



# REQUEST FOR PROPOSAL

February 5

# 2015

The City of Siloam Springs desires to establish an effective community sports focused youth program.

Sports Focused  
Youth  
Development  
Programs

To: Contracting Firms  
Subject: Request for Proposal

The City of Siloam Springs will be accepting proposals for **Youth Sports Services**. Proposals must be received by \_\_\_\_\_ at the City office at **400 N Broadway, P.O. Box 80 Siloam Springs, Arkansas**. Request for Proposals that are postmarked but not received until after this deadline will not be accepted.

Prices submitted must be firm, and all bid quotations shall be valid for 90 days. All interested parties may obtain complete specifications from the Brandy Rowbotham at the address listed below.

Sealed proposals should be marked **"Youth Sports Services"** and delivered to the Brandy Rowbotham, Administrative Assistant at 400 N Broadway, Siloam Springs, Arkansas, or mailed to:

**"Youth Sports Services"**

Attn: Brandy Rowbotham, Administrative Assistant  
400 N Broadway  
PO Box 80  
Siloam Springs, Arkansas 72761

**Request for Proposal:**

The Respondent, by submitting a proposal agrees that any cost incurred in response to this RFP or activities associated with this request, is borne by the respondent and cannot be billed to the City of Siloam Springs.

**Scope:**

The City of Siloam Springs invites interested firms to submit a proposal to provide various youth sports programs. These programs will have an objective for fun, building on sportsmanship and treating others with respect. The Siloam Springs youth will benefit with increased physical fitness, better overall health, better weight management, team work and leadership skills.

After the proposal is submitted, a contract will be written based upon the proposal. The length of the contract will be for 1 (one) year, with up to four extensions. Parties may extend the term of this Agreement (subject to the "Termination" sections below), in one year increments, on the same terms and conditions as in effect, just before the then-current end of the term.

Proposer shall recruit, train and assign staff and/or volunteers to perform all tasks associated with conducting a youth sports program that shall include, at minimum, youth athletic programs for softball, football, volleyball, basketball, and cheerleading, involving approximately 700 or more total participants ages 5 to 18. This staff or volunteer personnel shall include coaches, game officials (referees), scoreboard operators, scorekeepers, site supervisors and additional personnel as needed.

Proposer shall ensure that all staff and volunteers successfully pass an appropriate background check and provide the City with copies of background clearances for all such individuals involved in the program. Further, Proposer shall assign staff who have successfully passed a background check to supervise all team practices and games involving teams whose coach has not yet passed the required background check.

**Termination.** The City of Siloam Springs may cancel the contract without any penalties. The City Administrator will provide a written notification at least 30 days before the cancellation date

**Successful proposer shall be expected to:**

- Submit a written proposal.
- Prepare project cost, including a not to exceed amount.
- Provide a fee structure, including detailed expectations on reimbursable and expenses that may fall outside of stated fee.
- Provide a brief description of the contracting firm's capabilities within your firm and specialized consultants, if any, that you anticipate will be required for this project.
- Provide a brief description of the history of your firm, number of people in the firm, and any changes to your structure (mergers, layoffs, partnership) in the last five years.
- Provide the names, roles, and professional experiences of the people who will work on this project.
- Provide a summary of your firm's experience with contracting services provided for youth sports.
- Demonstrate familiarity with the Siloam Springs.
- Brief description of your understanding of the Contracting Services role in meeting budget constraints.
- State any exceptions taken to this Request for Proposal.

The Agreement awarded to the successful Proposer, at a minimum, shall contain the following terms:

- A. Proposer shall provide various youth athletic programs as may be specified by the City, including but not limited to:
  - a. Softball
  - b. Football
  - c. Volleyball
  - d. Baseball
  - e. Cheerleading
- B. Programs shall be open to all school age youth (5-18) in K through 12 grade
- C. Proposer shall have minimum Operating Hours of 8:30 am to 7:00 pm on Monday thru Friday during school year, or later as required by program schedules. Weekend hours as required by program schedules.
- D. Proposer shall have minimum Operating Hours of 7:00 am to 6:00 pm on Monday thru Friday during the summer school recess. Weekend hours as required by program schedules.
- E. Proposer shall at its own cost provide suitable facilities for both practice and for games. Game facilities shall include seating and appropriate accommodations for spectators.
- F. Proposer shall adopt and follow procedures to distribute players to teams, using a system that aims to ensure equivalent distribution of skill to all teams in each division.
- G. Proposer shall provide an annual accounting of program funds received and disbursed.
- H. Proposer shall maintain all statutorily required workers' compensation insurance for its employees and personnel.
- I. Proposer shall at its own cost provide uniforms and protective equipment for all players and referees participating in the program.
- J. Proposer shall at its own cost, provide participation awards for all participants in the program. Additionally, Proposer shall at its own cost provide individual trophies for players on teams that finish in first place, second place, and third place.
- K. Proposer shall develop a league schedule for each division of play guaranteeing each team a minimum of \_\_\_\_ league games.
- L. Proposer shall implement a "no-cut" policy so all children can participate in recreational programs.

