



**Finance Department, Purchasing Division**

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**RFP No. 22-001**  
**TERM CONTRACT FOR SUMMER YOUTH SPORTS CAMP PROGRAM & YEARLY COACHING AND PLAYER CLINICS**

**Issued By:** Mary C. Johns, Buyer

**Issue Date:** 2/11/2021

**Contact & Questions:** CBJ Purchasing Division of Finance is the sole point of contact for all matters pertaining to this solicitation. No oral interpretations will be made. Submit any interpretation requests in writing, noting issuing buyer, solicitation number and title, via email to [purchasing@juneau.org](mailto:purchasing@juneau.org) or Fax to (907) 586-4561. Request must be received a minimum of seven (7) business days prior to the solicitation deadline.

**Deadline for Proposals:** 3/4/2021 prior to 2:00 p.m., AK Time

**SUBMISSION:** Timely responses are accepted **only** via **Electronic Submission\*** at **Public Purchase** [www.publicpurchase.com](http://www.publicpurchase.com) the CBJ's eProcurement Provider. (*\*Vendors must complete the quick, easy, and free online registration to be able to submit a response. Registration approval can take up to 24-hours. Register early so that you can submit your bid timely.*) **Late responses will not be accepted.**

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**STATEMENT OF NO PROPOSAL:** If you DO NOT intend to submit a response or wish to be removed from the plan holders list, please complete and return this form immediately via email or fax. Indicate your reason by checking one or more of the boxes below. Your response will assist us in evaluating all responses for this project and improve our solicitation process.

- Do not offer product /service.
- Cannot meet specifications.
- Insufficient time to respond.
- Insurance requirements Issue.
- Scheduling Conflict.
- Remove from planholder's list.
- Unclear Specifications (explain)
- Other (explain).

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Company Name & Rep. (name & title): \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Background Information:** CBJ P&R has sponsored a Summer Youth Sports Camp Program for numerous years. The summer camps are designed to give each child the opportunity to improve individual skills through quality instruction with the emphasis on activity enjoyment and the development of personal excellence.

**Intent.** The City and Borough of Juneau (City or CBJ) is requesting proposals from qualified Contractors to organize, promote, and operate a Summer Youth Sports Camp Program for the CBJ Parks & Recreation Department (CBJ P&R). The Sports Camps to be conducted annually, on outside fields located in Juneau, during the mid-two weeks of July. As part of the contract, the awarded Contractor will also provide four (4) separate coaching and skills clinic events as specified.

**2019 Statistics:** Soccer was the only Sports Camp that was offered in 2019. *(There was no camp offered in the summer of 2020 due to Covid-19.)* Below is data from the 2019 Sports Camps:

<u>Camp</u>	<u>Number of Participants</u>	<u>Fee</u>
Camp (ages 5-7)	67	\$ 85
Camp (ages 7-8)	39	\$ 110
Camp (ages 9-14)	99	\$ 110

**Contract Period, Pricing & Renewal Requirements:** The initial contract period will be from date of award through June 30, 2022, with four (4) additional, automatic annual renewal periods terminating on September 1, 2026.

- Automatic Contract Renewals will be based, in part, upon available CBJ funding
- Contract prices are to remain firm for the duration of the contract period including any automatic annual renewals unless a Price Adjustment is requested and agreed to by P&R.
- By March 1<sup>st</sup> of each renewal period CBJ P&R will submit to the Contractor the dates for that years camps.
- By March 15<sup>th</sup> of each renewal year, the Contractor will indicate acceptance of camp dates and submit a list of camp personnel for the renewal period.

**Contract Performance:** CBJ P&R will be the Contract Administrator for this project and the awarded Contractor is expected to work in cooperation with CBJ P&R. If contract performance issues occur, a written statement outlining the problem will be delivered by the CBJ P&R Contract Administrator to the Contractor. The Contractor must acknowledge the deficiencies and propose what corrective measures will be taken and the length of time needed to bring the contract into compliance.

