



REQUEST FOR PROPOSALS

MERCHANDISE PROVIDER

DEADLINE FOR SUBMISSIONS: SEPTEMBER 27, 2026

Timeline

Milestone	Date
RFP Issued	August 31, 2026
Letter of Intent and Questions	September 8, 2026
Proposal Submission Deadline	September 27, 2026
Proposal Review	September 28-September 30, 2026
Selected Vendor Presentations	October 5-7, 2026
Vendor Selection	October 14, 2026
Contract Start Date	November 1, 2026

Introduction

Volleyball BC, "VBC" is requesting proposals from qualified companies to become the official Merchandise Contractor and exclusive partner for merchandising and event services.

Volleyball BC is a viaSport BC Accredited Provincial Sports Organization. We are a registered non-profit organization in BC. We actively encourage participation and foster the development of volleyball in BC. As the Provincial Sport governing body for volleyball in the Province of BC, we are dedicated to making volleyball accessible to all British Columbians. Volleyball BC offers programs for athletes of all ages ranging from grassroots to high performance, as well as providing pathways and development initiatives for coaches and officials. As part of our mission, Volleyball BC is proud to host provincial, national and international events to showcase the sport of volleyball in BC.

The Merchandise Contractor, through a formal agreement with VBC, will be the official and exclusive supplier of merchandise for a duration of 3 years.

A. Volleyball BC Snapshot

- 75+ Affiliated Clubs
- 8,500+ registered members including coaches, officials, athletes and club leaders
- 5,000 recreational participants



- Centralized indoor and outdoor Provincial Championships attended by over 1,000 teams for youth and adults
- On-going recreational program offerings that require prizing and merchandise
- 40,000 person mailing list

Merchandise Categories include but are not limited to:

- Highly customizable clothing including tops, outerwear, bottoms, hats, shoes for adults, youth
- Walk out wear for athletes and coaches and team staff
- Volleyball specific items such as shoes, backpacks, and team gear
- Branded apparel and merchandise for retail sales
- VBC Staff and Board Member Apparel
- Other merchandise offerings such as towels, water bottles, gifts, etc.

The successful proponent will provide VBC-branded merchandise for sale at VBC major events including:

- Youth Indoor provincial championships (April - May)
- Youth Beach provincial championships (July and August)
- Adult Indoor Provincial Championships (March)
- Youth Indoor Club Volleyball competitions (January to April)
- Youth Beach Club Volleyball Competitions (June to July)

The Merchandise Contractor will have the ability to request to be the merchandise provider for Volleyball BC's Adult [Beach Tour events](#) (5 event locations around BC) and to be onsite at the [Vancouver Open Beach Tournament](#), which is Volleyball BC's flagship Adult Beach tournament. This would be considered in addition to the above required events and not standard in the agreement. Should the Merchandise Contractor wish to be part of these events they will need to explicitly include this in their RFP proposal and outline what the additional partnership would look like.

The successful proponent will provide VBC -branded merchandise for the following programs:

- 14U Ignite Program
- 14U West Coast Cup
- 15U Zone Program / BC Summer Games

The Merchandise Contractor will be the exclusive provider of merchandise for the Adult Beach Provincial Championships through online sales and prizing.

In addition, the Merchandise Contractor will retain the right to offer an online store of VBC-branded merchandise.

Exclusions:

The terms of the agreement with the Merchandise Contractor do not include:

- Participant uniforms (purchased by volleyball clubs)
- All other items (uniforms, gifts, etc.) outside of the list above that are purchased by VBC for use by VBC and that may include VBC's logos, tagline, or brand.
- Team BC uniform and merchandise
- VBC mascot or plush-related items



- Merchandize items that are not available through the Merchandize Contractor.

VBC welcomes proposals that include supply of the above items for additional/optional consideration, but reserves the right to exclude them from the contract. VBC retains the ability to sell VBC-branded items outside the defined scope of this proposal.

By submitting a proposal, the business or organization agrees that should it be the successful applicant, it will enter into a contract with VBC. However, this is a request for proposals and it is not binding. A negotiated contract will take place once this is complete.

B. Scope of Services

The Merchandise Contractor's scope of services is to design, produce, distribute, and sell licensed merchandise for VBC until the end of the term of the contract as outlined on the previous page.

Merchandise Contractors who have the ability to provide a full range of services for clothing, pricing, uniform kits, or other materials will be given preference.

