

Request for Proposals (RFP)

Tournament Apparel

The Bemidji Youth Hockey Association (BYHA) is seeking proposals from qualified vendors to provide tournament apparel for players, families, fans, coaches, and community supporters. BYHA hosts youth hockey programming, games, and tournaments throughout the hockey season and is seeking a reliable partner to provide high-quality apparel and customer service.

1. Scope of Work

The selected vendor will be responsible for managing and supplying:

- Tournament-specific apparel and merchandise; online and/or onsite purchasing
- Custom design, embroidery, and screen printing services
- Order fulfillment and customer service support

2. Operational Expectations

The vendor should be capable of:

- Providing multiple ordering windows throughout the season
- Offering tournament apparel onsite and/or online
- Maintaining reasonable production and delivery timelines
- Coordinating with BYHA apparel representatives and tournament staff

3. Responsibilities

The selected vendor will be responsible for:

- Apparel design and mockups
- Managing inventory and ordering processes
- Providing customer support for orders and exchanges
- Maintaining consistent branding standards
- Managing ecommerce and point-of-sale systems if applicable

4. Financial Proposal

BYHA is open to various partnership structures including:

- Revenue-sharing or commission-based models
- Flat sponsorship or vendor fees
- Hybrid partnership arrangements

Proposals should clearly outline:

- Pricing structure
- Revenue sharing opportunities
- Any fundraising incentives or rebates

5. Qualifications

Preferred qualifications include:

- Experience working with youth sports organizations
- Ability to provide high-quality branded merchandise
- Strong customer service and fulfillment capabilities
- Experience operating tournament merchandise sales

6. Proposal Requirements

Proposals should include:

1. Company name and contact information
2. Background and relevant experience
3. Product catalog or sample offerings
4. Online ordering capabilities
5. Proposed pricing and revenue-sharing structure
6. Production and delivery timelines
7. References from similar organizations

7. Evaluation Criteria

Proposals will be evaluated based on:

- Product quality
- Customer service and responsiveness
- Production timelines
- Financial return to BYHA
- Relevant experience and references

8. Timeline

- Proposal Deadline: June 9th, 2026
- Vendor Selection: July 1st, 2026
- Contract Start Date: TBD

9. Terms & Conditions

- BYHA reserves the right to reject any or all proposals
- Contract terms will be negotiated with the selected vendor
- Vendor performance may be reviewed periodically throughout the agreement

10. Submission Instructions

Proposals should be submitted electronically or in writing to:

Email - BYHA Board: admin@bemidjiyouthhockey.org

Mailing Address - Bemidji Youth Hockey Association; PO Box 1141, Bemidji MN 56619