



Layton City Parks and Recreation
– **Request for Proposals** –
Arbiter Official: Basketball 2017-2018 Season

The Layton City Parks and Recreation Department seeks proposals for an independent contractor to manage the selection, assignment, and evaluation of basketball officials for the 2017-2018 basketball season.

Duties and Requirements

This position will be responsible to work with the appropriate Recreation Coordinator to manage game and official schedules. Arbiter Official will be responsible for providing officials for adult basketball games, youth competition basketball games, and youth recreation basketball games; including regular season, playoff, championship, and special event/tournament games.

Completed proposals must include a written description of the proposer's ability to meet the following duties and requirements:

1. Develop and maintain a list of qualified officials. Establish that all officials are properly trained and have adequate experience/certifications for the level or grade they are officiating.
2. Assign the requisite number of officials according to game schedules provided.
3. Find replacements when an official is unable to work.
4. Make timely notifications to scheduled officials about their game schedules and of any changes (a web based notification system is highly preferred and recommended).
5. Notify Layton City Recreation Coordinator(s) of officials scheduled for games in a timely manner.
6. Field questions and comments from coaches and others regarding the quality of officiating.
7. Provide feedback to Recreation Coordinator(s) on officials and any incidents.
8. Maintain regular communication with officials and Recreation Coordinator(s).

Total Bid Price

The proposal must outline contractor's fee and payment method to subcontractors. Bidding preference will be given to contractor who has an established payroll system to pay subcontracts.

Bid Price Option 1: (PREFERRED OPTION)

- Arbiter Official will collect all fees from the City and pay game officials through own payroll system.

Bid Price Option 2:

- Each scheduled official will be paid \$25.00 per game as an independent contractor. Officials must record games worked on a completed Layton City Pay Voucher.
- Arbiter Official Fee- Proposal must include the Arbiter Official cost estimate as a total season fee or on a per game basis. (During the 2016-2017 basketball season, there were approximately 900 games)

Contract Term

The contract term for this position will be the 2017-2018 basketball season, approximately October, 2017 through April 2018, with a one season extension at the discretion of the Layton City Parks and Recreation Department officials.

Layton City reserves the right to accept or reject any or all proposals submitted under this request. Layton City reserves the right to negotiate options with the successful bidder on items specified by this proposal. Layton City reserves the right to negotiate payment terms with the successful bidder.

Proposal Deadline

The deadline for submitting proposals is September 15, 2017 at 5:00pm. Please submit RFP and all supporting documents to Layton City Parks and Recreation by mail, fax, or email.

Layton City Parks and Recreation
Attn: Michelle Howard, Recreation Supervisor
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Email: mlhoward@laytoncity.org
Fax: 801-336-3909