



# Request for Proposal (RFP)

## Official Equipment Supplier

### Cape Breton County Minor Hockey Association

**RFP Number:** RFP 1026-E

**Issue Date:** February 17, 2026

**Closing Date:** Mar 6, 2026 – 5:00pm AST

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

## 1. Introduction

Cape Breton County Minor Hockey Association (“the Association”) is seeking proposals from qualified suppliers to provide **official hockey equipment** for its players, teams, coaches, and volunteers.

It is the desire of the Board to identify a proponent that can demonstrate:

- High-quality, safe, and durable equipment
- Competitive and transparent pricing
- Strong communication and service support
- Proven experience in minor hockey equipment supply

As the Association values strong partnerships within our communities, **preference may be given to local or regional suppliers** that are able to meet the requirements of this RFP.

The successful proponent will be designated as the **exclusive or preferred equipment 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:** Approximately 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, the following equipment and services.

### 3.1 Equipment Items

The Association defines equipment as **game, practice, and team-issued hockey gear**, including but not limited to:

- Game jerseys (home, away, alternate if applicable)
- Practice jerseys (in Association colours)
- Hockey socks (in Association colours)
- Hockey pants (in Association colours)
- Hockey shells (in Association colours)
- Helmets (in Association colours)
- Gloves (in Association colours)
- Equipment / kit bags (in Association colours)
- Goalie-specific equipment (as applicable)
- Accessories and related items, including but not limited to:
  - Skate guards (in Association colours)
  - Warm-up or off-ice equipment items (in Association colours)
  - Any hockey-related equipment capable of Association branding

Proponents are encouraged to identify **additional equipment categories or innovations** not listed above that may add value to the Association.



## 3.2 Services

The selected supplier must be able to provide:

- Custom design and cresting incorporating Association branding
- Compliance with applicable safety standards (CSA, HECC, etc.)
- Online ordering platform (preferred)
- Team-based and Association-wide ordering options
- Reasonable and predictable turnaround times
- Customer service support for parents, teams, and Association representatives
- Inventory and stock capability to support in-season requirements
- Sizing samples for fittings and team issue
- Repair, replacement, or warranty support where applicable

## 4. Branding & Exclusivity

- All equipment must prominently feature the Association's approved logo(s) and colours, where applicable.
- Proponents should clearly indicate whether **exclusivity is required, preferred, or optional**.
- Any proposed **sponsorship, rebate, fundraising, or revenue-sharing opportunities** must be clearly outlined.
- The Association retains final approval over all branding, cresting, and design elements.

## 5. Proposal Requirements

Proposals must include the following sections:

### 5.1 Company Information

- Legal business name
- Years in operation
- Relevant experience supplying hockey or minor sports equipment
- References (minimum of two)



## 5.2 Equipment Details

- Brands offered
- Product specifications and durability details
- Safety certifications and compliance standards
- Size ranges available (youth through adult)
- Sample images, catalog links, or specification sheets
- Cresting, embroidery, sublimation, or screen-printing capabilities and costs

## 5.3 Pricing

- Price list by item and category
- Volume pricing and Association-wide discounts
- Player, team, and Association pricing models
- Replacement and re-order pricing
- Any rebates, fundraising incentives, or revenue-sharing structures

## 5.4 Ordering & Fulfillment

- Description of ordering process
- Expected delivery timelines (pre-season and in-season)
- Minimum order quantities
- Inventory availability and stock management
- Return, replacement, and warranty policies

## 5.5 Value-Added Services

- Sponsorship or partnership support
- Apparel or equipment credits
- Fitting sessions or equipment days
- Inventory holding programs
- Marketing or promotional support
- Lifecycle planning (e.g., multi-year jersey or equipment programs)



## 6. Evaluation Criteria

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

- Product quality, durability, and safety
- Pricing and overall value
- Experience supplying minor hockey organizations
- Local availability and service responsiveness
- Ordering, delivery, and fulfillment timelines
- Inventory and stock capabilities
- Customization and branding quality
- Flexibility and communication
- Value-added benefits to the Association

## 7. Submission Instructions

Proposals must be submitted as follows:

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

Submissions are encouraged to provide **as much detail as possible**, including any optional equipment programs, innovations, or services that may benefit the Association.

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, multiple awards, or no award, whichever is in the best interest of the Association, at its sole discretion.



## 9. Contact Information

All inquiries regarding this RFP must be directed to:

**Name:** Jan MacGillivray

**Title:** % Cape Breton County Minor Hockey Association

**Email:** [countymenorhockey@gmail.com](mailto:countymenorhockey@gmail.com)