



1. Introduction & Background

Northumberland Minor Hockey Association (NMHA) is a not-for-profit organization dedicated to delivering high-quality minor hockey programming to youth in Cobourg, Port Hope, and the surrounding communities. Our membership includes players across House League, Select, and Representative (Rep) levels, ranging in age from U7 to U21.

NMHA is issuing this Request for Proposal (RFP) to identify a qualified partner to supply hockey equipment and branded apparel to our teams and members over a multi-year term. This RFP has three key components:

- i. **Game & Practice Equipment:** Supply of game jerseys, practice jerseys, hockey pant shells, hockey socks, and helmet stickers for up to 22 Representative teams.
- ii. **House League and Select Uniforms:** Supply of jerseys and hockey socks for up to 25 House League teams, including Select, suitable for community-based recreational play.
- iii. **Jersey Applications:** Include STOP, Name Bars, Sponsor Bars and Lettering (C's and A's)
- iv. **Licensed Apparel & Promotional Merchandise:** Right to design, produce, and sell Northumberland Nighthawks-branded clothing and promotional items (e.g., jackets, toques, hats, mugs, etc.), with a 10% sales rebate to be paid to NMHA.

The successful vendor will demonstrate a track record of timely delivery, strong product quality, professional service, and alignment with NMHA's values as a youth-focused community organization. The awarded agreement will be for a term of **three (3) years**, with the option to extend for up to **two (2) additional one-year terms** at NMHA's discretion.

2. Scope of Work

The successful proponent will be responsible for supplying hockey uniforms, accessories, and licensed apparel to the Northumberland Minor Hockey Association (NMHA) for its Representative, Select, and House League programs. This scope is divided into three (3) categories:

A. Representative and Select Team Uniforms

NMHA supports up to 22 Representative-level, and up to 5 Select teams annually. The selected vendor will be responsible for providing high-quality, fully customized uniforms and accessories as follows:

Required Items per Player:

- **Home Jerseys & Socks**
- **Away Jerseys & Socks**
- **Optional 3rd Alternate Black Jersey**
- **1 Set of Practice Jerseys per Team**
- **Hockey Bag with Custom Numbers**
- **Warm up Suit**
- **Helmet Decals** (including player number and Northumberland branding on both sides of the helmet)

Specifications:

Game jerseys must feature:

- Full custom Nighthawks branding and colours
- Player numbers on back and sleeves
- **Stitched (twill-sewn) last names** on the back
- Optional stitched-on **sponsor banners** on shoulders or sleeves
- Practice jerseys and helmet decals may be heat-pressed and must meet durability and visibility standards
- Helmet decals:
 - Stock must be readily available throughout the season
 - Each set includes: player number (rear), and “Northumberland” decals for left and right helmet sides
- Sizing and fit samples must be made available for team fittings prior to final order deadlines

B. House League Uniforms

NMHA supports up to 20 House League teams each season, with an average of 15 players per team. Each player will receive:

- **1 Game Jersey**
- **1 Pair of Hockey Socks**

Specifications:

- Game jerseys and socks must be of recreational quality with:
 - Heat-pressed numbers (no name bar required)
 - Basic House League branding (provided by NMHA)
- Colour and design variety to distinguish divisions or age groups is preferred
- Vendor must ensure quality, sizing availability and timely delivery prior to season start
- Vendor will communicate with NMHA on annual design and requirements

C. Licensed Apparel & Promotional Merchandise

The successful vendor will be granted non-exclusive rights to design, manufacture, and sell **Northumberland Nighthawks-branded apparel and promotional items**, subject to NMHA review and approval.

Examples of Eligible Products:

- Hoodies, jackets, warm-up gear, dry-fit shirts
- Toques, hats, scarves, bags

Licensing Terms:

- NMHA will provide approved logo files and brand guidelines
- NMHA **retains full design approval authority**
- Vendors may propose design mock-ups for retail sale

Sales Channels:

- Preference may be given to vendors offering an **online store platform**.
- On-site sales at tournaments or team events may also be permitted with prior approval

Section 3 – Branding & Licensing Guidelines

The Northumberland Minor Hockey Association (NMHA) takes pride in its brand and expects all suppliers to uphold the quality, professionalism, and integrity that the Northumberland Nighthawks identity represents. To that end, the following guidelines will apply to all suppliers providing equipment, uniforms, apparel, or promotional products under this RFP:

3.1 Logo Usage & Brand Standards

- NMHA will provide official logo files and brand assets (including colours, typefaces, and design specifications) to the selected vendor(s).
- Any use of the NMHA or Northumberland Nighthawks name, logo, or likeness must conform to these guidelines.
- Logos must not be altered, distorted, stretched, recoloured, or modified in any way without prior written consent from NMHA.

3.2 Approval Process

All designs must be submitted to NMHA for review and approval prior to production.

- This includes game jerseys, practice jerseys, apparel items, promotional products, and helmet decals.
- NMHA reserves the right to request revisions to ensure brand consistency, legibility, and appropriateness.
- Final production may not begin until written approval is received from the NMHA Equipment or Apparel Committee (or designated Board representative).

3.3 Quality Assurance

- All materials must meet acceptable standards for youth sports use (durability, washability, safety, etc.).
- Suppliers are expected to ensure consistency across orders and provide samples or sizing kits upon request.
- NMHA reserves the right to reject any product that does not meet expected quality thresholds, even after prior design approval.

3.4 Exclusivity & Brand Protection

- The award of a contract under this RFP **does not grant exclusive rights** to the NMHA brand unless explicitly stated.
- NMHA reserves the right to partner with additional vendors or revoke usage rights at any time if brand guidelines are not followed or quality standards are not maintained.
- The NMHA logo may not be used on any product outside the scope of this agreement or for any purpose not directly related to NMHA activities without explicit written permission.

Section 4 – Submission Instructions

Northumberland Minor Hockey Association (NMHA) invites qualified vendors to submit proposals in response to this Request for Proposal (RFP) for the supply of:

- Game uniforms and equipment for Rep, Select, and House League teams
- Helmet decals and branded player gear
- Officially licensed NMHA/Nighthawks apparel and promotional products

4.1 Submission Deadline

- All proposals must be submitted no later than **January 14, 2026 at 5:00 PM (EST)**.
- Late submissions will not be considered.

4.2 RFP Timeline

Milestone	Date
RFP Issued	Monday, December 1, 2025
Deadline for Vendor Questions	Wednesday, December 17, 2025
Final Addendum/Clarifications Issued	Tuesday, January 6, 2026
RFP Submission Deadline	Wednesday, January 14, 2026
Evaluation Period	January 15–27, 2026
Vendor(s) Selected & Notified	Wednesday, January 28, 2026
Contract Start Date	April 1, 2026

NMHA reserves the right to modify this schedule at its sole discretion. All updates will be communicated directly to all parties who have formally requested a copy of the RFP.

4.3 Submission Method

- Questions must be submitted electronically during the Vendor Questions Period:
equipment@northumberlandminorhockey.com
- Proposals must be submitted electronically via email to:
equipment@northumberlandminorhockey.com

4.4 Proposal Format

To ensure consistency and facilitate evaluation, proposals must include the following components in this order:

1. Executive Summary

A brief overview of your company, relevant experience, and your proposed approach to meeting NMHA's uniform and apparel needs.

2. Scope of Work Response & Pricing Proposal:

A detailed response to all requirements outlined in Section 2 – Scope of Work, including:

- Approach to production and fulfillment for Representative, MD, Select, and House League hockey uniforms
- Product samples or mock ups
- Ability to meet quality standards (sewn vs. pressed, etc.)
- Capacity for year-round stock and fulfillment
- Strategy for branding collaboration and design approvals
- Pricing for each product category (Representative. MD and Select uniforms, House League uniforms, Practice jerseys, socks, pant shells, helmet stickers, etc.)
- Pricing structure for optional third jersey (black)
- Apparel pricing (hats, jackets, toques, promotional items, etc.)

3. Production Timeline

A proposed schedule outlining delivery timelines following contract award.

4. References

Contact details for 2–3 current or past clients (preferably youth sports organizations or associations) where similar services were provided.

5. Additional Materials (Optional)

Any other documents, brochures, or materials that help demonstrate capabilities or quality.

Section 5 – Evaluation Criteria

All proposals submitted in response to this Request for Proposal (RFP) will be reviewed and evaluated by the Northumberland Minor Hockey Association (NMHA) Selection Committee. The objective is to select the vendor that offers the best overall value, product quality, service reliability, and alignment with NMHA's community values and branding standards.

NMHA is a Non-Profit entity and is always seeking methods to generate revenue to off-set the cost of hockey and enhance our programming. We would suggest interested Vendors/Suppliers propose how they would support the Association's financial well being, or the cost related to hockey for our members through being our approved vendor/supplier.

Section 6 – Scoring

All proposals will be reviewed by the NMHA Equipment and Apparel Committee. The evaluation will be based on the following weighted criteria:

Evaluation Category	Weighting
Product Quality, Availability and Durability	25%
Pricing and Value for Money	25%
Value added by proposed Vendor and benefit to the Association and Members	20%
Accessibility to Teams and Members	15%
Vendor/Supplier Experience and Demonstrated capability to deliver on requirements	15%

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6.1. Product Quality, Availability and Durability

Vendors must demonstrate that their game jerseys (both pressed and sewn), socks, practice jerseys, helmet stickers, and apparel items are built to withstand the wear and tear of a full hockey season. Preference will be given to vendors offering high-quality, professionally finished products. Please provide average turnaround timelines for:

- Initial large orders for the season
- Re-orders or replacement items mid-season
- Apparel fulfillment timelines

Vendors must confirm they will always maintain adequate stock.