**Fee Structure:** The Parks and Recreation Department will handle participant registration fees for each of the summer camps. All checks are to be payable to the CBJ Parks and Recreation Department. Ten dollars (\$10.00) of each enrollment fee (not including camp scholarship enrollees) will be deducted from the total registration fee and kept by the Parks and Recreation Department. The remaining amount will be paid to the Contractor upon completion of each camp. The participant fees for the 2021 summer sports camps will be as follows:

- ❖ Camps up to three (3) hours: \$100.00 (\$90.00 for the Contractor)
- ❖ Camps three hours (3+) and above: \$120.00 (\$110.00 for the Contractor)
- ❖ Soccer Coaching Clinics/Skills Clinics: No participant fees are charged for these clinics.

**Payment Schedule:** A \$5,000 pre-payment start-up will be paid to the Contractor by May 15, 2021, and by June 15<sup>th</sup> of any renewal periods. The start-up fee and any City incurred expenses will be deducted from the funds remaining after the final camp. The Contractor's portion of the registration fees will be paid by CBJ to the Contractor within thirty (30) days after the completion of all camps. *There have been no City-incurred expenses from camps in past years and it is the expectation of the CBJ that this trend will continue.*

**Contractor's Responsibilities:** The Contractor is to manage the Summer Youth Sports Camp Program and any Coaching and Player Skills Clinics at all times with cooperation from the CBJ Parks and Recreation Department. The following are the detailed specifications of what a Contractor is expected to provide as part of their performance for this contract:

**Summer Youth Sports Camp Program:** The camps should be designed to give each child the opportunity to improve individual skills through quality instruction with emphasis placed on enjoyment and the development of personal excellence. Camps must utilize coaching staff that focuses camper growth in a positive manner. Skill building activities and drills should keep all participants interested and involved while having fun.

- At least one qualified camp coordinator/director and sufficient skilled staff will organize and hold two (2) one-week summer youth day camps annually during the mid-two weeks of July.
- The Contractor must plan for separate but coinciding town and valley locations for the youngest 5-7 aged camper group. All other age groups will participate at camps in the valley location.

*\*\*Note: The participant's age is determined by the child's age on July 30<sup>th</sup> of the camp year.*

For the summer of 2021, there are to be a minimum of three (3) Soccer camps for children of the following ages:

- 5-7 year olds,
- 7-8 year olds,
- 9-14 year olds,

Questions regarding participation for children falling outside the provided camp age brackets will be decided on a case-by-case basis and will be permitted by CBJ P&R upon the Contractor's review and discretion. The participant's age is determined by the child's age on July 30<sup>th</sup> of the camp year.

The Contractor, at their own expense, will be responsible for the following duties in accordance with the contract:

- a) Designing advertisements and flyers about the camps. The CBJ Parks and Recreation logo will be provided to the Contractor and is to be included on the front of all brochures and flyers. All printed promotional information must be submitted to the P & R Contract Administrator no later than seven (7) days prior to print for review and approval. The schedule for distribution and advertisement is to be coordinated with CBJ Parks & Rec. Examples of previous year's flyers and specific 'Waiver' language to be used for the camp advertisement will be provided to the awarded Contractor.

Promotion of the camps is to be done by:

- (If practical) Distribution of fliers to the Juneau school district, (Grades K-8) no later than seven days before the end of the school year.
  - Other innovative means as discussed and approved by CBJ P&R.
- b) Provide a qualified camp coordinator and sufficient staffing as to have a minimum coach-to-participant ratio of one (1) coach per twelve (12) participants.
- c) Provide twenty (20) camper scholarships for youth who meet the eligibility requirements set forth by CBJ Parks & Rec. *(Additional Scholarships above the twenty 20 noted may be requested if the total number of allowable camp participants increases. Changes will be documented through a contract amendment.)*
- d) Provide a camp T-shirt and quality sport-specific ball for each registered participant.
- e) Provide staffing for four (4) coaching and player skill clinics, during the outdoor and indoor soccer seasons.
- f) Complete an annual criminal background check for any staff member employed or participating under this term contract. A current background check for each staff member must be made available upon the CBJ's request.
- g) Submit invoice for payment after termination of final camp. Initial invoice must account for the \$5K CBJ pre-payment start-up funds.
- h) Provide all equipment (goals, cones, etc.) necessary to run the camp. *If providing equipment were a hindrance to an organization proposing, CBJ would be willing to discuss options to satisfy the requirement.*
- i) Reimbursement for any City incurred expense(s). *Contractor is responsible for all costs related to the organization and operation of the Summer Youth Sports Camp. Examples of Contractor paid expenses include but are not limited to obtaining CBJ Required Insurance, bulk mail permit, Contractor staff time, advertising and re-payment (or the deduction from payment) of the CBJ start-up up funds etc.*

