



**CITY OF CHOCTAW  
PARKS AND RECREATION  
REQUEST FOR PROPOSAL:  
CHOCTAW YOUTH FLAG FOOTBALL LEAGUE UMPIRE COORDINATOR/INDEPENDENT  
CONTRACTOR**

**SUMMARY**

The City of Choctaw Parks and Recreation Department Youth Flag Football League Program is now accepting proposal for **Youth Flag Football Umpire Coordinator/Independent Contractor** for the 2018 Fall and 2019 Fall League Seasons. Proposals must be received by the City before 2:00pm Tuesday, May 1st, 2018 inside a sealed envelope and must be plainly marked **CHOCTAW YOUTH FLAG FOOTBALL LEAGUE UMPIRE COORDINATOR/INDEPENDENT** submitted to the City Clerk, Tina Rodriguez at the City of Choctaw, (mailing) P.O. Box 567 Choctaw, OK 73020 or (hand delivery or express shipping) 2500 N. Choctaw Rd. Choctaw, OK 73020. This proposal is for the 2018 Fall, and 2019 Fall League Seasons.

**CONTACT INFO**

Missy Jennings  
Sports Director  
City of Choctaw Parks and Recreation  
2500 N. Choctaw Rd.  
P.O. Box 567  
Choctaw, OK 73020  
405-659-8202  
[mjennings@choctawcity.org](mailto:mjennings@choctawcity.org)

**RESPONSIBILITIES OF THE YOUTH FLAG FOOTBALL LEAGUE UMPIRE  
COORDINATOR/INDEPENDENT CONTRACTOR**

- The City of Choctaw Youth Flag Football League Program is entrusting the Umpire Coordinator/Independent Contractor to assign quality umpires who possess a thorough knowledge of the game of flag football, possess the ability to communicate effectively with adults.
- The Umpire Coordinator/Independent Contractor will be responsible for assigning umpires to the Choctaw Youth Flag Football League games as directed by the Parks and Recreation Department. The 2018 Fall Season will run from August-October and 2019 Fall Season will run from August-October.
- The Umpire Coordinator/Independent Contractor will be responsible for invoicing the City of Choctaw Youth Flag Football League and will be paid directly in advance for all games scheduled.
- It will be at the Umpire Coordinator/Independent Contractor's discretion as to how to disperse funds to umpires.
- City of Choctaw will not be involved in distribution of funds to umpires.
- The Umpire Coordinator/Independent Contractor will be required to submit an itemized report detailing the amount of umpire funds dispersed.
- The Umpire Coordinator/Independent Contractor is required to make themselves available on game nights to correspond with city staff if needed.
- Prior to each season beginning, the Umpire Coordinator/Independent Contractor will need to attend coaches meetings to review rules and answer questions from coaches. Umpire Coordinator/Independent Contractor also needs to conduct an umpire meeting prior to beginning of season to go over rules and establish code of conducts for umpires.
- The City of Choctaw Parks and Recreation Department has the authority to have an umpire removed from a scheduled game or games at any time for any reason.
- Each umpire is required to have completed and passed a current background investigation.

**PLEASE LIST SALARY REQUIREMENTS FOR YOUR SERVICES**

Umpire Salaries			Umpire Coordinator Salary		
Age Division	# of Umpires	Salary per Umpire	Training	Assigning	Attendance
PreK	2				
K	2				
1-5 Grade	2				
			<b>Total For Your Services:</b>		

**REQUEST FOR PROPOSAL  
CHOCTAW YOUTH FOOTBALL LEAGUE  
UMPIRE COORDINATOR/INDEPENDENT CONTRACTOR**

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Main Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Schools/Leagues Scheduling Experience: \_\_\_\_\_

**PLEASE LIST TWO (2) PROFESSIONAL REFERENCES AND ONE (1) PERSONAL REFERENCE**

NAME	RELATIONSHIP	PHONE	EMAIL

**TERM AGREEMENT**

Should the City of Choctaw enter into an Agreement as a result of this RFP, the initial term of Agreement shall be for 2018 Fall Season - September-October and 2019 Fall Season - September-October. You or your organization will provide a W-9 Form. Either party can terminate this agreement with 30 days notice.

**WAIVER AND RELEASE OF LIABILITY**

The Contractor will indemnify and save harmless the City of Choctaw, along with all of its officials and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons, including the Contractor, or property resulting from the operations of the Contractor. Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part.

By signing below, you agree to the Term Agreement, Hold Harmless / Force Majeure, and if selected to be the Umpire Coordinator for the City of Choctaw Youth Flag Football League, agree to the Responsibilities as set forth in the Request for Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**BUSINESS RELATIONSHIPS AFFIDAVIT**

STATE OF OKLAHOMA )  
 )  
COUNTY OF \_\_\_\_\_ ) ss.

\_\_\_\_\_, of lawful age, being first duly sworn upon oath, states that (s)he is the agent authorized by the Bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer or other party to the project is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none of the business relationship hereinabove mentioned exist, Affiant should so state.)

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**NOTE: This form is to be submitted with the bid.**

**NON-COLLUSION AFFIDAVIT**

STATE OF OKLAHOMA            )  
  )  
COUNTY OF \_\_\_\_\_)            ss.

\_\_\_\_\_, of lawful age, being first duly sworn upon oath, states that (s)he is the agent authorized by the Bidder to submit the attached bid. Affiant further states that the Bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or with any State official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract or in any discussions between bidders and any State official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**NOTE:                    This form is to be submitted with the bid.**