PELICAN PARK

RECREATION DISTRICT #1 • ST. TAMMANY PARISH

REQUEST FOR PROPOSAL

SPORTS OFFICIALS SERVICES

for

Recreation District #1 of St. Tammany Parish

Inquiries and proposals should be directed to:

Carly Arthur

Recreation Supervisor II

Recreation District #1 of St. Tammany Parish

63350 Pelican Drive

Mandeville, LA 70448

Submission Deadline:

Thursday, December 3, 2026 at 2:00 PM

RFP SPECIFICATIONS

PURPOSE OF RFP

Recreation District #1 of St. Tammany Parish (the District) has issued this Request for Proposals (RFP) to solicit responses from qualified firms (Proposers) to provide professional sports officials for youth and adult leagues. The District seeks experienced, certified officials committed to fair play and upholding league standards.

The District operates multiple sports programs and facilities, serving thousands annually. To maintain high standards of officiating and player safety, the District requires reliable officials for: slow-pitch softball (adult), youth fastpitch softball, youth and adult basketball, and youth volleyball.

PROPOSAL SUBMISSION

Recreation District #1 of St. Tammany will accept proposals for Sports Officials until **Thursday, December 3, 2026 at 2:00 PM.**

Proposals may be submitted via email:

1. Send electronically to **carlyarthur@pelicanpark.com** with your proposal attached as a file. In the subject line, include: *"Request for Proposal – Sports Officials 2027"*.

All questions regarding this Request for Proposals should be directed to Carly Arthur via email at **carlyarthur@pelicanpark.com.** Please see the **Inquiries** section for additional information.

BACKGROUND INFORMATION

The District operates multiple sports programs and facilities, serving thousands annually. To maintain high standards of officiating and player safety, the District requires reliable officials for: youth softball, youth volleyball, youth basketball, adult volleyball, adult softball, and adult basketball.

Season	Sport	Anticipated # of Games	Anticipated # of Officials per Game
Early Spring	(Y) Volleyball	250	1
	(Y) Basketball	60	2
Spring	(Y) Softball	180	2
Summer	(Y) Basketball	320	2
	(Y) Volleyball	40	1

Fall	(Y) Softball	100	2
	(Y) Volleyball	270	1
Winter	(Y) Basketball	495	2

Season	Sport	Anticipated # of Games	Anticipated # of Officials per Game
Session 1	(A) Softball	118	1
Session 2	(A) Softball	124	1
Session 3	(A) Softball	124	1
Session 4	(A) Basketball	90	2

SCOPE OF SERVICE REQUIRED

This RFP aims to select one or more contractors to provide qualified officials who:

- Are certified and trained for their respective sports
- Demonstrate professionalism, punctuality, and fairness
- Follow all applicable rules and District policies
- Maintain effective communication with District staff and league participants
- Help promote a positive and safe recreational environment

If you are unable to provide services for all sports listed, you are still encouraged to submit a proposal for the services you are able to provide.

KEY RESPONSIBILITIES:

- Officiate games according to official rules and District guidelines
- Arrive on-site on time, prepared and in appropriate uniform
- Submit required reports and communicate issues promptly
- Participate in District-led meetings/training as requested
- Comply with all background screening and certification requirements

PROPOSAL SUBMISSION INSTRUCTIONS

Email – Send electronically to **carlyarthur@pelicanpark.com** with your proposal attached as a file.

- Deadline: **DECEMBER 3, 2026** (No late submissions accepted)
- Subject Line: **"RFP – SPORTS OFFICIALS SERVICES 2027 – [COMPANY NAME]"**

- Questions Deadline: **NOVEMBER 27, 2026** (Submit questions via email to same contact)
- Format: PDF or Word attachment preferred

PROPOSAL REQUIREMENTS AND FORMAT

Proposals should include the following, in this order:

