



Request for Proposal (RFP)

Official Apparel and Clothing Supplier

Cape Breton County Minor Hockey Association

RFP Number: RFP 1026

Issue Date: February 17, 2026

Closing Date: March 6, 5:00pm AST 2026

Term: 2026/2027, 2027/2028, and 2028/2029 Minor Hockey Season, with option to renew

1. Introduction

Cape Breton County Minor Hockey Association (“the Association”) is seeking proposals from qualified suppliers to provide **official apparel and clothing** for its players, coaches, volunteers, and supporters. It is the desire of the board to find a proponent that can provide:

- High quality products;
- Appropriate pricing; and
- Strong communication with the Association.

As the Association is focused on strong partnerships within our communities, preference will be given to local companies that are able to meet the requirements of the RFP.

The successful proponent will be designated as the **exclusive or preferred apparel supplier** for the Association for the duration of the agreement.

2. Association Overview

- **Organization:** Cape Breton County Minor Hockey Association
- **Location:** Coxheath, Nova Scotia
- **Number of Players:** ~ 600
- **Teams:** U7–U18, House League & Competitive
- **Season Duration:** September to March



3. Scope of Work

The selected supplier will be expected to provide, at minimum:

3.1 Apparel Items

The association requires the supply of branded clothing for players, family members, coaches, and staff. This may include, but is not limited to:

- Warm-up suits - jacket & pants (adult and youth)
- Hoodies / sweatshirts (adult and youth)
- T-shirts – short sleeve and long sleeve (adult and youth)
- Hats, toques, and accessories (adult and youth)
- Back packs
- Coach and volunteer apparel
- Fan / supporter merchandise

3.2 Services

- Custom design incorporating Association branding
- Online ordering platform (preferred)
- Team and individual ordering options
- Reasonable turnaround times
- Customer service support
- Inventory and stock capability
- Sizing samples for fitting sessions

4. Branding & Exclusivity

- Apparel must prominently feature the Association's logo and colors.
- Proponents should indicate whether **exclusivity** is required or optional.
- Any proposed sponsorship or revenue-sharing opportunities should be clearly outlined.

5. Proposal Requirements

Proposals should include the following:



5.1 Company Information

- Legal business name
- Years in operation
- Relevant experience with sports or hockey organizations
- References (minimum of two)

5.2 Product Details

- Brand(s) offered
- Fabric and durability details
- Size ranges available
- Sample images or catalog links
- Branding/embroidery/screen-printing capabilities and costs

5.3 Pricing

- Price list by item
- Volume discounts
- Player, coach, and fan pricing
- Any rebates, fundraising incentives, or revenue-sharing models

5.4 Ordering & Fulfillment

- Ordering process description
- Expected delivery timelines
- Minimum order requirements
- Return and warranty policies

5.5 Value-Added Services

- Sponsorship support
- Apparel credits
- Fitting events
- Inventory and stock capability
- Marketing or promotional support



6. Evaluation Criteria

Proposals will be evaluated based on, but not limited to:

- Product quality and durability
- Pricing and overall value
- Experience with minor sports organizations
- Local availability and customer service
- Service and delivery timelines
- Inventory and stock capabilities
- Customization and branding capabilities
- Flexibility and responsiveness
- Added value to the Association

7. Submission Instructions

Proposals must be submitted:

- **Format:** PDF preferred
- **Submission Method:** Email or physical delivery
- **Email Address / Address:** countyminorhockey@gmail.com
- **Deadline:** March 6, 2026 by 5:00pm AST

Submissions are encouraged to provide as much detail as possible about potential offerings and/or to provide any information on value added services or additional products that the proponent is able to offer.

Late submissions may not be considered.

8. Terms & Conditions

- The Association reserves the right to accept or reject any proposal.
- The Association is not obligated to select the lowest-priced proposal.
- All costs related to proposal preparation are the responsibility of the proponent.
- Final terms will be subject to contract negotiation.
- The Association reserves the right to make one total award, one award for each subject area, or combination of awards, whichever is in the best interest of the Association. It is the Association's sole discretion to extend an agreement to the successful proponent or to discontinue the procurement in its sole discretion.



9. Contact Information

All inquiries regarding this RFP should be directed to:

Name: Jan MacGillivray

Title: % Cape Breton County Minor Hockey Association

Email: countyminorhockey@gmail.com