



Parks and Recreation Department Request for Proposal

Proposal No:	2021-68-A
Proposal Title:	RFP for Youth Football League Provider
Questions Deadline:	04/19/2021 @ 5:00pm (CDT)
Proposals Due:	04/23/2021 @ 5:00pm (CDT)

Proposals for the services specified will be received by the Town of Flower Mound until the date and time as indicated above. Please submit one (1) original proposal and two (2) copies of the proposal in hard copy only.

Mailing Address:

**Town of Flower Mound
Attn.: Matt Chutchian
1200 Gerault Road
Flower Mound, Texas 75028**

Delivery Address:

**Town of Flower Mound
Community Activity Center
1200 Gerault Road
Flower Mound, Texas 75028**

Late submissions will not be considered. Proposals must be submitted with the RFP number and the respondent's name and address clearly indicated on the front of the envelope. Additional instructions for preparing a proposal are provided within.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE.

For questions regarding this RFP contact: **Matt Chutchian**
Athletics Supervisor
(972) 874-6271
matt.chutchian@flower-mound.com

The Town of Flower Mound appreciates your time and effort in preparing a proposal. **Please note that all proposals must be received at the designated location by the deadline shown.** Proposals received after the deadline will not be considered for the award of the agreement and will be returned unopened.

Town of Flower Mound

Request for Proposal No. 2021-68-A

Youth Football League Provider

I. Introduction

The Town of Flower Mound Parks and Recreation Department ("Town") has established criteria for a Youth Football League Request for Proposal (RFP) document. The Town is seeking proposals from all qualified organizations to provide **youth limited and/or no contact football leagues** during the spring and fall seasons.

At selected times during the calendar year; the chosen organization will be allowed to offer camps, tournaments, sport specific instructional programs and clinics outside of the league format so long as there are facilities available.

II. Town Philosophy

The Town believes in the overall benefits of participation in organized youth sports leagues and programs. Participation in sports plays a valuable role in the development of the youth of Flower Mound. Participation in youth recreational leagues, instructional programs, competitive leagues, and tournaments has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process, all which contributes to the overall quality of life in Flower Mound. To this end, the Town will strive to assist youth sports league providers in offering quality organized youth sports programs, facilities, and services while maintaining a safe, wholesome environment for children.

III. Youth Sports League Provider Requirements

Each youth sports league provider must meet certain standardized minimum requirements in order to provide a youth sports league to the community. The requirements are set forth by the findings and recommendations of the Youth Sports Task Force adopted by the Town Council on March 1, 2004.

Requirements include, but are not limit to the following:

- Each recognized youth sports league provider must operate as a non-profit organization under the laws set forth for incorporation in the State of Texas.
- Each youth sports league provider must have published bylaws that provide for the election of board members and officers, as well as overall governance of the organization/association.
- At a minimum, each youth sports league provider must convene four board meetings annually.
- Recreation should be the primary focus of all youth sports league providers. It is considered beneficial to afford some higher-level of play within each youth sports league provider.

- Develop balanced teams within recreational leagues through the team selection process.
- Ensure adult supervision is present in an official capacity for every league practice, official league game, tournament game, camp or clinic.
- Encourage staff, coaches, volunteers, and agents to conduct themselves as positive role models exemplifying proper sportsmanship, cooperation, and appropriate behavior. The youth sports league provider will validate the quality of adult leadership by requiring statewide criminal background checks of all head coaches, board members, and any other person acting in an official capacity with the youth sports league provider directly overseeing children. Background checks are valid for a one-year period.
- Ensure all head coaches are certified for coaching youth by a national, state, or local accredited coaching certification program that is recognized by the Town. Examples of recognized/approved coaching certification programs include National Youth Sports Coaches Association (NYSCA), and the Texas Amateur Athletic Federation (TAAF). Youth sports league providers may develop their own coaching certification program so long as it educates coaches regarding their responsibilities when working with children in youth sports and hold them accountable for inappropriate behavior.
- Ensure fiscal responsibility by establishing and operating according to generally accepted accounting principals and practices. All income derived from the use of Town owned or leased facilities shall be used solely to defray costs and expenses of legitimate activities.
- Be responsible for the collection and remittance to the Town of all participation/facility usage fees per Ordinance No. 54-02. The fee for residents shall be \$2/player/season. The fee for non-residents shall be \$14/player/season.

