



Request for Proposal

Sports Officials Services for Recreation District #1 of St. Tammany Parish

Inquiries and proposals should be directed to:
Borato Broughton
Assistant Director - Athletics
Recreation District #1 of St. Tammany Parish
63350 Pelican Drive
Mandeville, LA 70448

Submission Deadline:
2:00 p.m. on November 5, 2025

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 baseball, youth and adult basketball, and youth volleyball.

PROPOSAL SUBMISSION

Recreation District #1 of St. Tammany will accept proposals for Sports Officials until **2:00 p.m. CST, November 5, 2025**.

Proposals may be submitted in one of the following three ways:

1. **Mail** – Send to:
Recreation District #1 of St. Tammany Parish
Attn: Borato Broughton, Assistant Director - Athletics
63350 Pelican Dr.
Mandeville, LA 70448
2. **Hand-Deliver** – Deliver to the address listed above by the submission deadline.
3. **Email** – Send electronically to **boratobroughton@pelicanpark.com** with your proposal attached as a file. In the subject line, include: *“Request for Proposal – Sports Officials 2026”*.

All proposals must bear the name of the submitting entity and must clearly display *“Request for Proposal – Sports Officials 2026”* on the face of the envelope/package (for mailed or hand-delivered submissions) or in the email subject line (for electronic submissions).

All questions regarding this Request for Proposals should be directed to Borato Broughton via email at **boratobroughton@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 baseball, 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	212	1
	(Y) Basketball	34	2
Spring	(Y) Baseball	562	2
	(Y) Softball	211	2
Summer	(Y) Basketball	319	2
	(Y) Volleyball	39	1
Fall	(Y) Baseball	283	2
	(Y) Softball	86	2
	(Y) Volleyball	206	1
Winter	(Y) Basketball	495	2

Season	Sport	Anticipated # of Games	Anticipated # of Officials per Game
Session 1	(A) Softball	92	1
Session 2	(A) Softball	102	1
Session 3	(A) Softball	91	1
Session 4	(A) Basketball	90	1

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

- **Mail** – Send to:
Recreation District #1 of St. Tammany Parish
Attn: Borato Broughton, Assistant Director - Athletics
63350 Pelican Dr.
Mandeville, LA 70448
- **Hand-Deliver** – Deliver to the address listed above by the submission deadline.
- **Email** – Send electronically to **boratobroughton@pelicanpark.com** with your proposal attached as a file. In the subject line, include: *“Request for Proposal – Sports Officials 2026”*.

- Deadline: November 5, 2025 (No late submissions accepted)
- Subject Line: “RFP – Sports Officials Services – [Company Name]”
- Questions Deadline: October 17, 2025 (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.
- **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 (boratobroughton@pelicanpark.com) by no later than October 17. 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	
10/3/2025	RFP released
10/17/2025	Deadline for inquiries
11/5/2025	Proposals due – 2:00 PM (CST)
11/19/25	Award of contract by Board of Commissioners (if applicable)
11/20/25	Notification of the award
01/01/2026	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, 2026, and continue through December 31, 2026 (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 Number of Games	Total Estimated Cost
Fastpitch Softball	Youth			
Baseball	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 A – 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
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Primary Contact Information:

Name	
Title	
Telephone Number	Email Address

Recreation District #1 of St. Tammany Parish

Chairman: Nixon Adams
Vice-Chairman: Shearn Lemoine
Commissioner: Rick Danielson

Commissioner: John Neill
Commissioner: deShea Richardson
Commissioner: Barrett McGuire

Commissioner: Ed Bee
Executive Director: Suzanne Reeder



Louisiana Revised Statute 42:1113 prohibits public servants and their family members from entering into certain transactions including contracts. Please disclose below if you are related to any of the RD#1 Board of Commissioners and/or supervisory staff. Generally, relationships include immediate family, father/mother, step relation, in-law, child, sister/brother, aunt/uncle, cousin and nephew/niece. Also, the RD#1 Board of Commissioners and/or supervisory staff cannot have a controlling interest ownership exceeds 25% of the legal entity.

If there are any relationships, please disclose below and determination will be made if an ethics relationship exists.

Board of Commissioners	RD#1 Supervisory Staff	
Nixon Adams, Chairman of the Board	Suzanne Reeder, Executive Director	Borato Broughton, Asst. Director
Shearn Lemoine, Vice Chairman	Doug McLemore, Asst. Director	Louissette Scott, Park Planner
Rick Danielson	LyKinda Thibodeaux, People Op. Dir.	Scott Goodwill, CFO
deShea Richardson	Niki Butler, Marketing Director	Melissa Garcia, Grants & Contacts Mgr.
John Neill	Melissa L. Smith, Office Manager	Ron Johnson, Park Manager
Ed Bee	Jesse Williams, Turf Supervisor	Ray Duplantier, Concessions Supervisor
Barrett McGuire	Catherine Barbier, Castine Supervisor	Tracy Roskens, Castine Supervisor
	Carly Arthur, Rec Supervisor	Chad Groover, Rec Supervisor
	Brennan Kuss, Rec Supervisor	

PLEASE SIGN TO CERTIFY ONE OF THE BELOW STATEMENTS

1. By signing here, I am disclosing the owner(s), management staff or salesmen of _____
(Company) DO NOT HAVE a relationship with any of RD#1 Board of Commissioners and Supervisory Staff listed.

X	_____/_____ Signature	_____ Print Name	_____ Title	_____ Date
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X	_____/_____ Signature	_____ Print Name	_____ Title	_____ Date
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2. By signing here, I am disclosing the owner(s), management staff, or salesmen of _____
(Company) DO HAVE a relationship with any of RD#1 Board of Commissioners and/or Supervisory Staff listed.

X	_____/_____ Signature	_____ Print Name	_____ Title	_____ Date
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X	_____/_____ Signature	_____ Print Name	_____ Title	_____ Date
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Please list the name(s) related and the nature of the relationship(s) for determination if the relationship is allowed under LA R.S. 42:1113:
