WATERLOO MINOR BASEBALL ASSOCIATION

REQUEST FOR PROPOSAL (RFP): UNIFORMS, EQUIPMENT & APPAREL

1. Introduction

Waterloo Minor Baseball Association (WMBA) is inviting proposals from qualified and experienced vendors to supply baseball uniforms, equipment, apparel, and related services for the 2027 season. This RFP is intended to support a fair, transparent, and competitive selection process while prioritizing product quality, service reliability, value, convenience for members, and a long-term partnership with a vendor that understands the needs of a community-based youth baseball organization.

2. Scope of Work

The successful vendor(s) will be responsible for supplying uniforms and baseball-related equipment and apparel across Waterloo Minor Baseball Association programs. Vendors may submit proposals for Uniforms, Equipment, and Apparel. WMBA reserves the right to award one or more categories to separate vendors.

2.1 Uniforms

- Game jerseys
- Baseball pants
- Caps/hats
- Socks, belts
- Optional apparel items
- Player name and number customization

2.2 Equipment

- Game and practice baseballs
- Batting helmets
- Catcher's equipment
- Team and equipment bags
- Training aids (tees, hitting screens, pitching aids, etc.)
- Coach and team equipment
- Other baseball-related equipment as required

2.3 Apparel

- Provide a mechanism for families to purchase WMBA-branded apparel throughout the year, including hats, t-shirts, hoodies and related merchandise.
- Support online ordering and/or seasonal ordering programs.
- Where proposed, maintain sufficient retail inventory to support member needs.

3. Association Profile

Waterloo Minor Baseball Association is a community-based, volunteer-supported youth baseball organization serving players and families in Waterloo, Ontario. WMBA provides opportunities for players across multiple age groups and

levels of play. The Association is committed to player development, sportsmanship, teamwork, respect, safety, inclusion, and positive experiences for players and families.

3.1 Mission and Values

- Creating a safe, inclusive, and welcoming environment for players, families, coaches, officials, and volunteers.
- Supporting athlete development at all stages, from introductory programs through competitive pathways.
- Promoting respect, accountability, sportsmanship, and positive conduct on and off the field.
- Strengthening community engagement through partnerships, sponsorships, and volunteer leadership.

3.2 Vendor Partnership Expectations

WMBA views its uniform, equipment, and apparel suppliers as long-term partners rather than transactional vendors. WMBA values partners that:

- Demonstrate reliability, consistency, and quality in products and service delivery.
- Communicate proactively and respond quickly to issues and time-sensitive needs.
- Understand the operational realities of volunteer-run community organizations.
- Support community baseball through fair pricing, continuity of supply, and value-added initiatives.
- Share WMBA's commitment to youth development, safety, and positive experiences for players and families.

4. Requirements

4.1 Product Requirements – Uniforms

- High-quality, durable materials suitable for youth athletic use.
- Full youth and adult sizing ranges where applicable.
- Consistency in colour matching, branding, and logo reproduction.
- Ability to reorder matching items in future seasons.

4.2 Product Requirements – Equipment

- Products appropriate for youth baseball across all age groups.
- Compliance with applicable safety standards and regulations.
- Availability of established and reputable brands.
- Reliable supply chains and replacement timelines.

4.3 Product Requirements – Apparel

- High-quality, durable materials suitable for youth and adults.
- Full youth and adult sizing ranges.
- Consistency in colour matching, branding, and logo reproduction.
- Ability to replenish popular items during the season.

4.4 Service, Returns & Member Support

A key requirement of this RFP is convenient, practical support for WMBA members. Proponents must provide a clearly defined physical return/exchange solution for members.

- A storefront, retail location, dedicated pickup/return location, or other comparable physical access point within a reasonable distance of Waterloo is strongly preferred and may be considered a material evaluation factor.

- If a dedicated storefront is not available, the vendor must propose a clearly defined physical return/exchange arrangement (an 'easement' or designated access arrangement) that allows WMBA members to return or exchange uniforms, apparel, or other eligible products without requiring the WMBA to act as the intermediary or at an additional cost to members.
- The proposed arrangement must identify the location, hours/access process, eligible items, return/exchange timelines, and required proof of purchase.
- The vendor must provide a defined process for defects, sizing issues, replacements, and warranty claims.
- A dedicated account representative and clear response-time commitments are required.
- The vendor should describe how member service issues will be tracked and escalated when necessary.
- Periodic service reviews may be requested by WMBA.

4.5 Ordering & Fulfillment

- A combination of store and online ordering platform is preferred.
- Ability to support both team-based and individual player orders.
- Clear production and delivery timelines.
- Defined distribution model, including bulk/team delivery and/or direct-to-home shipping.
- Clear inventory and stock-availability approach for in-season needs.
- Convenient member pickup, exchange, and return options.
- Ability to accommodate urgent or replacement orders where reasonably possible.

4.6 Pricing & Commercial Requirements

- Transparent and clearly itemized pricing.
- Competitive pricing for uniforms, equipment, and apparel.
- Volume-based and bundled pricing opportunities.
- Preference for multi-year price stability.
- Disclosure of rebates, sponsorships, or value-added programs.
- Flexible payment terms where available and appropriate for a volunteer-run non-profit organization.