IV. Submittals

The proposal should include, but not be limited to, the following information:

Section 1

The organization interested in operating a youth football association. Please provide the name of the organization; names of all individuals associated with the proposal and their title, mailing address, phone number, and email address.

Section 2

Organizational structure and league overview. This includes information such as: (please be as detailed and specific as possible when answering the following questions)

- A. Organizational leadership
 - Board oversight/Organizational chart
- B. League format and season overview

- Provide detailed plans for practices, game days, tournaments, camps, and clinics (example: number of games and practices each team will have per season, number of tournaments, etc.).
- Provide details on how recreational teams will be formed (example: draft, by school, randomly, by grade, age specific, etc.)
- Provide proposed registration dates and deadlines for each season.
- Provide details of how the organization will handle the registration of participants and teams. (Example: online, walk-in, mail-in, late registration, method of payment, etc.)
- Proposed start date and end date of each league.
- Grievance process

C. Staffing (league administrators, field monitors, officials, scorekeepers, etc.)

D. Coaches (background checks, training, certifications, etc.)

E. Provide rules governing league and tournament play.

F. Provide bylaws for organization.

G. Mission Statement

H. Any other information that would be helpful in determining the qualifications, organizational skills, and resources of the applicants.

Section 3

Program fees. (When calculating fees, please note that there are fixed external costs associated with operating youth football leagues in Flower Mound. The Town collects a participation fee of \$2 per player/season for residents and \$14 per player/season for non-residents per Ordinance No. 54-02.)

- Provide the Town with an estimated cost per individual, per season for recreational league participants.
- If a competitive/select division is offered, please provide the total registration cost per team or cost per individual.
- Provide proposed cost for tournaments, clinics, and camps.
- Include the estimated number of individual participants per season.

Section 4

Provide any prior experience in operating and/or managing a limited and/or no contact youth football association or involvement in other youth sports associations including any references.

V. Insurance Requirements

Selected organization will be required to obtain public liability insurance of the types and the amounts set forth below from an underwriter licensed to do business in the State of Texas.

The insurance shall be the following types in the amounts not less than indicated:

1. Comprehensive General (Public) Liability or its equivalent, including \$500,000 each person, \$1,000,000 each occurrence, and property damage \$250,000 per occurrence of \$1,000,000 combined single limit for bodily injury and property damage.
2. On all insurance required, selected organization shall be required to name the Town, and their officers and employees, as additional insured.

VI. Contract Term

The organization selected by the Town to provide the services of youth football league provider will be required to enter into an agreement with the Town prior to offering their services. The term of the agreement for the organization selected to be the youth sports provider shall be for a period of a 1-year agreement with up to four 1-year renewals pending a successful evaluation process. The agreement may be terminated with or without cause by either party by giving thirty (30) days written notice to the other party.

VII. Evaluation Criteria

A review committee will judge the merit of proposals received in accordance with the requirements defined herein. Failure of applicant to provide in their proposal any information requested in this RFP may result in disqualification of the proposal. The sole objective of the review committee will be to select a youth football sports provider that presents the best overall program to the Town of Flower Mound that offers limited and/or no contact football leagues.

A Youth Sports Facility Agreement will be awarded (with Town Manager approval) based on the following evaluation criteria:

- A. Section 1 (5%)
- B. Section 2 (45%)
- C. Section 3 (30%)
- D. Section 4 (20%)

VIII. Best and Final Offer

The Town reserves the right to request a best and final offer from any or all organizations. The Town reserves the right to reject any or all proposals, with or without cause, re-issue the RFP, or proceed in any manner determined to be in the best interest of the Town.