



August 15, 2018

**MINNESOTA HOCKEY, INC.  
REQUEST FOR REGION TOURNAMENT APPAREL SERVICES**

Minnesota Hockey Inc., a non-profit Minnesota Corporation, encourages you to submit a proposal with your best plan to deliver products and services as described in the attached specification document.

When specified, your proposal should include samples of the products and services you intend to provide, with names and addresses of a minimum of three (3) customers to serve as references for your work.

Your proposal, with samples (if specified) and references must be received at the Minnesota Hockey office no later than September 7, 2018 addressed to:

**Minnesota Hockey, Inc.  
Attn: Glen Andresen  
317 Washington Street  
St. Paul, MN 55102**

You may address any questions to Glen Andresen at 651-602-5727 or [gandresen@minnesotahockey.org](mailto:gandresen@minnesotahockey.org)

Minnesota Hockey reserves the right to give preference to any proposal submitted by a firm whose primary place of business is within the State of Minnesota.

**I. ORGANIZATION BACKGROUND**

Minnesota Hockey Inc, (MH) a Minnesota corporation, having its place of business at 317 Washington Street, St. Paul, MN, is an independent affiliate of USA Hockey, Inc. and is responsible for the governance of all non-school affiliated amateur ice hockey in Minnesota. The organization is a 501 (c) 3 corporation, with approximately 73,000 members. In the performance of its duties, MH registers players, provides common playing rules, plans and executes tournaments, leagues and camps. It receives funding from registration fees, sponsorships, grants and donations. MH is also duly registered with the State of Minnesota as a charitable organization.

The organization is governed by a Board of Directors, consisting of 30 voting members who are elected by their member constituents in accordance with MH bylaws. There are four full time salaried staff members, an Executive Director, Marketing/Communications Manager, Hockey Programs Manager and a Financial Administrator. All others associated with MH are volunteers, except for some programs where the workers are paid by stipend.

**Minnesota Hockey Inc.  
Request for Proposal**

It is intended that the products and services be furnished in accordance with these specifications. In addition, all features that are included as standard in the advertised and published manufacturer's literature for the products or services shall be furnished. No such standard feature shall be removed or omitted for the reason that it was not specified in the RFP.

Firms submitting proposals should have been engaged in the business of providing similar products and services for a minimum of five years.

Minnesota Hockey will consider alternatives to its specifications provided that such alternatives are clearly defined, with a narrative explaining why accepting the alternative proposal is in Minnesota Hockey's best interests. Alternative proposals must be accompanied by literature or other form of description of the offering.

The successful firm will be required to furnish Minnesota Hockey with formal assurance of its performance, in a manner agreed upon between Minnesota Hockey and the successful firm.

Minnesota Hockey will not accept proposals from businesses that do not provide equal employment opportunity.

Minnesota Hockey reserves the right to reject any and all proposals. The award will be made to the firm that, in Minnesota Hockey's sole judgment, submits the products and or services with pricing which Minnesota Hockey deems to offer the best value to its membership.

## Region Tournament Clothing/Merchandise/Novelty Provider

Minnesota Hockey is in search of one (1) exclusive vendor to provide merchandise/souvenirs such as t-shirts, sweatshirts, sweatpants, hats, souvenir pucks, and other items to help young athletes celebrate their participation in end-of the season Region tournaments.

Minnesota Hockey stages approximately 35 Region Tournaments at 25-30 locations throughout Minnesota during the first weekend of March. There are approximately 260 teams/3400 players in these Region Tournaments. Teams may be determined as little as five days before the Region Tournaments begin. Player ages range from 11 – 18 and approximately 70% are male and 30% are female.

### Important considerations for Minnesota Hockey include:

- **Price point** – Participating families will have invested significant dollars in their child's hockey season. Considering this, Minnesota Hockey wants to offer quality items at prices that are very reasonable.
- **Profitable** – Understanding the 'Price point' consideration, Minnesota Hockey expects to make a reasonable profit.
- **Buying Method Options** – Minnesota Hockey prefers to offer participating families the opportunity to purchase items on-site during the tournaments.
- **Excess Inventory** – Minnesota Hockey prefers that any unsold inventory be kept to a minimum; consequently, the ability to respond quickly to fill any voids in both quantity and sizes during a tournament is desirable.
- **Staffing Considerations** – The Region and State Tournaments are 99%+ run by volunteers. The merchandise sales should be as minimally invasive on their time and energy as well as that of the Minnesota Hockey paid staff.
- **Accounting** – The vendor should be able to demonstrate a high level of inventory management and reporting efficiency.
- **Experience** – The vendor should be able to demonstrate an overall knowledge of this process and serve in a leadership role in executing this opportunity.

### Vendor proposals should include:

- Samples of items that will be offered for sale along with price points
- Delivery and distribution methods.
- Plan to address the need for keeping on site inventory levels to a minimum.
- An overall business plan detailing how vendor will accomplish Minnesota Hockey's objectives.