The successful applicant will:

1. Design

Work with VBC to design and/or utilize an approved logo and slogan (s) for use on apparel and hard goods within the graphic standards and the brand guidelines of VBC. All designs as well as all elements included on any merchandise must be approved by VBC before production. VBC logos must be prominently displayed on merchandise.

VBC will retain full ownership of its intellectual property.

Both parties will be able to use each other's trademarks only with approval for marketing purposes.

2. Produce

Produce all apparel and other VBC merchandise as agreed between the parties. Both parties will collaborate on product selection, promotion, and marketing.

VBC retains the right to source products externally in line with the exclusions outlined in Section 1 and if mutually agreed timelines and pricing cannot be achieved.

3. Sell and Distribute

Sell, package, and distribute all merchandise via an online store (developed and managed by the Merchandise Contractor).

- Distribute all merchandise in compliance with VBC policies.
- Sell, package, and display merchandise at events with in-person kiosk(s) managed and staffed by the Merchandise Contractor (optional to also have the online store active during identified events).
- Cover all expenses associated with developing, maintaining, managing, and operating the merchandise website and in-person sales, including travel, accommodation, and staffing.



Merchandise Contractor will ensure all/products are high quality and replaced if defective.

4. Marketing

Provide marketing expertise for the sale of merchandise. As part of the submissions please provide an annual marketing calendar and plan for VBC.

5. Financial Model and Commitment

- a. Minimum flat annual cash sponsorship of \$25,000 annually for the rights to be Volleyball BC's Official Merchandise Supplier.
- b. The proposal should include a commission structure for sales of all merchandise at VBC major events.
- c. VBC will receive a commission on all general merchandise sales through the online store. Provincial Championship and major event sales may follow a different commission/royalty structure.
- d. VBC will accept a minimum royalty guarantee in lieu of a commission arrangement. Proponents should indicate the financial level of guarantee if they propose this option.
- e. Other benefits or commitments, financial and/or otherwise, are optional but will be considered as part of the whole proposal.
- f. The financial model and commitment should acknowledge that the agreement will extend for 3 years and indicate if the model/commitment will evolve over the duration of the agreement such as incremental increases in royalty's, commission, annual cash sponsorship.

6. Operations & Deliverables

- a. Merchandise Contractor must meet strict deadlines for logo creation, designs, and event assets. There will be an annual review and collaboration on event needs and promotional planning.
- b. The Merchandise Contractor will create and operate the VBC online merchandise store. VBC will have full viewing access to the store and will receive quarterly sales reports.
- c. The Merchandise contractor is required to operate retail and branding activations across multiple key tournaments and venues.
- d. The Merchandise Contractor is responsible for ensuring that their on site retail and branding activations are professional, organized and meet standards of the venue.
- e. Quarterly sales reports must be provided and maintain transparency.
- f. The Merchandise Contractor and VBC are jointly responsible for digital marketing and promotional campaigns.

7. Professional Retail Presentation

VBC requires that the merchandise kiosks utilize a professional retail appearance, and operation, as follows:

- a. Service Quality Requirements
The Contractor shall provide professional retail merchandising services throughout the event duration, including:

- i) Courteous and knowledgeable customer service at all times
- ii) Staff trained in product knowledge, sizing, and event information
- iii) Prompt attention to customer inquiries and purchases
- iv) Maintenance of a clean, organized, and welcoming retail environment
- v) Professional appearance and conduct of all merchandising personnel

b. Display and Presentation Standards

The Merchandise Contractor shall create and maintain professional-quality merchandise displays that include:

- i) Visually appealing display fixtures appropriate for a sports event setting
- ii) Strategic product placement to maximize visibility and customer flow
- iii) Mixed presentation methods combining both hanging and folded merchandise
- iv) Regular restocking and reorganization throughout event hours to maintain presentation quality

c. Merchandise Handling Requirements

All merchandise must be prepared and displayed according to the following specifications:

- i) Display - on -site set up will be clean, organized and meet the venue requirements and rules.
- ii) Hanging Items - Select merchandise to be featured on hangers (quality hangers appropriate to garment type)
- iii) Folded Items - Remaining merchandise to be neatly folded and displayed on tables or flat surfaces
- iv) Size Identification - Individual size stickers clearly visible on the exterior of each garment
- v) Pricing - Individual price tags securely attached to each item in a consistent, visible location The Merchandise Contractor shall ensure all merchandise remains properly labeled, priced, and organized throughout the event.

