



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 State Cup matches in the Fall of 2014. Age groups include U14 through U18 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 Fall 2015 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 MSYSA State Cup is the first level of competition in the US Youth Soccer National Championship Series. Teams who win the State Cup earn the right to represent Michigan at regional and potentially national competitions. In the State Cup, each team plays three self-scheduled games. Teams who do well will advance to the Quarterfinals, Semifinals, and then eventually the Finals.





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

Quarterfinals/Semifinals

<u>Finals</u>

Dates	October 4-5, 2014	October 18-19, 2014
Fields	8 regulation fields	3 regulation fields
Lighted Fields	Indicate how many fields have	Indicate how many fields have
	permanent lights and the cost to use	permanent lights and the cost to use the
	the lights.	lights.
Field Dimension	100x60 yards (minimum), or	100x60 yards (minimum), or
	120x75 yards (maximum)	120x75 yards (maximum)
Field Map	Provide field/facility map, with field	Provide field/facility map, with field
'	numbers and dimensions	numbers and dimensions
Fees	Identify if there is a flat fee, a fee per	Identify if there is a flat fee, a fee per
	field, or no fee for the usage of fields.	field, or no fee for the usage of fields.
Security Deposit	Identify if there is a security deposit,	Identify if there is a security deposit, and
	and if so, identify dollar amount.	if so, identify dollar amount.
Proof of Insurance	Must provide a 1M general liability	Must provide a 1M general liability
	insurance certificate upon being	insurance certificate upon being
	awarded the bid.	awarded the bid.
Concessions	Identify if the facility retains all	Identify if the facility retains all proceeds
	proceeds or if there is profit sharing	or if there is profit sharing opportunities.
	opportunities. Indicate if a discount on	Indicate if a discount on concessions
	concessions would be afforded to	would be afforded to MSYSA board
	MSYSA board members, staff members	members, staff members and referees.
	and referees.	
Referee Assignor	Not Applicable – Provided by MSYSA	Not Applicable – Provided by MSYSA
Severe Weather	Provide with copy of proposal	Provide with copy of proposal
Policy		
ER/Hospital Names	Provide with copy of proposal	Provide with copy of proposal
& Locations		
Hotels	Provide list of local hotels with copy of	Provide list of local hotels with copy of
	proposal	proposal
Restaurants	Provide list of local restaurants with	Provide list of local restaurants with
	copy of proposal	copy of proposal
Media	Provide local media contacts (TV,	Provide local media contacts (TV, radio,
	radio, newspaper) with copy of	newspaper) with copy of proposal
	proposal	
Check-In Area &	Permanent structure for check-in	Permanent structure for check-in
Equipment	preferred. If not available, provide a	preferred. If not available, provide a list
	list of tent rental companies.	of tent rental companies. Additionally,
	Additionally, indicate if the facility has	indicate if the facility has 6 tables and 10
	3 tables and 10 chairs available for	chairs available for MSYSA use (and the
	MSYSA use (and the cost), or if these	cost), or if these items will also need to
	items will also need to be rented.	be rented.





Quarterfinals/Semifinals

<u>Finals</u>

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Referee HQ	Permanent structure for check-in	Permanent structure for check-in
	preferred. If not available, provide a list	preferred. If not available, provide a list
	of tent rental companies. Additionally,	of tent rental companies. Additionally,
	indicate if the facility has 4 tables and	indicate if the facility has 4 tables and
	20 chairs available for MSYSA use (and	20 chairs available for MSYSA use (and
	the cost), or if these items will also need	the cost), or if these items will also
	to be rented.	need to be rented.
Electricity	Indicate where any/all functioning	Indicate where any/all functioning
	electrical outlets are located on-site,	electrical outlets are located on-site,
	and if there is a cost to use the	and if there is a cost to use the
	electricity.	electricity.
PA System	Indicate if there is a PA system at the	Indicate if there is a PA system at the
	facility, where the speakers and	facility, where the speakers and
	microphones are located, and the cost	microphones are located, and the cost
	to use the system.	to use the system.
Scoreboards	Indicate if there are electronic	Indicate if there are electronic
	scoreboard on any fields, and the cost	scoreboard on any fields, and the cost
	to use the scoreboards.	to use the scoreboards.
Spectator Seating	Indicate if permanent or temporary	Indicate if permanent or temporary
	spectator seating is available, and if	spectator seating is available, and if
	there is any cost associated with it.	there is any cost associated with it.
Golf Carts	Indicate if the facility owns golf carts	Indicate if the facility owns golf carts
	and whether there would be a cost to	and whether there would be a cost to
	MSYSA. Or, provide a list of golf cart	MSYSA. Or, provide a list of golf cart
	rental agencies. A minimum of 8 golf	rental agencies. A minimum of 3 golf
	carts will be used.	carts will be used.
Parking	Indicate total number of parking spots,	Indicate total number of parking spots,
0	and if bus parking is available. Indicate if	and if bus parking is available. Indicate
	parking attendants are necessary, and if	if parking attendants are necessary, and
	so, the cost per hour for each	if so, the cost per hour for each
	attendant.	attendant.
Trash Removal/	Indicate if there are any costs	Indicate if there are any costs
Field Cleaning	associated with trash removal or field	associated with trash removal or field
ricia cicariirig	clean up.	clean up.
Restrooms	Indicate the number of permanent	Indicate the number of permanent
VE201001112	restroom stalls or if portable restroom	restroom stalls or if portable restroom
	facilities would be made available (and	facilities would be made available (and
	the cost).	the cost).
Wireless Network	Indicate if wireless internet is available	Indicate if wireless internet is available
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	(preferred).	(preferred).





Other

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

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 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.





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.

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