



Michigan State Youth Soccer Association, Inc.
Request for Proposal
2018 State Cup/Jr. State Cup - Spring



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 facility use within MSYSA (state association) boundaries to host our annual Round of 16, Quarterfinals, Semifinals, and Finals Spring State Cup and Junior State Cup matches in May-June 2017. Age groups include U10 – U13 Boys & Girls, U14 – U18 Boys, and U19 Boys & 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 2018 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 nine (9) 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 Round of 16, 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	May 18-20, 2018 (Round of 16 & Quarterfinals) and June 1-3, 2018 (Semifinals & Finals)
Fields	16 full-sized fields required (R16 & QF) 4 9v9 fields required (R16 & QF) 2 7v7 fields required (R16 & QF) 6 full-sized fields (SF & FIN) 4 9v9 fields required (SF & FIN) 2 7v7 fields required (SF& FIN) Multiple sites will be not considered for each round
Dimension of Fields	Full-sized fields must be a minimum of 100x60 yards, or a maximum of 120x75 yards. 9v9 fields must be a minimum of 70x45 yards, or a maximum of 80x60 yards. 7v7 fields must be a minimum of 50x35 yards, or a maximum of 60x45 yards.
Dimensions of Goals	Full-sized goals must be 8x24 ft. 9v9 goals must be 7x21 ft. 7v7 goals must be 6x18 or 6.5x18.5 ft.
Fees	Identify whether a flat fee, a fee per field, no fees would be charged to MSYSA for use of facility.
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 10 tables and 30 chairs available for MSYSA use. (Please specify any charges to MSYSA). If a permanent structure is not available, tents may be an option. If tents, tables, and/or chairs are not made available by the facility, please indicate a rental company that has a relationship with the facility.



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Electricity	MSYSA must have access to electricity at the check-in location for computer/printing purposes.
Parking	Indicate total quantity of PAVED and UNPAVED parking spots available. If parking is anticipated to be a problem, indicate names & locations of off-site overflow lots and known costs of shuttles. Indicate if and where bus & RV parking is available.
Trash Removal/ Field Cleaning	Must indicate any/all costs associated with trash removal or field clean up.
Wireless Network	Indicate internet capabilities at facility. MSYSA prefers sites that can offer use of a wireless network.

Other

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

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 availability to MSYSA and any associated costs.

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 parking attendants will be necessary. If so, please indicate any associated costs.

Proposals must indicate number and types of restrooms (permanent facilities vs. port-a-johns). If port-a-johns are on-site, indicate any associated costs for cleaning, etc.

MSYSA requires a minimum of 12 golf carts on site for the Round of 16 & Quarterfinals, and a minimum of 10 golf cart on site for the Semifinals & Finals. Proposals must indicate if the facility owns golf cart (and how many), if MSYSA would have access to those golf cart, and the cost of such access (if any).

Proposals must indicate if spectator bleachers and/or grand stands are available if they would be available to MSYSA and any associated costs.

Proposals must indicate if team benches are available and any associated costs.

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.



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MSYSA Sponsors

MSYSA has relationships with Under Armour, Premier College Combines 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 or Junior State Cup t-shirts.

Decision Criteria

The decision criteria for MSYSA on making this decision will include, but is not limited to, location of the facility, costs to MSYSA for use of the facility, quality of the facility (and fields), parking accommodations, ability to accommodate MSYSA's schedule, and overall perceived community support.

Timeframes

This RFP will be released to the public for general distribution on or before **November 1, 2016**.

Responses to the MSYSA Executive Director, Thomas K. Faro, are expected on or before **August 1, 2017**.

All proposals must be post marked on or before **August 1, 2017** and sent to MSYSA C/O Tom Faro, 9401 General Drive, Suite 120, Plymouth, Michigan, 48170.

Submissions received after **August 1, 2017** 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 1, 2017**.