To: New Jersey Swimming Board of Directors

From: Gregory Eggert, NJS Special Projects Chair

Date: April 17, 2012

**MARCH ZONE TEAM EQUIPMENT BID PROCESS:** Jim O'Neill deserves thanks for his diligence and great efforts since our last meeting. As a member of the NJS Finance Committee Jim was drafted for several projects related to the purchasing and outfitting of our NJS Zone Teams. Jim was "on point" in the following ways:

+ He expressed concern about the significant levels of existing inventory and recommended efforts to bring down those levels of inventory during the spring. As a former Treasurer, Jim reported our inventory to the NJS Treasurer so that it could be listed as an asset on our balance sheet as we are legally required to do. Stephanie advised the General Chair that our inventory has been reduced and she will provide Jim and the Treasurer with a current inventory at our April 23rd meeting.

+ Wrote bid documents used for the selection of our swimwear vendor and he reviewed a bid document (that may not have been used) intended to encourage competitive bids from our swimwear vendors for non swimwear apparel for our NJS Zone Team.

+ Worked with our two NJ based vendors to ensure a timely delivery of SPEEDO team equipment for our Zone Team. Jim deftly handled the situation when our two swimwear vendors advised NJS of their concerns about the delivery of Aquablade suits for our NJS team. One vendor withdrew their bid and they deserve our compliments for their integrity in the process. The replacement vendor was able to deliver our complete order.

+ Implemented an evaluation process which invited confidential input from the Zone Team Manager and our coaches to ensure that we received timely and objective comments about our swimwear, apparel and service rendered by our vendors. Suggestions for new apparel were received and will be considered for the future.

**NEW JERSEY SWIMMING ZONE TEAM PARTNERSHIP WITH SWIMWEAR MANUFACTURER:** At the April 23rd meeting the NJS Zone Team Subcommittee chaired by Jim O'Neill will present a recomendation from a swimwear manufacturer for a multi-year partnership with NJS. The subcommittee will soon consider proposals from 4 different manufacturers that are creative and of mutual benefit before endorsing one proposal for your consideration and adoption. Members of the subcommittee and the Board of Directors are reminded that the proposals are extremely confidential and should not be shared with anyone else.

**BID PROCESS FOR FUTURE ZONE TEAM EQUIPMENT:** Tristan, Stephanie and I met with representatives of METRO SWIM SHOP and ULTIMATE SWIM SHOP on April 4th. We asked for their input in the last bid process and we informed the vendors of our preference for swimwear vendors to provide additional services(including order taking and distribution) prior to NJS zone meets. Reflecting the input of our vendors Tristan has drafted a bid document to be used for swimwear and non swimwear apparel requesting prices that will be in effect for a two year period (four zone meets). Once NJS has partnered with a Preferred Swimwear Manufacturer, Jim O'Neill will initiate the process for identifying a Preferred Swimwear Vendor, likely to be announced at the Spring HoD meeting.