**Participant Safety and Covid Mitigation Plan:** The Contractor will abide by the State of Alaska Mandates and local CBJ ordinances in regards to the Novel Corona virus to ensure the safety of all participants and staff. **Prior to the beginning of the camps, the awarded Contractor must submit their Covid Mitigation protocols in the form of a written plan. The Contractor may decide to implement more requirements; but at a minimum, the plan must include all of the following mitigation strategies:**

- Coaches and staff will take and record temperatures at the beginning of each camp session for anyone actively participating in the camps. This includes all staff, coaches and participants. Covid temperature logs will be submitted via email daily to the CBJ Contract Administrator.
- Contractor will immediately send home any staff member or participant that shows signs of illness or who temperature is not on par with normal. Contractor must also speak with the CBJ Contract Administrator or designated CBJ Staff immediately via telephone to confirm what Covid protocols were used. The Contractor's Covid Mitigation Plan should address how they plan to handle this potential situation.
- All children will have their own equipment and will not share. This includes cleats, any clothing, water bottles, and shin guards.
- Goalies must supply their own goalie gloves; the camp will supply a ball for each child.
- Camp staff will be responsible in ensuring that communal equipment (goals, cones, etc.) is cleaned and sanitized after each session.
- Camp staff will be responsible for enforcing social distance requirements and hygiene protocols.
- Total number of children who can attend camp will be no more than 50 at a time.
- All participants and coaches will wear masks at all times during the camp.
- Masks may be removed during eating or drinking only but must be replaced immediately once finished.
- During breaks, campers will maintain a safe social distance between each other of at least 6 feet.
- There will be no high fives, fist bumps, etc.

**For more information on mitigation strategies, please review the CDC's following guidelines:**

<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/youth-sports.html>

**CBJ Parks & Recreation Department Will Be Responsible for:**

- a. Providing hand sanitizer, thermometers and check in sheets for Covid mitigation strategies.
- b. Reserving the sports fields and gyms for camp and clinic use.
- c. Email blasts to previous participants with registration information
- d. Registration of all camp participants; which includes receiving all registration forms and fees and preparing a list of participants for the Contractor. The final lists of participants will be available to the Contractor at least two (2) calendar days prior to the beginning of each camp.
- e. Initiating payment to the Contractor, upon receipt of invoice. Invoicing must account for the \$5K CBJ pre-payment.

**Coaching and Player Skills Clinics:** In conjunction with the CBJ P&R indoor and outdoor soccer program, the Contractor will hold four (4) individual events, throughout the year, for coaching and/or player skills development. The clinics goals will be to improve the quality of the coaching and individual skills of all players.

The clinics will be held periodically during both indoor and outdoor soccer seasons as follows: Contractor will provide two (2) coaching clinics for P&R volunteer coaches, one (1) in late September for Indoor Soccer and one (1) in late June for Outdoor Soccer. The Contractor will also provide two (2) full days of skills clinics before each indoor and outdoor soccer season.

The scheduled dates for clinics will be discussed and mutually agreed between CBJ P&R and the awarded Contractor. *Ideally, there would be multiple clinics offered on a weekend day or a weeknight for the three different age brackets. Holding a clinic on a school holiday might be a great idea.*

Example of a SINGLE 'Event': September 25, 2022 - Soccer Skills Clinic at Floyd Dryden Middle School.

- 9:00 a.m. -10:30 a.m. for 5-7 year olds,
- 10:45 a.m. – 12:30 p.m. for 7-8 year olds,
- 1:00 p.m. – 3:00 p.m. for 9-14 year olds,

This single day 'Event' encompassing multiple age groups would count at one (1) of the four (4) requested events. Awarded Contractor will discuss with P&R, what their proposal will be for 'Events' for the upcoming year and will document that with a written plan.