- **COVER LETTER**
  Brief letter summarizing interest, primary contact info, and general qualifications.
- COMPANY PROFILE
  - Years in business
  - Description of experience providing officials for youth and adult sports
  - Key personnel and organizational structure
  - Certifications and affiliations (e.g., LHSAA, ASA, USSSA, etc.)
- CAPACITY AND AVAILABILITY
  - Total number of certified officials available per sport
  - Scheduling and communication procedures
  - Backup staffing plans and ability to meet fluctuating demand
  - Service area and travel capacity
- SERVICE PLAN
  - Procedures for assigning officials
  - Game day expectations and official conduct standards
  - Reporting incidents or issues
  - Uniform and equipment requirements
- PRICING PROPOSAL
  - Detailed per-game rates by sport and division (see Appendix A for example format)
  - Any additional fees (e.g., travel, rush scheduling, forfeit fees)
- COMPLIANCE DOCUMENTATION
  - Proof of insurance or statement of insurability
  - Sample certificates or endorsements (if available)
  - Background check process and certifications held
  - Picture/visual representation of officials uniforms and dress code
- **REFERENCES**
  At least three (3) client references from similar contracts within the last five years. Include name, organization, contact info, and brief description of work performed.

- **APPENDICES**
    - **APPENDIX A – PRICING WORKSHEET**
        - Must be filled out to its entirety.
    - **APPENDIX C – SIGNATURE PAGE**
        - Must be filled out to its entirety.
- **ADDITIONAL INFORMATION (OPTIONAL)**
    - **Any added value, technology tools, or training programs**
    - **Awards or recognition**

INQUIRIES

Proposers are encouraged to make inquiries as needed to clarify the requirements listed in this document, or to obtain additional information needed to produce the proposal. All questions should be provided in writing and emailed to District (**carlyarthur@pelicanpark.com**) by no later than November 27, 2026. The District does not guarantee responses to inquiries, but effort will be made to accommodate Proposers' questions as deemed appropriate by the District. **All responses to questions will be publicly posted as an addendum to this RFP, rather than as individual responses to proposers.**

SCHEDULE OF EVENTS

The District anticipates following the schedule shown below for this RFP.

PROCUREMENT SCHEDULE	
11/5/2026	RFP released
11/27/2026	Deadline for inquiries
12/3/2026	Proposals due – 2:00 PM (CST)
12/16/2026	Award of contract by Board of Commissioners (if applicable)
12/18/2026	Notification of the award
01/01/2027	Tentative Implementation Date (negotiable)

EVALUATION CRITERIA AND AWARD PROCESS

Proposals will be evaluated based on:

CRITERIA	**WEIGHT**

Experience & Qualifications	30%
Pricing	25%
Staffing Capacity & Availability	20%
Professionalism & Uniforms	10%
References & Client Feedback	15%

The District reserves the right to award multiple contracts or reject any or all proposals.

CONTRACT TERMS AND CONDITIONS

TERM

This Agreement shall commence on January 1, 2027, and continue through December 31, 2027 (the "Initial Term"). At the District's sole discretion, this Agreement may be automatically renewed for up to two (2) additional one-year terms under the same terms and conditions, unless either party provides written notice of non-renewal at least sixty (60) days prior to the expiration of the then-current term.

TERMINATION

The District may terminate this Agreement without cause by providing the Contractor thirty (30) days written notice. The District may terminate immediately for cause if the Contractor fails to perform its obligations or maintain required insurance. Upon termination, the Contractor shall be compensated only for services rendered to the date of termination.

INDEMNIFICATION

The Contractor agrees to indemnify, defend, and hold harmless the District, its officials, employees, and agents from and against any claims, damages, losses, liabilities, costs, and expenses (including reasonable attorney's fees) arising out of or related to the Contractor's performance or failure to perform under this Agreement, including but not limited to personal injury, property damage, or professional negligence.

COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and policies in the performance of this Agreement.

INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and not an employee, agent, or representative of the District. The Contractor shall have no authority to bind or commit the District to any contract or obligation.

SUBCONTRACTING

The Contractor shall not subcontract any portion of the services without the prior written consent of the District.

GOVERNING LAW AND VENUE

This Contract shall be governed by the laws of the State of Louisiana. Venue for any legal proceedings arising out of or relating to this Contract shall be exclusively in the 22nd Judicial District Court, St. Tammany Parish, Louisiana. The Contractor expressly waives any right to transfer or bring such proceedings in any other court or jurisdiction, and any such actions brought elsewhere shall be considered void and without effect.

