



Request for Proposal

Fuquay-Varina Parks, Recreation & Cultural Resources
Youth/Adult Sports Officials

INTRODUCTION

The Town of Fuquay-Varina offers a variety of quality youth and adult sports leagues through the Recreation Department. Key components of those leagues include providing, recruiting and scheduling qualified officials and score keepers. For the past three years, the town has used outside contractors or booking agents to recruit, train, schedule and pay officials and scorekeepers for each sporting event. In keeping with responsible fiscal management practices, the town has provided a bid packet. Bidding contractors should provide pricing for each game which must include officials, scorekeepers (optional - provided in pricing grid), booking fee and total game fee. The winning bid will be for a three (3) year term beginning July 1, 2017 and ending June 30, 2020. Contractors may bid for all sports or bid per sport. All bids must be submitted no later than **May 19, 2017 by 5:00 pm**. For general questions there will be a pre-bid meeting held **April 26, 2017 at 10:00am** at the Fuquay-Varina Community Center located at 820 S Main St. in Fuquay-Varina. Bids may be submitted by emailing cmangum@fuquay-varina.org or in-person at the Fuquay-Varina Community Center located at 820 S Main St in Fuquay-Varina, NC 27526.

REQUIREMENTS

Contractor agrees to provide one (1) or two (2) trained/qualified officials and one (1) or two (2) trained/qualified scorekeepers, as required by the Town of Fuquay-Varina for fall, winter and spring youth and adult sports programs. Contractor represents and warrants that Contractor has obtained all permits and paid all fees and taxes and is duly qualified to provide the services called for herein.

Each sport has different requirements in terms of number of officials and scorekeepers. In the attached Bid Document each sport requirement is provided in a convenient grid format. Pricing is required for officials, booking fee and total game fee. Scorekeepers are an optional item. Fees must be broken down by each component in order to qualify. Contractors must provide certificate of general liability insurance and Workers' Compensation (if applicable).

STRUCTURE OF RESPONSE

When bidders respond, please include the following items:

1. **Vendor/Company Background Information.** This includes history, background of company and staff, any special qualifications, training and/or credentials.
2. **Proposed Services.** Include which components/services that will be provided and **how** each requirement will be met. It is important to note how bidders intend to deliver each service, who the contact person will be, billing information/cycle, etc...
3. **Pricing.** Please use the grid provided above to show total pricing for each game.
4. **References.** Please include a list of prior or current customers that could provide feedback regarding services (minimum of 3).

SELECTION CRITERIA

Contractors will be chosen based upon qualifications, competitive pricing, comprehensive service offerings and flexibility. All contractors must be fully insured and must have Workers' Compensation if applicable. In addition, a description of the delivery of these services is required in your bid.

Required:

1. Trained, qualified officials
2. Pricing for all sports contractor wishes to bid
3. Online booking calendar for game confirmation, contact information, schedule of events
4. Email and phone
5. Certificate of General Liability Insurance, Workers' Compensation (if applicable)
6. Complete background checks on officials and scorekeepers

Preferred:

1. Comprehensive services for all sports (officials and scorekeepers)
2. Trained, qualified scorekeepers
3. In-house training for officials
4. Availability to attend coaches meetings for rule clarifications
5. Flexibility in scheduling
6. Large pool of contacts for officials and scorekeepers
7. Consistent pricing across all sports per age group, no changes for tournament games
8. Message board to post information regarding rule updates, posted rule books, weather cancellations

TIMELINE

Contractors must have bids submitted by **May 19, 2017**. A pre-bid meeting will be held **April 26, 2017 at 10:00am** at the Fuquay-Varina Community Center located at 820 S Main St. in Fuquay-Varina. Winning bid will be contacted and award of contract will be issued no later than July 1, 2017. Fall sports games begin in mid-September.

- RFP available: **April 17, 2017**
- RFP pre-bid meeting: **April 26, 2017**
- RFP submission deadline: **May 19, 2017**
- RFP Review: **May 22 – June 2, 2017**
- RFP Interview (if necessary): **May 29 - June 9, 2017**
- Contracts Awarded: **June 16, 2017**

Bid Document

Youth/Adult Sports Officials

1. **Vendor/Company Background Information** - Include history, background of company and staff, any special qualifications, training and/or credentials. Attach additional pages if needed.

2. **Proposed Services.** Include which components/services that will be provided and **how** each requirement will be met. It is important to note how bidders intend to deliver each service, who the contact person will be, billing information/cycle, etc... Attach additional pages if needed.

3. **Pricing.** Please use the grid provided below to show pricing. All bids must include pricing for officials, booking fee and total game fee. For volume estimate, see Fig 1 below. If bidders do not wish to bid on an optional item, bidder may leave that item blank (i.e. if bidder does not wish to bid on scorekeepers, bidder may leave the "\$_____" blank). Though scorekeepers are not required to be bid upon, the scope of service will be considered when determining winning bid.