- M. Proposer shall provide each team with a minimum of two basketballs, footballs, softballs or volleyballs of appropriate size and quality for practice purposes, as well as all necessary balls and other equipment for game play.
- N. Proposer shall at their own cost preform background checks on all staff.
- O. Proposer shall ensure that at least one staff person is assigned at each game facility that is certified in CPR and First Aid either through the American Red Cross or the American Heart Association.
- P. Proposer shall have its game officials comply with all regulations and requirements of the Arkansas Activities Association.
- Q. Proposer shall establish an accountability procedure and disciplinary process to remove anyone who does not abide by its policies and procedures.
- R. Proposer shall conduct an annual parent orientation meeting for each sports program. The orientation should cover, at minimum, the following areas: youth sports philosophy, program goals, expected behaviors and responsibilities, and sport-specific information.
- S. Proposer will develop a sportsmanship/conduct code that includes positive expectations and describes unacceptable behaviors (for example, berating players, coaches or officials, vulgar language, and intoxication.)
- T. Proposer will develop an enforcement plan for its sportsmanship/conduct code, including disciplinary procedures.
- U. Proposer shall implement procedures for inspecting playing facilities and equipment for safety hazards before every youth sports activity.
- V. Proposer shall develop an emergency action plan addressing medical emergencies as well as dealing with dangerous weather conditions or hazards that impose injury risks, which shall be communicated to everyone involved at the beginning of the season or program.
- W. Proposer shall implement and enforce a policy that requires written permission from a doctor prior to allowing a child to participate following an injury.
- X. Proposer must adopt a non-discrimination policy that ensures participation by all children regardless of race, creed, sex, economic status or ability, and which makes reasonable accommodations to encourage children with disabilities to participate.
- Y. Other necessary items not included in this list.

#### **Reports and Presentations to the City Administrator**

- Provide written report and presentation on a quarterly basis to the City Administrator on potential and ongoing projects as necessary.
- Annual accounting as set forth in item G., above.

#### **Measurement of effectiveness: Quarterly Reports**

- Number of total members.
- Daily average in attendance.
- Number and type of programs.
- Average cost to member for uniforms, equipment etc., if any.
- Number of members in each program.
- Annual satisfaction survey.

#### **General Information and Requirements:**

The right is reserved to reject any proposals and to accept the proposal which is deemed by the City of Siloam Springs to be in the best interest of the City. The City of Siloam Springs reserves the right to waive any irregularities and/or informalities in the bid process. Should the City elect to waive a right, it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy.

All proposals shall become the property of the City of Siloam Springs and shall not be returned.

In accordance with Arkansas law, all bids received, and all materials contained therein, once opened are public record, and subject to disclosure to any person, organization, or firm, including other firms responding to this invitation to bid.

Proposers warrant by virtue of submission of bids that all prices, terms, and conditions stated shall be honored for a period of ninety (90) days after the opening of bids.

The original bid shall be signed by a corporate officer, partner, or proprietor with full authority to bind the business or firm submitting the proposal.

The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

In the event the City of Siloam Springs fails to obligate requisite funds necessitating cancellation of the resultant agreement, the successful proposer shall agree to hold the City of Siloam Springs free from any charge other than authorized work completed.

The selected firm shall abide by the laws and regulations of the City of Siloam Springs, the State of Arkansas, and the United States of America. Contractor may not discriminate against any person employed in the performance of services, or against any applicant for employment, for any legally prohibited reason.

**Hold Harmless/Insurance Requirements:**

The Contracting Firm does hereby covenant and agree to indemnify and save harmless the City of Siloam Springs, its officers, agents and employees, from all fines, suits, claims, demands and actions of any kind and nature based upon or arising out of any or all of the operations to be performed by contractor hereunder. Contractor shall maintain with insurance underwriters satisfactory to the City of Siloam Springs a standard form policy or policies of insurance in the following minimum amount: \$1,000,000.00

**Additional Information Requests:**

If you have any additional questions or need any additional information, you may contact the Don Clark, Community Services Director at (479)524-5136 or Brandy Rowbotham, Administrative Assistant at (497) 238-0927.

**Company & Bidder Name**  
**submitting bid:** \_\_\_\_\_

|                          |                  |       |
|--------------------------|------------------|-------|
| <b>Location /Address</b> | <b>Street</b>    | _____ |
|                          | <b>City</b>      | _____ |
|                          | <b>State/zip</b> | _____ |
|                          | <b>Phone</b>     | _____ |

**Total cost as bid:** \_\_\_\_\_

|                               |                              |
|-------------------------------|------------------------------|
| <b>Proposal submitted by:</b> | _____                        |
|                               | <b>Signature</b> <b>Date</b> |

**Title of party submitting:** \_\_\_\_\_