



Michigan State Youth Soccer Association, Inc.  
Request for Proposal  
2014 Junior State Cup



## Purpose

---

The Michigan State Youth Soccer Association, Inc. (MSYSA) is a non-profit organization dedicated to excellence in leading, educating and serving the soccer community.

Currently, MSYSA is looking to contract for field facility use within MSYSA (state association) boundaries to host our annual Quarterfinals, Semifinals, and Finals Junior State Cup matches in the Spring of 2014. Age groups include U10-U12, Boys and Girls.

MSYSA's goal is to contract with a facility owner for a one (1) year period with an option to extend to future years.

A contract would commence with MSYSA's Spring 2014 tournament with the option, as stated above, of extending an existing agreement to future years.

## History/ Background

---

The Michigan State Youth Soccer Association, Inc. (MSYSA) was founded in 1976.

MSYSA currently has a volunteer board of directors and six (6) full time staff members and two (2) part-time staff members. Our membership is comprised of approximately 89 leagues, 89,000 players, approximately 12,000 team officials and 4,000 referees.

The Junior State Cup is a highly competitive tournament hosted and run by MSYSA. This tournament is dedicated in providing the highest quality of play to all participants. Each year, MSYSA will crown a champion in each age division. The Junior State Cup strives to provide the opportunity to showcase your team's talents against the best competition in the State of Michigan.



Michigan State Youth Soccer Association, Inc.  
Request for Proposal  
2014 Junior State Cup



# Requirements (Address all items below in the bid proposal.)

Quarterfinals/Semifinals

Finals

	<u>Quarterfinals/Semifinals</u>	<u>Finals</u>
Dates	May 17-18, 2014	May 30 – June 1, 2014
Fields	4 regulation fields, 4 U11/U12 fields, and 4 U10 fields.	2 regulation fields, 2 U11/U12 fields, and 2 U10 fields.
Lighted Fields	Indicate how many fields have permanent lights and the cost to use the lights.	Indicate how many fields have permanent lights and the cost to use the lights.
Field Dimension	100x60 yards (min) or 120x75 yards (max) for regulations fields; 75 x 50 yards (min) or 80 x 55 yards (max) for U11/U12 fields; 55 x 40 yards (min) or 60 x 45 yards (max) for U10 fields.	100x60 yards (min) or 120x75 yards (max) for regulations fields; 75 x 50 yards (min) or 80 x 55 yards (max) for U11/U12 fields; 55 x 40 yards (min) or 60 x 45 yards (max) for U10 fields.
Goal Post Dimensions	Indicate the size of existing goals on the facilities U10 and U11/U12 fields.	Indicate the size of existing goals on the facilities U10 and U11/U12 fields.
Field Map	Provide field/facility map, with field numbers and dimensions	Provide field/facility map, with field numbers and dimensions
Fees	Identify if there is a flat fee, a fee per field, or no fee for the usage of fields.	Identify if there is a flat fee, a fee per field, or no fee for the usage of fields.
Security Deposit	Identify if there is a security deposit, and if so, identify dollar amount.	Identify if there is a security deposit, and if so, identify dollar amount.
Proof of Insurance	Must provide a 1M general liability insurance certificate upon being awarded the bid.	Must provide a 1M general liability insurance certificate upon being awarded the bid.
Concessions	Identify if the facility retains all proceeds or if there is profit sharing opportunities. Indicate if a discount on concessions would be afforded to MSYSA board members, staff members and referees.	Identify if the facility retains all proceeds or if there is profit sharing opportunities. Indicate if a discount on concessions would be afforded to MSYSA board members, staff members and referees.
Referee Assignor	Not Applicable – Provided by MSYSA	Not Applicable – Provided by MSYSA
Severe Weather Policy	Provide with copy of proposal	Provide with copy of proposal
ER/Hospital Names & Locations	Provide with copy of proposal	Provide with copy of proposal
Hotels	Provide list of local hotels with copy of proposal	Provide list of local hotels with copy of proposal
Restaurants	Provide list of local restaurants with copy of proposal	Provide list of local restaurants with copy of proposal
Media	Provide local media contacts (TV, radio, newspaper) with copy of proposal	Provide local media contacts (TV, radio, newspaper) with copy of proposal



Michigan State Youth Soccer Association, Inc.  
Request for Proposal  
2014 Junior State Cup