**CBJ Parks & Recreation Department Responsibilities:**

CBJ P&R will assist in organizing, promoting and handling participant reservations these events. CBJ will book the gym space and notify Contractor 48 hours in advance with names of clinic participants. If necessary, Covid

Mitigation strategies will be discussed and appropriate procedures will be put in place. A written plan detailing mitigation measures will be submitted by the Contractor and approved by the CBJ P&R prior to any event. Any other details that are needed to make the event successful will be discussed and agreed to by both P&R and Contractor.

**Review of General Terms & Conditions, Insurance & Contract.** Attached to this RFP are documents required for this project (ATTACHMENTS A, B & C). Contractors should carefully review all these attachments. Awarded Contractor is expected to comply with these requirements.

**Proposal Requirements.** Proposals will be no more than 20 pages long are to be prepared and organized in such a way as to provide a straightforward approach to explaining the Proposer's capabilities to satisfy the requirements of this RFP. Provide the following information in your proposal:

- a. Include transmittal letter that includes the RFP title and number. Include the name of your firm, name of the contact person, address, telephone and fax number, email address and date of submission. List a/or all person(s) who have authority to bind the company/organization. At least one of those people must sign the transmittal letter and provide their title. (5 points)
- b. Describe the proposed structure of the summer sports camps. Include plans on how quality instruction will be provided which keeps participants involved and interested. List program goals, camp philosophy and provide examples of how those goals will be achieved. Indicate proposed coach/participant ratios. Address how your organization will plan, coordinate and schedule the required skills and coaching clinics during the year. Describe how you envision these 'events' working and add any ideas you think will make these 'events' better for participants. Include an explanation of what experience your organization has holding such events, if any. (25 points)
- c. Provide information for each person who will provide services to CBJ under this Contract: their role, and a brief summary of qualifications and specialized experience. Include a current background check for each staff member listed. (30 points)  
Include:
  - Camp Coordinator: Provide a resume of the camp coordinator that includes verification that the camp coordinator has a minimum of three years' experience as a sport camp instructor and/or manager. Include a minimum of three references will all pertinent contact information.
  - Additional Camp Staff: Provide a list of staff that is to be assigned to each camp, including a brief resume indicating the coaching experience of each staff member.
- d. Describe two projects accomplished by the proposed personnel that are similar in concept and scope. Include camp experiences that demonstrate the ability to meet project timelines; work closely and carefully with CBJ staff, sub consultants, agencies the public and meeting budget requirements. Provide camp references that include client names, individual contact persons, and telephone numbers for these projects. (25 points)
  - Describe, in detail, if any, what other types of Sports Camps that your organization may be able to provide for CBJ P&R during the summer months. (Example: a previously offered Baseball Sports Camp was successful.) List any additional Age Groups that could be served. *Contractors that do not propose alternative camps will still be considered responsive.*
- e. Provide a Proposed Project Budget for the tasks identified in the Proposal and any other anticipated expenses. Include a statement indicating the proposer's financial ability to manage the camps until payment is received after each completed camp. A financial statement of the top-ranked proposer may be required by the City, prior to award. (10 points)

- f. Juneau proposer preference will be determined per CBJ Ordinance 53.50.010 and 53.50.050. Proposers must be qualified by CBJ at the time of submittal of your proposal to receive points. (0 or 5 points).

**Selection Process & Award:** An evaluation committee will review submitted proposals to determine responsiveness and adequacy of the proposal to meet the project objectives using the proposal requirements listed above.

- The City may or may not request additional information or clarification of submitted materials during the evaluation process.
- The City may or may not request oral interviews and may award the contract solely based on written proposals received. If the City elects to conduct oral telephone interviews proposers will be informed of interview requirements and procedures.
- Upon completion of the evaluation, process all proposals are assigned a ranking value with the proposer who best meets the needs of the CBJ receiving the top ranking.
- The top ranked proposer will be invited to enter into contract negotiations with the City. During negotiations if an agreement cannot be reached, the next ranked proposer may be contacted for negotiations or the project may be cancelled and re-solicited.