4.7 Experience & Community Partnership

- Demonstrated experience supporting youth sports organizations.
- Ability to service organizations of comparable size and complexity.
- Willingness to support local initiatives, events, and community engagement.
- Minimum of two references from similar organizations is preferred.

5. Proposal Submission Requirements

Vendors should organize proposals using the response framework below. Alternative formats may be submitted provided all requested information is included.

- Company profile and relevant experience.
- Detailed uniform offering, including brands, customization, materials, sizing, and lead times.
- Detailed equipment offering, including product range, brands, availability, and warranty support.
- Detailed apparel offering and member ordering model.
- Physical storefront / return / exchange solution, including location and operating model.
- Service and support model.
- Ordering and fulfillment approach.

- Pricing and commercial proposal.
- Implementation and transition plan for the 2027 season.
- References.

WMBA reserves the right to select the proposal offering the best overall value, which may not necessarily be the lowest-priced submission. The availability and practicality of a physical storefront or comparable physical return/exchange arrangement for WMBA members will be specifically considered in the evaluation.

6. RFP Timeline

The following timeline is proposed for the 2027 procurement process and may be adjusted by WMBA:

- RFP Issued: August 26, 2026
- Vendor Questions Deadline: September 18, 2026
- Proposal Submission Deadline: October 2, 2026
- Evaluation Period: October 3, 2026-October 19, 2026
- Vendor Selection and Notification: October 20, 2026-October 23, 2026
- Anticipated Contract Start: October 23, 2026 - 2026 / 2027 Season

7. Award Structure

- WMBA reserves the right to award uniform, equipment, and apparel supply contracts to a single vendor or multiple vendors.
- WMBA reserves the right to negotiate pricing, scope, and terms with one or more proponents before awarding a contract.
- WMBA reserves the right not to award a contract if no proposal is deemed to provide sufficient value or meet the Association's requirements.

9. Contact Information

All inquiries and proposal submissions regarding this RFP should be directed to:
amy.strauss@waterloominorbaseball.ca

10. Terms and Conditions

- WMBA reserves the right to accept or reject any or all proposals.
- WMBA is not obligated to select the lowest-cost proposal.
- WMBA may request additional information or clarification during the evaluation process.
- All proposals may be treated as confidential to the extent permitted by applicable law and Association policy.
- Submission of a proposal does not create a binding obligation on WMBA to award a contract.
- Final commercial and service terms will be documented in a mutually agreed contract.

APPENDIX A – Vendor Response Template

1. Vendor Information

Company Name: _____

Primary Contact / Title: _____

Address: _____

Phone Number: _____

Email Address: _____

Website: _____

Years in Business: _____

Years Serving Youth Sports Organizations: _____

Company Overview: _____

2. Relevant Experience & References

Relevant Experience: _____

Reference #1 – Organization / Contact / Title / Phone / Email:

_____

Reference #2 – Organization / Contact / Title / Phone / Email:

_____

3. Uniform Offering

Brands Offered: _____

Materials / Durability Features: _____

Customization Capabilities: _____

Youth & Adult Sizing Available: _____

Ability to Reorder Matching Items: _____

Typical Production Lead Time: _____

Distribution Method: _____

Additional Information: _____

4. Equipment Offering

Brands Offered: _____

Product Range: _____

Typical Availability / Lead Times: _____

Warranty Support: _____

Replacement Process: _____

Additional Information: _____

5. Apparel Offering

Apparel Options Available: _____

Online Store Available (Yes/No): _____

Retail Inventory Available (Yes/No): _____

Seasonal Ordering Programs Available (Yes/No): _____

Typical Turnaround Time: _____

Additional Information: _____

6. Ordering, Fulfillment & Member Returns

Online Ordering Platform: _____

Team Ordering Process: _____

Individual Ordering Process: _____

Delivery Options: _____

Typical Production Timelines: _____

Support for Urgent / In-Season Requests: _____

Physical Storefront / Return Location: _____

Location and Distance from Waterloo: _____

Hours / Access Process: _____

Return & Exchange Policy: _____

Responsibility for Return Shipping / Costs: _____

Additional Information: _____

7. Service & Support

Dedicated Account Representative: _____

Typical Response Time: _____

Defect Resolution Process: _____

Sizing Issue Resolution Process: _____

Replacement Process: _____

Member Escalation Process: _____

Additional Information: _____

8. Pricing Submission

Uniform Pricing – Jersey / Hat / Pants / Socks / Belt:

_____

Equipment Pricing – Baseballs (Dozen) / Batting Helmet / Catcher's Equipment Set / Equipment Bag:

_____

Apparel Pricing – T-Shirt / Hoodie / Hat: _____

Volume Discounts Available: _____

Bundled Pricing Opportunities: _____

Multi-Year Price Commitments: _____

Sponsorship Opportunities: _____

Rebates / Value-Added Programs: _____

Payment Terms: _____

9. Additional Information

Please provide any additional information that may assist WMBA in evaluating your proposal.

_____

10. Proposal Declaration

I certify that the information provided in this proposal is accurate and complete.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____