6.2. Pricing and Value

All costs must be clearly detailed, including volume-based pricing where applicable. NMHA is seeking competitive pricing that balances cost-effectiveness with product longevity and design quality.

6.3. Value added by proposed Vendor

NMHA is a Non-Profit entity and is always seeking methods to generate revenue to off-set the cost of hockey and enhance our programming. We would suggest interested Vendors/Suppliers propose how they would support the Association's financial well being, or the cost related to hockey for our members through being our approved vendor/supplier.

6.4. Accessibility to Teams and Members

Define how the Association Teams and Members can access product on day-to-day basis

6.5. Vendor/Supplier Experience and Demonstrated capability to deliver on requirements

Contact details for 2–3 current or past clients (preferably youth sports organizations or associations) where similar services were provided.

As noted in **Section 4.4**, shortlisted vendors will be required to provide product samples for evaluation. Samples will be assessed as part of the scoring in **6.1** (Product Quality). All samples must be submitted by **Tuesday, January 15, 2026**. Vendors who fail to submit samples by the deadline may be disqualified from consideration.

Section 7 – Terms & Conditions

7.1. Agreement Term

The agreement awarded as a result of this RFP shall be for a period of **three (3) years**, commencing on or about **March 1, 2026**, with the option to extend for up to **two (2) additional one-year terms** at the discretion of the NMHA Board of Directors.

7.2. No Guarantee of Volume

NMHA does not guarantee any minimum order quantities under this RFP. Volumes stated in Section 2 are estimates only and are provided to assist vendors in preparing their submissions.

7.3. Partial or Multiple Awards

NMHA reserves the right to award one or more sections of this RFP independently. For example, Game Uniforms (Section A) may be awarded to a different vendor than Apparel Licensing (Section C).

7.4. Branding and Intellectual Property

Vendors will be granted permission to use the **Northumberland Nighthawks logo and branding** for apparel sales only upon written approval from NMHA. All designs must receive final approval from NMHA prior to production. NMHA retains full ownership of its brand, logo, and any associated artwork or intellectual property.

7.5. Right to Cancel or Amend

NMHA reserves the right to amend, postpone, or cancel this RFP at any time without liability. NMHA may also negotiate changes to scope or terms with the successful vendor(s) as needed.

7.6. Pricing Validity

All pricing submitted in response to this RFP must remain valid for a minimum of **120 days** from the submission deadline.

7.8. Confidentiality

All information provided in response to this RFP shall be considered confidential and shall not be shared, used, or disclosed by NMHA or the vendor for any purpose outside the scope of the RFP process, unless required by law.

7.9. Dispute Resolution

In the event of any dispute arising from this RFP or the subsequent contract, both parties agree to seek resolution through good faith negotiations. If a resolution cannot be reached, NMHA reserves the right to terminate the agreement with reasonable notice.

7.10. Governing Law

This RFP and any agreements arising from it shall be governed by the laws of the **Province of Ontario**.

7.11 Conflict of Interest Disclosure

Proponents must disclose any actual, potential, or perceived conflict of interest that may arise in the performance of services under the resulting agreement. NMHA reserves the right to disqualify any submission which, in NMHA's sole opinion, a conflict of interest could compromise the integrity of the procurement process or the performance of services.

7.12 Subcontracting

The successful vendor may not subcontract any portion of the work described in this RFP without prior written consent from NMHA. Any approved subcontractors must adhere to all requirements, standards, and timelines defined in this RFP and the resulting agreement. The primary vendor remains fully responsible for all deliverables, regardless of subcontractor involvement.

7.13 Supply Chain Disruption Contingency Plan

Vendors must outline how they will mitigate supply chain disruptions that may impact delivery timelines, including but not limited to:

- material shortages,
- manufacturing delays,
- shipping delays,
- customs issues for imported goods.

The vendor must commit to proactive communication and alternative fulfillment options to ensure season readiness.

7.14 Price Stability & Annual Adjustments

All pricing submitted must remain firm for the first year of the agreement.

Any proposed annual price adjustments must be communicated in writing to NMHA no later than **February 1st, 2027 and February 1st of subsequent years** and must be supported by documented justification (material cost changes, labour changes, etc.).

NMHA reserves the right to reject or negotiate any price increases.