Sport	Officials Required (per game)	Scorekeeper (if needed) (per game)	Booking Fee (per game)	Total Cost Per Game
<u>Baseball</u>				
Bambino (7u)	One (1) Official \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
Rookie (8u)	One (1) Official \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
Minor (10)	Two (2) Officials \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
Major (12u)	Two (2) Officials \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
Jr. Boys (14u)	Two (2) Officials \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
<u>Softball</u>				
8u Girls	One (1) Official \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
10u Girls	Two (2) Officials \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
12u Girls	Two (2) Officials \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
14u Girls	Two (2) Officials \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
<u>Flag Football</u>				
Ages 5-6	One (1) Official \$_____	N/A	\$_____	\$_____
Ages 7-8	One (1) Official \$_____	N/A	\$_____	\$_____
Ages 9-10	One (1) Official \$_____	N/A	\$_____	\$_____
Ages 11-12	One (1) Official \$_____	N/A	\$_____	\$_____
<u>Soccer</u>				
U7 Coed	One (1) Official \$_____	N/A	\$_____	\$_____
U8 Coed	One (1) Official \$_____	N/A	\$_____	\$_____
U10 Boys/Girls	Two (2) Official \$_____	N/A	\$_____	\$_____
U12 Boys/Girls	Two (2) Official \$_____	N/A	\$_____	\$_____
U15 Coed	Three (3) Officials \$_____	N/A	\$_____	\$_____
<u>Volleyball</u>				
Ages 9-10	One (1) Official \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____
Ages 11-2	One (1) Official \$_____	One (1) Scorekeeper \$_____	\$_____	\$_____

Ages 13-15	One (1) Official \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____
Ages 16-18	One (1) Official \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____
<u>Basketball</u>				
Age 6 Coed	One (1) Official \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____
Age 7-8 Coed	One (1) Official \$ _____	Two (2) Scorekeepers \$ _____	\$ _____	\$ _____
Age 9-10 Boys/Girls	Two (2) Officials \$ _____	Two (2) Scorekeepers \$ _____	\$ _____	\$ _____
Age 11-12 Boys/Girls	Two (2) Officials \$ _____	Two (2) Scorekeepers \$ _____	\$ _____	\$ _____
Age 13-15 Boys/Girls	Two (2) Officials \$ _____	Two (2) Scorekeepers \$ _____	\$ _____	\$ _____
<u>Tackle Football</u>				
Ages 7-8	Three (3) Officials \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____
Ages 9-10	Three (3) Officials \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____
Ages 11-13	Three (3) Officials \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____

Adult Fall/Winter/Spring Sports

Sport	Officials Requirements	Scorekeeper (if needed) (per game)	Booking Fee (per game)	Total Cost Per Game
Flag Football	Two (2) Officials \$ _____	N/A	\$ _____	\$ _____
30+ Basketball	Two (2) Officials \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____
Coed Volleyball	One (1) Official \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____
Men's Softball	Two (2) Officials \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____
Coed Softball	Two (2) Officials \$ _____	One (1) Scorekeeper \$ _____	\$ _____	\$ _____

Additional Fees/Charges/Rates

**Please include contractor's discounts or rate for each additional item*

Description	Fee/Discount
Late Fee (one official)	
Late Fee (two officials)	
Late Fee (one scorekeeper)	
Late Fee (two scorekeepers)	
Absent Fee (no show)	
Forfeited Game	
Suspended Game	
Rained Out Game	
Cancelled Game (indicate how much notice must be provided)	
Single Game (only one game scheduled)	
Tournament Game (if applicable) (in-house, rec tournaments only)	

- 4. References.** Please include a list of prior or current customers that could provide feedback regarding services (minimum of 3). Attach additional pages if needed.

VOLUME ESTIMATE

Fig. 1

Sport	Estimate # of games/year <i>*based on most recent #'s</i>
<u>Baseball</u>	
<i>Bambino (7u)</i>	120 games
<i>Rookie (8u)</i>	58 games
<i>Minor (10)</i>	138 games
<i>Major (12u)</i>	54 games
<i>Jr. Boys (14u)</i>	32 games
<u>Softball</u>	
<i>8u Girls</i>	70 games
<i>10u Girls</i>	54 games
<i>12u Girls</i>	24 games
<i>14u Girls</i>	12 games
<u>Flag Football</u>	
<i>Ages 5-6</i>	42 games
<i>Ages 7-8</i>	48 games
<i>Ages 9-10</i>	32 games
<i>Ages 11-12</i>	32 games
<u>Soccer</u>	
<i>U7 Coed</i>	128 games
<i>U8 Coed</i>	142 games
<i>U10 Boys/Girls</i>	176 games
<i>U12 Boys/Girls</i>	116 games
<i>U15 Coed</i>	70 games
<u>Volleyball</u>	
<i>Ages 9-10</i>	58 games
<i>Ages 11-12</i>	86 games
<i>Ages 13-15</i>	108 games
<i>Ages 16-18</i>	18 games
<u>Basketball</u>	
<i>Age 6 Coed</i>	27 games
<i>Age 7-8 Coed</i>	159 games
<i>Age 9-10 Boys/Girls</i>	97 games
<i>Age 11-12 Boys/Girls</i>	97 games
<i>Age 13-15 Boys/Girls</i>	43 games
<u>Tackle Football</u>	
<i>Ages 7-8</i>	6 games
<i>Ages 9-10</i>	6 games
<i>Ages 11-13</i>	6 games

Adult Fall/Winter/Spring Sports

Sport	Estimate # of Games
Flag Football	51 games
30+ Basketball	44 games
Coed Volleyball	21 games
Men's Softball	41 games
Coed Softball	41 games