8. Discounts & Access

- a. VBC will receive preferred pricing and discounts on certain merchandise purchased through the Merchandise Contractor.
- b. VBC will have the ability to request that the distributor attend regional opportunities to sell merchandise in person at specific events that we have designated. These will be outside of Metro Vancouver. For example, Beach Provincial Championships in Parksville, Club Super Series in the Okanagan.
- c. Merchandise providers will be able to sell general VBC-branded merchandise through the online store in addition to competition and event branded merchandise. This could include items outside just clothing.

C. Submission Requirements

- 1. Interested parties are invited to submit a proposal to include the following:
 - a. Company profile, including information about the organization's current sales outlets (eg. stores, online retail etc) and the experience of key individuals to be involved in partnership.

- b. Financial proposal and arrangement, including full details of commitment and benefits.
- c. Production capabilities and capacity for screen print, embroidery, and direct-to-film printing.
- d. Breadth of what company can create and source for products.
- e. Event retail experience, including details and references.
- f. Creative capabilities, including examples of graphics created for previous events.
- g. Sample annual marketing plan for in-event and online sales.
- h. A minimum of 3 references.

The areas outlined above represent the mandatory elements of a submission. Additional information may be supplied and will be considered.

D. Evaluation

1. Proposals will be assessed in accordance with the evaluation criteria. See the rubric below.

Criteria	Details	Weight (%)
Product Quality & Performance	Performance options Diverse options for lifestyle and promotional products Fit and sizing inclusivity options Ability to source high quality brands Customization available	25%
Prizing and Value	Competitive pricing structure Volume discounts on product and customization Opportunity for rebates and/or sponsorship	20%
Service and Logistics	Clear and flexible ordering processes Options for quick turnaround times Reliable turnaround times Ability to accommodate high volume orders Responsive sales representatives and customer service	20%
Experience and References	Relevant sport experience Comparable clients Track record for delivery Willingness to make it right when needed Quality references	15%
Innovation and Value-Add	E-commerce ordering options Athlete/Community engagement ideas	15%

	Ability to travel to locations outside of Metro Vancouver	
Mandatory Criteria:	1. The proposal must be received at the closing location before the closing time. 2. The proposal must be in English. 3. The proposal must include all requirements outlined in Section D.	5%

2. VBC will be under no obligation to receive further information, whether written or oral, on any proposal.
3. VBC reserves the right to investigate or verify any statements or representations made in a proposal.
4. Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other proponents.
5. Evaluation of proposals will be by a committee formed by VBC and may include volunteers, employees, contractors of VBC, and other appropriate participants.
6. Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.
7. The intent is to enter into a contract with the business or organization that submitted a proposal that meets all mandatory criteria, has minimum scores in the weighted criteria, and has the highest overall ranking. The highest financial offer will not necessarily be accepted.

We are committed to fostering an inclusive community and we invite proposals from a diverse range of individuals and organizations. We value different perspectives and experiences, recognizing that they are crucial to our success and the development of a vibrant, inclusive volleyball community.

Proposals must be submitted by **September 25, 2026**. Submissions must be sent to procurement@volleyballbc.org.

E. Legal Terms

Both parties must maintain liability insurance. The final contract will detail mutual indemnification for damages, negligence, or breaches. Disputes will be handled through mediation, then binding arbitration if needed.

1. By submission of a proposal the Merchandise Contractor agrees to maintain in confidence all information provided by Volleyball BC in relation to the Request for Proposal. The contents of the Request for Proposal and any information provided by Volleyball BC or its consultants in relation to this Request for Proposal may not be used or disclosed by a Merchandise Contractor for any purpose other than in relation to the proposed or actual submission of a proposal.
2. All documents, reports, working papers or other materials submitted to Volleyball BC shall become the sole and exclusive property of Volleyball BC, in the public domain, and not the property of the Merchandise Contractor. The Merchandise Contractor will be required to assign any and all copyright to the Volleyball BC. VBC will have exclusive rights to copy, edit, publish,



and re-use all material in connection with this project and as reference material for future works without further compensation to the Merchandise Contractor.

3. No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Proposal process, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
4. Volleyball BC reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost, or expense incurred or suffered by any Merchandise Contractor resulting from that cancellation.
5. Merchandise Contractors must comply with all VBC policies including the Code of Conduct and Ethics. Individuals must have a valid Criminal Record Check and complete the Volleyball BC Screening Disclosure Form.

F. Contact for Further Information

Interested individuals may direct any questions to Nicole Robb, Head of Operations at nrobb@volleyballbc.org.

Proposals must be submitted by **September 27, 2026 at 11:59 PM**. Submissions must be sent to procurement@volleyballbc.org.