Quarterfinals/Semifinals

Finals

Referee HQ	Permanent structure for check-in preferred. If not available, provide a list of tent rental companies. Additionally, indicate if the facility has 4 tables and 20 chairs available for MSYSA use (and the cost), or if these items will also need to be rented.	Permanent structure for check-in preferred. If not available, provide a list of tent rental companies. Additionally, indicate if the facility has 4 tables and 20 chairs available for MSYSA use (and the cost), or if these items will also need to be rented.
Electricity	Indicate where any/all functioning electrical outlets are located on-site, and if there is a cost to use the electricity.	Indicate where any/all functioning electrical outlets are located on-site, and if there is a cost to use the electricity.
PA System	Indicate if there is a PA system at the facility, where the speakers and microphones are located, and the cost to use the system.	Indicate if there is a PA system at the facility, where the speakers and microphones are located, and the cost to use the system.
Scoreboards	Indicate if there are electronic scoreboard on any fields, and the cost to use the scoreboards.	Indicate if there are electronic scoreboard on any fields, and the cost to use the scoreboards.
Spectator Seating	Indicate if permanent or temporary spectator seating is available, and if there is any cost associated with it.	Indicate if permanent or temporary spectator seating is available, and if there is any cost associated with it.
Golf Carts	Indicate if the facility owns golf carts and whether there would be a cost to MSYSA. Or, provide a list of golf cart rental agencies. A minimum of 8 golf carts will be used.	Indicate if the facility owns golf carts and whether there would be a cost to MSYSA. Or, provide a list of golf cart rental agencies. A minimum of 3 golf carts will be used.
Parking	Indicate total number of parking spots, and if bus parking is available. Indicate if parking attendants are necessary, and if so, the cost per hour for each attendant.	Indicate total number of parking spots, and if bus parking is available. Indicate if parking attendants are necessary, and if so, the cost per hour for each attendant.
Trash Removal/ Field Cleaning	Indicate if there are any costs associated with trash removal or field clean up.	Indicate if there are any costs associated with trash removal or field clean up.
Restrooms	Indicate the number of permanent restroom stalls or if portable restroom facilities would be made available (and the cost).	Indicate the number of permanent restroom stalls or if portable restroom facilities would be made available (and the cost).
Wireless Network	Indicate if wireless internet is available (preferred).	Indicate if wireless internet is available (preferred).



Michigan State Youth Soccer Association, Inc.  
Request for Proposal  
2014 Junior State Cup



## Other

---

Proposals must indicate whether the bidding party is proposing to host the Quarterfinals/Semifinals or Finals.

**The Junior State Cup is held in conjunction with the Spring State Cup. The requirements listed in this RFP are for the Junior State Cup only. Please read the Spring State Cup RFP for those requirements. Potential hosts must be able to accommodate both events simultaneously. MSYSA prefers that potential hosts be able to accommodate both events simultaneously but it is not required.**

Proposals must indicate when the first games and the last games on each tournament day can commence.

MSYSA will not allow a spectator admission fee for this event.

MSYSA will not allow a parking fee be assessed for this event.

Proposals must indicate if goal anchoring devices (i.e. stakes) may cause problems with underground systems. If so, please disclose any/all information.

Please present any/all other information you feel appropriate to include or note as part of your proposal to MSYSA.

## MSYSA Sponsors

---

MSYSA has relationships with Under Armour, Eurosport, Accelerated Rehabilitation Centers, Premier College Combines, Savory Foods, Kohl's, Inside Soccer and Dick's Sporting Goods. All proposals should indicate whether or not MSYSA sponsor participation on-site presents any issues.

MSYSA does not permit the hosting facility to sell Junior State Cup t-shirts.

## Decision Criteria

---

The decision criteria for MSYSA on making this decision will include, but not limited to, the location of the facility, the costs associated with MSYSA's use of the facility or facilities, the quality of the fields, game time flexibility and sufficient parking for this tournament and overall perceived community support.



Michigan State Youth Soccer Association, Inc.  
Request for Proposal  
2014 Junior State Cup



## Timeframes

---

This RFP will be released to the public for general distribution on or before **July 1, 2013**.

All proposals must be postmarked on or before **August 14, 2013** and submitted to MSYSA Executive Director Tom Faro at 9401 General Drive, Suite 120, Plymouth, Michigan, 48170.

Submissions received after **August 14, 2013** will not be accepted or considered.

Questions regarding any aspect of this RFP can be directed to the MSYSA Executive Director, Thomas K. Faro, at [tfaro@michiganyouthsoccer.org](mailto:tfaro@michiganyouthsoccer.org).

A decision will be made by the MSYSA Executive Director and/or MSYSA Board of Directors on or before **October 4, 2013**.