



Michigan State Youth Soccer Association, Inc.  
Request for Proposal  
2015 State Cup – Fall



## Purpose

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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 October 2015. Age groups include U14 thru 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 October 2015 tournament with the option, as stated above, of extending an existing agreement to future years.

## History/ Background

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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 90+ leagues, 90,000 players, approximately 12,000 team officials and 6,000 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.



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# Requirements (A copy of all requirements must be submitted to MSYSA with the final proposal.)

Dates of Tournament	October 3-5, 2014 (Round of 16 & Quarterfinals) & October 18-19, 2014 (Semifinals & Finals)
Fields	3 fields required. Multiple sites will be not considered.
Dimension of Fields	3 full sized fields (min. 100x60 yds, max. 120x75 yds.)
Fees	Identify whether a flat fee, a fee per field, or no fee(s) would be charged to MSYSA for the usage of fields.
Security Deposit	Identify whether a security deposit would be charged to MSYSA. If so, identify dollar amount.
Proof of Insurance	Must provide a 1M general liability insurance certificate if proposal is accepted.
Concessions	Identify whether facility would retain all proceeds or if facility would share proceeds with MSYSA in some manner. Please indicate if a discount on concessions would be afforded to MSYSA board members, staff members and referees.
Referee Assignor	MSYSA will provide a certified referee assignor.
Severe Weather Policy	Must be provided with copy of proposal.
Emergency Room/Hospital Names & Locations	Must be provided with copy of proposal.
Local Accommodations	Must provide MSYSA with a list of local restaurants and hotels.
Field Map/Layout	Must provide MSYSA with a map of facility lay-out with field numbers and dimensions of each field.
Media	Must provide MSYSA with local media contacts. (e.g., newspapers, TV, etc.)
Check-In/Tents	Permanent structure for check-in preferred with 6 tables and 10 chairs available for MSYSA use. (Please specify any charges to MSYSA.) .) If Check-In Tents and chairs are not available, please indicate a rental company that has a relationship with the facility.
Electricity	MSYSA must have access to electricity at the Check-in location for computer/printing purposes.
Parking	Indicate total quantity of parking spots available and/or if a shuttle is needed. (identify associated costs to MSYSA) Indicate if bus parking is available.
Trash Removal/ Field Cleaning	Must indicate any/all (if applicable) costs associated with trash removal or field clean up.
Wireless Network	MSYSA prefers site(s) that can offer use of a wireless network for the purpose of posting tournament standings and scores.



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## Other

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

Proposal must indicate if the facility has lights on the fields, scoreboard on any fields, and a PA system on any fields. If so, please indicate if they are available to MSYSA at no cost.

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 whether or not parking attendants for this tournament are necessary. If so, please indicate the cost to MSYSA, per hour, for each parking attendant.

Proposals must indicate whether port-a-johns and/or restroom facilities are available on-site and if they would be available to MSYSA at no cost.

Proposals must indicate whether golf carts (minimum 3) can be on-site, if the golf carts are facility owned golf carts, or if MSYSA is responsible for securing golf carts. If so, please indicate the costs to MSYSA for golf-cart usage at the tournament.

Proposals must indicate if bleachers and/or grand stands are available if they would be available to MSYSA at no cost.

Proposals must indicate if team bleachers are available and if they would be available to MSYSA at no cost.

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

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MSYSA has relationships with Under Armour, Eurosport, Accelerated Rehabilitation Centers, Premier College Combines, 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.



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## Decision Criteria

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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

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

Responses to the MSYSA Executive Director, Thomas K. Faro, are expected on or before **August 1, 2014**.

All proposals must be post marked on or before **August 1, 2014** and sent to MSYSA C/O Tom Faro, 9401 General Drive, Suite 120, Plymouth, Michigan, 48170.

Submissions received after **August 1, 2014** 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 **August 1, 2014**.