SEVERABILITY

If any provision of this Agreement is found to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

ENTIRE AGREEMENT

This Agreement, including any attachments or incorporated documents, constitutes the entire agreement between the parties and supersedes all prior discussions and agreements.

INSURANCE REQUIREMENTS

Prior to commencing services and throughout the term of the Agreement, the Contractor shall procure and maintain insurance coverage as follows:

- Commercial General Liability
    - Minimum limits: $1,000,000 per occurrence, $2,000,000 aggregate
    - Coverage must include bodily injury, personal injury, property damage, contractual liability, and sexual abuse and molestation (SAM) coverage
    - Recreation District #1 of St. Tammany Parish must be named as an Additional Insured
    - Policy must include Primary and Non-Contributory wording
- Workers' Compensation and Employers Liability
    - Statutory limits as required by Louisiana law
    - Employers Liability with minimum limits of $500,000 per accident/disease
    - Coverage must include occupational illness and disease
- Automobile Liability
    - Minimum limit of $1,000,000 combined single limit
    - Coverage for owned, hired, and non-owned vehicles used in performing work
- Medical/Accident Insurance
    - Coverage for accidental injury to officials while performing duties
- Sexual Abuse and Molestation Coverage
    - Must be included either in General Liability or as a separate policy

REQUIRED ENDORSEMENTS:

Each insurance policy must include the following endorsements, naming Recreation District #1 of St. Tammany Parish (63350 Pelican Drive, Mandeville, LA 70448):

- Waiver of Subrogation: The insurer waives any right to recover from the District for claims paid under the policy.
- Primary and Non-Contributory: The Contractor's insurance coverage shall be primary and not require contribution from the District's insurance.

Certificates of Insurance and endorsements must be submitted prior to contract execution and upon any policy renewal or change. Failure to maintain required insurance is grounds for immediate termination.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Contractor agrees to comply with all applicable federal, state, and local laws prohibiting discrimination in employment and service delivery. The Contractor shall not discriminate against any employee, applicant, official, or participant on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected class.

The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to these protected characteristics. This commitment includes but is not limited to recruitment, hiring, training, promotion, compensation, benefits, and termination.

BACKGROUND CHECKS AND CERTIFICATIONS

Contractors must perform and document background checks on all officials working under this contract. Officials must maintain all necessary certifications relevant to their sports.

CONFIDENTIALITY AND RECORDS

All information provided in proposals or during contract performance shall be kept confidential unless disclosure is required by law.

APPENDICES

Appendix A – Pricing Worksheet

Sport	Division	Rate Per Game / Official	Estimated # of Games	Total Estimated Cost
Fastpitch Softball	Youth			
Volleyball	Youth			
Basketball	Youth			
Softball	Adult			
Basketball	Adult			
Total				

ADDITIONAL NOTES:
(Please include any additional fees, travel costs, or other relevant pricing information.)

APPENDIX B – INSURANCE ENDORSEMENT SAMPLES

WAIVER OF SUBROGATION ENDORSEMENT SAMPLE

"This endorsement modifies insurance provided under the policy to which it is attached. The insurer hereby waives any right of recovery against Recreation District #1 of St. Tammany Parish, its officers, employees, and agents for any claims paid under this policy."

PRIMARY AND NON-CONTRIBUTORY ENDORSEMENT SAMPLE

"It is agreed that this insurance is primary and non-contributory to any insurance or self-insurance maintained by Recreation District #1 of St. Tammany Parish. Any other insurance maintained by the District shall be excess and non-contributory."

APPENDIX C – SIGNATURE PAGE

The undersigned Proposer having examined this RFP and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that the Proposer will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that the Proposer will furnish all required services and pay all incidental costs in strict conformity with these documents, for the stated prices as proposed.

Firm Information:

Submitting Firm	
Address	
State	Zip
Name of Authorized Representative	
Title of Authorized Representative	

Authorized Signature	Date

Primary Contact Information:

Name	
Title	
Telephone Number	Email Address