7.15 Sample Return or Disposal

Product samples submitted for evaluation will become the property of NMHA and will not be returned unless explicitly requested by the vendor in writing *prior* to submission.

7.16 Performance Review & Right to Revoke Award

NMHA reserves the right to conduct semi-annual performance reviews assessing:

- quality consistency,
- delivery timelines,
- communication responsiveness,
- adherence to brand standards,
- customer satisfaction from team managers.

If performance is deemed unsatisfactory, NMHA may issue a corrective action notice.

Continued non-compliance may result in termination of the agreement or revocation of exclusivity.

7.17 Data Accuracy & Order Verification

The vendor must provide an order verification process for rostered sizes, name spellings, jersey numbers, and team orders.

Vendors must offer a final proofing step for NMHA approval before production commences.

Errors resulting from vendor oversight must be corrected at the vendor's expense.

7.18 Privacy & Player Information

Where player names, numbers, or sizing data are exchanged, the vendor must use this information solely for fulfillment of NMHA orders and may not retain or repurpose the data for any other purpose.

All collected data must be securely stored and destroyed once fulfillment is complete.

7.19 Warranty Requirements

The proponent must provide details of warranty coverage for all uniforms, apparel, and equipment, including defects, stitching failures, product damage under normal use, and print/press failures.

Vendors must replace defective items at no cost to NMHA or the player.

7.20 Ownership of Artwork & Custom Designs

Any artwork, jersey templates, logos, style guides, or custom designs created for NMHA as part of this contract become the property of NMHA.

Vendors may not resell or repurpose NMHA designs for other clients.

7.21 Compliance With OMHA, Hockey Canada, and Local Arena Rules

All products must meet relevant OMHA and Hockey Canada standards regarding jersey numbering, helmet stickers, safety features, and visibility requirements.

Vendors must also comply with arena rules related to on-site sales or promotional activity.

7.22 Return & Reorder Policy

Vendors must provide a clear policy outlining:

- reorder timing for mid-season replacements,
- minimum order quantities (if any),
- return policies for defective or incorrectly sized items.

8.1 Performance Standards

The successful vendor will be expected to meet consistent performance standards related to:

- product quality,
- delivery timelines,
- order accuracy,
- responsiveness,
- adherence to NMHA branding guidelines.

8.2 Key Performance Indicators (KPIs)

As part of the contract, the vendor may be evaluated against KPIs such as:

- % of orders delivered on time,
- % of orders delivered error-free,
- turnaround time for mid-season replacements,
- communication responsiveness,
- compliance with approved branding and logo usage.

8.3 Review Meetings

NMHA reserves the right to conduct semi-annual review meetings with the successful vendor to evaluate performance, address issues, and review opportunities for improvement.

8.4 Corrective Action

If the vendor fails to meet performance expectations, NMHA may issue a written corrective action notice. Continued non-compliance may result in reduced scope, suspension of exclusivity, or termination of the agreement.

8.5 Contract Manager

NMHA will assign a designated Equipment & Apparel Coordinator (or Board representative) to act as the primary point-of-contact for contract oversight and communication.

9. Definitions & Interpretation

For the purposes of this Request for Proposal (RFP) and any resulting agreement, the following terms shall have the meanings outlined below:

9.1 “NMHA”

Refers to the Northumberland Minor Hockey Association, including its Board of Directors, committees, and authorized representatives.

9.2 “Proponent”

Refers to any vendor, company, or organization submitting a proposal in response to this RFP.

9.3 “Vendor” or “Successful Vendor”

Refers to the proponent awarded the contract following the evaluation of submissions.

9.4 “Rep Team(s)”

Refers to all Representative-level teams within NMHA, including AA, A, BB, MD, and Select, unless otherwise specified.

9.5 “House League Program”

Refers to NMHA’s recreational hockey program for players U7–U21.

9.6 “Apparel”

Refers to all clothing items bearing the NMHA/Nighthawks brand, including but not limited to warm-up suits, jackets, hoodies, dry-fit shirts, hats, and toques.

9.7 “Promotional Items”

Refers to non-clothing branded items such as stickers, water bottles, mini-sticks, mugs, and related merchandise.

9.8 “Uniforms”

Refers to game jerseys, practice jerseys, hockey socks, pant shells, and helmet decals.

9.9 “Brand Guidelines”

Refers to NMHA’s official logo files, typography, colours, and design standards provided to the successful vendor.

9.10 Interpretation

In interpreting this RFP:

- headings are for convenience only and are not part of the RFP;
- the singular includes the plural and vice versa;
- “including” means “including without limitation”;
- where conflict exists between the RFP and any proponent submission, the RFP prevails unless otherwise agreed in writing by NMHA.