

To:

From: Aaron Straub, D-9 Awards Chairman

Subject: REQUEST FOR PROPOSAL (RFP) TO SUPPLY DISTRICT IX WITH INDIVIDUAL AND TEAM AWARDS FOR 2009-2010, 2010-2011, 2011-2012.

Date: March 31, 2009

District IX provides individual plaques to all State Qualifiers, District Champions, District Runner-ups, and a other Place Winners in a variety of sports.

District IX also provides its member schools an opportunity to order additional plaques in the event that they have additional team members to honor.

If you are interested in providing awards to District IX for the next three years, please complete the enclosed RFP and place it in a sealed envelope and clearly address that envelope to:

Mr. Robert J. Tonkin
PIAA D-9 Secretary / Treasurer
62 Oak St.
Brookville, PA 15825

ATT: Awards RFP

The deadline for the awards RFP's to be received by the Secretary / Treasurer of District IX is April 30, 2009 at noon.

Following the timely receipt of all responses to the RFP, the Awards Chairman will open those responses with a committee of District IX members prior to Friday, May 8th, 2009.

Following a comparative analysis of all received and opened responses to the RFP; the District IX Committee will award the bid at its next scheduled committee meeting. All respondents will be notified immediately following that meeting.

SPECIFICATIONS

A complete awards list and a photo of an individual award & team award can be found on the D-9 website.

Individual awards: will match the existing awards that are now presented. A beveled edged hardwood plaque, or similar looking wood product, measuring 8" by 6". Two metal plates - the top plate being a gold plate with the PIAA logo and shadowed with a black plate and the bottom plate containing the year, district IX, classification, and sport, along with the place award. This information can be screened or engraved.

Team awards: will match the existing awards that are now presented. A beveled edged hardwood plaque, or similar looking wood product, measuring 15" by 12". Three metal plates – the top left plate will be a white plate with the PIAA logo and shadowed with a gold plate, the top right plate will be a black plate with the year, District IX, classification, and sport along with the place award and the bottom plate will be a blank plate for individual schools to place the engraving of their choice (teams are responsible for securing their own engraving vendor for this). In the middle of the plaque will be a figurine of the sport along with a decorative wreath.

Request for Proposal (RFP) for District IX Awards
2009-2010, 2010-2011, 2011-2012

Owner of Facility: _____

Name of Facility: _____

Mailing Address of the Facility: _____

Name and Title of Contact Person: _____

Business Telephone Number of Contact Person: _____

Business Fax Number of Contact Person: _____

Business E-Mail Address of Contact Person: _____

AWARDS ORDER BY THE DISTRICT

Individual Awards

2009-2010	\$ _____ / Award
2010-2011	\$ _____ / Award
2011-2012	\$ _____ / Award

Team Awards

2009-2010	\$ _____ / Award
2010-2011	\$ _____ / Award
2011-2012	\$ _____ / Award

- * All shipping and delivery charges to be included in the above quoted price.
- * All orders shipped or delivered (or other pick-up/delivery arrangements made by the vendor) a minimum of 10 days prior to the championship event.

AWARDS ORDER BY THE INDIVIDUAL SCHOOL

Individual Awards

2009-2010	\$ _____ / Award
2010-2011	\$ _____ / Award
2011-2012	\$ _____ / Award

- * All extra awards are ordered by the awards chairman and not by the individual schools.
- * District IX PIAA is to be billed for any additional orders. Schools are not billed by the vendor.
- * All shipping and delivery charges will be added to the bill. Normal carrier shipping.
- * All orders are to be sent out within 5 business days of notification by the awards chairman.

By my signature below, I acknowledge that the information contained in this document including any financial incentives offered, cannot be treated as confidential by the D-9 PIAA and may be subject to disclosure to third parties.

RFP Submitted By: _____ Date: _____