



**CITY OF PLACERVILLE**  
Community Services Department

REQUEST FOR PROPOSAL  
FOR PROFESSIONAL SERVICES  
FOR YOUTH NFL FLAG FOOTBALL

<b>Contact name:</b> Matt Lishman
<b>Address:</b> 549 Main St., Placerville CA 95667
<b>Phone:</b> (530) 642-5232
<b>Fax:</b> (530) 642-5236
<b>E-mail address:</b> <a href="mailto:mlishman@cityofplacerville.org">mlishman@cityofplacerville.org</a>

## **OVERVIEW**

The City of Placerville, Community Services Department offers youth NFL Flag Football. This league promotes community wellness, active living and enrichment.

The City of Placerville, Community Services Department (CITY) is seeking qualified and highly motivated businesses or individuals to provide officials for our youth NFL Flag Football league. The youth league runs May through July. In summary, the services shall include: providing two (2) officials per game for the City of Placerville youth NFL Flag Football league; schedule officials according to the league schedules provided by the City's League Director; train all officials under California Interscholastic Federation guidelines; and provide necessary equipment, including football official uniforms and related supplies. Proposals are being sought for activities commencing with the spring 2022 season which begins on Saturday, May 7, 2022 through July 9, 2022. Thereafter, this agreement will automatically renew for successive one-year terms for a period of two (2) years beginning May 1 of each year, unless either party notifies the other in writing prior to October 1 each year of its intent not to renew.

## **SELECTION PROCESS**

- Phase I        Review of written proposals based on the criteria outlined below.
- Phase II        Select applicants will be invited to meet with City staff to further discuss proposals.
- Phase III       Contractor selection.

## **APPLICANT EVALUATION PROCESS**

Proposals should be concise and adhere to the format set forth below. The City may request additional information and/or schedule meetings to clarify or elaborate on the proposal. Please include the section heading when providing the relevant information.

- Qualifications and Experience
  - Qualifications and experience in providing high-quality football officiating services.
- Outline of Scope of Services
  - Outline or narrative describing how the scope of work (services) would be performed.
- Cost of Services
  - Proposed fees for officiating services, as outlined in Scope of Services.
- References
  - List at least three references where you have provided or are currently providing officiating services.
- Officials
  - Ability to ensure appropriate and highly trained officials are utilized to conduct football officiating services.
  - Ability to finance and sustain the activities as described.

The City retains the sole authority to select any number of qualified businesses or individuals and negotiate contract terms. The City reserves the right to reject any and all proposals.

Receipt of any proposal pursuant to this Request for Proposal shall not constitute an implied intent to enter into a contract with the City.

## **SCOPE OF SERVICES**

Provide football officiating services for youth football league that will be held in Placerville and outlining areas.

### ***Youth League***

The NFL Flag Football league runs from May through July on Saturdays. It typically runs eight weekends. There may be games scheduled for Memorial Day weekend. On Saturdays, games typically take place at El Dorado High School on the football field. Typically games are scheduled between the hours of 9:00am -3:00pm. These times are all dependent on the number of teams we get each season. It could be more or less depending on the number of teams. Games could occasionally be schedule on other days/times and will be discussed with Contractor on a case-by-case basis.

Games will consist of two (2) twenty (20) minute running halves, with one (1) minute between halves. The clock will stop for time-outs only and injuries. At the end of regulation 4 extra plays will be awarded to the offensive team if they are in a position to win the game. Overtime will be played if the game is a tie. Each team will get one set of 4 plays from their opponent's 20 yard line to score. It is planned that most contests will be played within fifty-five (55) minutes total. Games are scheduled an hour a part.

During tournament play games will consist of two (2) ten (10) minute running halves, with one (1) minute between halves. The clock will stop for time-outs only and injuries. At the end of regulation 4 extra plays will be awarded to the offensive team if they are in a position to win the game. Overtime will be played if the game is a tie. Each team will get one set of 4 plays from their opponent's 20 yard line to score. It is planned that most contests will be played within fifty-five (25) minutes total. Games are scheduled an thirty (30) minute a part.

The officials needed for youth games are as follows:

#### Saturday Games

5-14 Ages (2 fields, 2 Officials per field, 4-7 fifty-five (55) minute games)

5-14 Ages (2 fields, 2 Officials per field, 20-24 twenty-five (25) minute games)

The number of youth games requiring officials will be dependent on the number of teams per league. It is estimated that approximately 56, fifty-five (55) minute games and 20, twenty-five (25) minute games will be required for officiating services for youth football.

## **UNIFORM REQUIREMENTS**

Contractor agrees that all officials shall wear clothing suitable for providing officiating services.

Such clothing shall be kept neat and clean at all times and be consistent with association

uniform requirements. Officials must also provide their own yellow flags, ball markers and whistle.

## **ELIGIBILITY REQUIREMENTS**

All contractors shall adhere to the following requirements:

- If not incorporated, Contractor will need to complete and submit a W9 Taxpayer Identification Number and Certification.
- Adhere to regulations set forth by the Americans with Disabilities Act (ADA).

## **INSURANCE REQUIREMENTS**

CONTRACTOR shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain the insurance listed below. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

Prior to any performance under this agreement by CONTRACTOR, CONTRACTOR shall provide the CITY with a Certificate of Insurance evidencing general liability insurance of not less than one million dollars (\$ 1,000,000) aggregate and endorsement form 2026. CITY shall be named as additional insured with a provision providing CITY with not less than thirty (30) days prior written notice of policy cancellation.

CONTRACTOR shall provide Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California on it's employees if any. The policy shall include a written waiver of the insurer's right to subrogate against CITY, its elective and appointive council members, boards, commissions, officers, agents and employees.

## **REQUEST FOR PROPOSAL TIMETABLE**

The following is a summary of the RFP schedule and deadlines:

<b>January 27, 2022</b>	Request for Proposal Published
<b>February 15, 2022</b>	Deadline for Questions
<b>February 22, 2022</b>	Responses to questions published
<b>March 1, 2022</b>	RFP responses are due by 12:00 p.m. (Noon) Town Hall Recreation Superintendent 549 Main St., Placerville, CA 95667

### **Deadline for Questions**

To ensure fairness, the City requires that all questions be submitted via e-mail to [mlishman@cityofplacerville.org](mailto:mlishman@cityofplacerville.org). All questions related to this RFP must be in writing and received no later than 5:00 p.m. PST, February 15, 2022. Indicate in the subject line of the e-mail: "Questions for Professional Services for NFL Flag Football". Phone calls and faxed questions will not be accepted. Appropriate questions will be answered by the City in writing and posted by Tuesday, February 22, 2022.

**Proposal Due Date**

**Tuesday, March 1 by 12:00 P.M. (noon)**

**Sealed** proposals must be submitted, according to the timeline, via the U.S. postal service, Federal Express or other special delivery service, or by hand deliver to the City of Placerville, Recreation Superintendent.

**No faxes, e-mails or otherwise open proposals will be accepted.**