6. Selection Criteria

USD will select a vendor on the basis of information provided in response to this RFP and shall select the vendor that best serves the interests of USD. Proposals will be evaluated on the following criteria:

- a. Quality of products and services offered. We are looking for a name brand product with international recognition as a standard of quality.
- b. Pricing structure for the products and services outlined in the RFP.
- c. Bidder's past experience with providing products and services to institutions of higher education similar in size and nature to the University of South Dakota.
- d. Quality of the references from the bidder's existing customers, including but not limited to the quality of the product, the timeliness of services and production and the level of customer service provided to the college.
- e. Turnaround time to provide products and services outlined in this RFP.
- f. Value of product credits offered and other financial considerations.

7. Instructions for Submittal

Proposals should be submitted via email in a PDF or Microsoft Word format to Chris Phillips at chris.phillips@usd.edu by the RFP Response Submission Deadline listed in the Schedule of Activities.

Submittals shall include:

- a. A cover letter clearly addressing any concerns taken to the terms and conditions contained within this RFP.
- b. List of colleges or universities currently being supplied.
- c. Names and qualifications of officers and key personnel of bidder, including customer service representative to be assigned to USD's account.
- d. List of any subcontractors utilized.
- e. Completed Respondent Questionnaire.

USD will select the proposal who in the judgment of USD offers the best value response to the goals and performance requirements outlined in the RFP. Award of this contract is expected to be made no later than late July or early August 2025.

USD reserves the right to reject any or all proposals if it is in the best interest of the University of South Dakota to do so. USD reserves the right to cancel and terminate the contract with 30 days written notice in the event that the services provided by the contractor prove to be unsatisfactory.

Proprietary names are used in this RFP for information purposes only and not to limit competition. If a bid is based on similar products, the bidder must provide full information in the proposal or in an attached letter establishing the equivalency of the proposed product to the quality standard required by the RFP. USD reserves the right to accept the proposal deemed best for the University of South Dakota.

8. Contract Termination

The contract shall terminate on the date specified in the contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this section upon prior written notice to the vendor. USD may terminate or suspend a contract if the vendor breaches any material term or condition or fails to perform or fulfill any material obligation required by the contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of the contract, or in the event of an unforeseen public emergency mandating immediate department action. Upon immediate notification to the other party, neither USD nor the vendor shall be deemed to be in breach for failure or delay in performance due to the acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuation or product availability will not be deemed beyond the vendor's control.

Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the college or the vendor. Any written notice of termination or suspension delivered to the vendor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the vendor during the notice period.

9. Inquiries

Inquiries, questions or requests for clarification may be addressed to:

Chris Phillips
Director of Auxiliary Services
209 Slagle Hall
University of South Dakota
Vermillion, SD 57069
chris.phillips@usd.edu
605-658-3633

Questions or requests for clarification should be submitted by June 23, 2025 via email to chris.phillips@usd.edu. USD will respond to all inquiries through an addendum to the RFP. Responses will be in the form of an addendum to the RFP on the Office of Procurement Management web site at: <https://postingboard.esmsolutions.com/3444a404-3818-494f-84c5-2a850acd7779/events>

10. Standard Contract

The winning vendor will be required to sign a Standard Contract with the State of South Dakota. All terms of the South Dakota Standard Contract shall apply, whether they are reflected in this RFP or not. In instances where there is inconsistency between the South Dakota Standard Contract and the specifications of this RFP, the South Dakota Standard Contract shall prevail. State of South Dakota terms and conditions may be viewed at <https://boa.sd.gov/central-services/procurement-management/docs/QuoteTerms.pdf>.

11. Respondent Questionnaire

The respondent recognizes that in selecting a provider of the requested services and items, USD will rely on the answers provided in response to this section. Accordingly, respondent warrants to the best of its knowledge that all responses are true, correct and complete.

USD reserves the right to confirm the information provided.

a. Company profile

- Number of years in business.
- Type of operation: Individual, partnership, corporation, government
- Number of employees.
- Annual sales volume.
- Are you a minority, women-owned or small business?
- Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity?
- Provide a customer reference list of at least (5) references for higher education institutions, preferably similar in size and nature to USD, for whom vendor has provided products and services similar to those indicated in the RFP. For each reference please include the following information:
 - Name of customer
 - Customer contact information
 - Date of work performed and length of business relationship
 - Brief description of work performed

b. Warranty and ordering requirements

- Describe the warranty provided on the products.
- Do you have a minimum order requirement? If so, please describe?
- Do you offer discounted terms if invoices are paid within 10 days? If so, please describe,
- Do you accept credit cards?

12. Responses Required

Please provide on a separate document responses to the following questions:

- a. List any other labels/brands your company offers.
- b. Indicate the proposed discount and what the discount applies to (retail, wholesale, list price, etc.)
- c. Provide a link with pricing to products offered. If an alternative approach to pricing is proposed, describe in detail on an attached sheet.
- d. How often do prices change and on what basis?
- e. Indicate proposed amount of product credit based on quantity purchased.
- f. Indicate proposed amount of product credit available at contract signing.
- g. Indicate proposed amount of product credit for accomplishments such as teams entering the NCAA Tournament, Coach of the Year Awards, etc.
- h. Explain the process to order screen print or embroidered products including the cost involved.
- i. Describe any other programs/incentives that your company offers.
- j. Describe how campus retail operations can utilize the contract to purchase current merchandise and apparel.
- k. Describe how the ordering process works for campus retail operations.
- l. Indicate the turnaround time to provide products and services outlined in this RFP from time of order to delivery to USD.
- m. Describe the shipping method or methods you propose to use to provide product to USD and the estimated time of delivery after order placement.
- n. Describe the adjustment process used to correct errors in shipments, defective goods, etc.
- o. Provide the name of the customer service representative who will be assigned to USD's account and describe the person's background and experience, the number of years with the company, similar accounts served and the person's direct telephone number.
- p. Indicate the process and time line associated to switch over to a new vendor if the contract is not awarded to USD's current supplier.

13. Athletics Team Roster Sizes and Replacement Dates

Sport	Roster Size
Football	122
Women's Soccer	35
Softball	23
Women's Tennis	9
Men's Basketball	17
Men's Track	55
Women's Track	63
Men's Cross Country	15
Women's Cross Country	24
Men's Golf	10
Women's Golf	8
Women's Basketball	15
Volleyball	18
Men's Swimming & Diving	30
Women's Swimming & Diving	37
Women's Triathlon	11
<u>Other Groups</u>	
Athletics Staff	<u>100</u>
Total	592