City of Moore
Request for Proposal #2027-007
Youth Softball Leagues/Tournaments Provider

I. Introduction

The City of Moore (City) has established criteria for a Youth Softball Leagues/Tournaments Provider Request for Proposal (RFP). The City is seeking proposals from all qualified organizations to provide softball leagues & tournaments during 2027 and to work year to year to ensure the best possible environment for the Citizens of Moore.

Examples of possible leagues and/or tournaments offered could be:

1. Spring Youth Softball League offered between the months of March and June.
2. Fall Youth Softball League between the months of September to November.
3. Youth Softball Tournaments offered from March to November.
4. Adaptive Leagues.

City Philosophy

The City believes in the overall benefits of participation in organized youth sports leagues and programs. Participation in sports plays a valuable role in the development of the youth of Moore and surrounding areas. Participation in youth recreational leagues and tournaments has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process, all of which contribute to the overall quality of life in Moore and surrounding communities. The City will strive to assist youth sports leagues/tournaments providers in offering quality organized youth sports programs, facilities, and services while maintaining a safe, wholesome environment for children.

II. Youth Sports League Provider Requirements

Each youth sports league/tournament provider must meet certain standardized minimum requirements in order to provide youth sports leagues/tournaments to the community. These requirements include:

1. Each provider must be chartered with the State of Oklahoma as a non-profit organization.
2. Each provider should be approved by the Internal Revenue Service (IRS) as a 501(c)3 non-profit entity. If the provider does not have their 501(c)3 tax-exempt status, the provider must show proof that an application has been filed with the IRS. A provider shall not use the 501(c)3 status of another entity.
3. Each provider must have published bylaws that provide for the election of board members and officers, as well as overall governance of the organization/association.
4. Recreation should be the primary focus of all youth sports league providers. It is considered beneficial to afford some higher level of play within each youth/sports league.
5. Each provider shall ensure adult supervision is present in an official capacity for every youth league practice, official league game, and tournament game held on the city property.

6. Each provider shall encourage staff, coaches, and parents to conduct themselves as positive role models exemplifying proper sportsmanship, cooperation and appropriate behavior. The youth sports league provider will validate the quality of adult leadership by requiring nationwide criminal background checks of all coaches, board members, and any other person acting in an official capacity with the youth sports league provider directly overseeing children. Background checks are valid for a one-year period. If using a background check provider outside of the City provider, that third party provider must be approved by the Parks and Recreation Director or his/her designee.
7. The youth sports league/tournament provider will manage the concession stand.
8. The youth sports league/tournament provider must operate year-round. Organizations that are awarded the use of the Buck Thomas Park Softball Complex may NOT subcontract or rent to other organizations to run practices or leagues/tournaments without written approval from the City of Moore.
9. Each provider shall ensure fiscal responsibility by establishing and operating according to generally accepted accounting principles and practices. All income derived from the use of City owned or leased facilities shall be used solely to defray costs and expenses of legitimate activities.

III. Submittals

Each proposal shall include, but is not limited to, the following information. Please fill out or use the attached Questionnaire/Checklist Form.

Section 1 – Organization / Contact Information

The organization interested in operating the Youth Softball Association should provide the name of the organization, names of individuals associated with the proposal, their title(s), mailing address, phone number, and email address.

Section 2 – Organizational Structure

The organization should provide organizational structure and league and/or tournament overview. This includes information such as:

- Organizational Leadership – Board/Organizational chart
- League Format and/or Tournament format
    - For Leagues – provide detailed plans for practices, game days. (Example – number of games and practices each team will have per season)
    - For Tournaments – provide plans for number of tournaments and how many games you are guaranteeing at each of them
    - Registration Process
        - Provide proposed registration dates and deadlines for each season/tournament
        - Provide details of how the organization will handle the registration of participants and teams. (Example – online, walk-in, mail in, late registration, method of payment, etc.)
        - Proposed start date and end date of each league/tournament
    - Grievance process

- Staffing - League administrators, Tournament Director, Umpire-In-Charge, Field/Gate Monitors. These shall be submitted to the Parks and Recreation Director before they are allowed to be on the fields or in the concession stands.
- Coaches - Background check confirmation list, training, certifications, etc. These shall be submitted to the Parks and Recreation Director before they are allowed to be on the fields.
    - The City provides a website link for background checks to be run based on City approved criteria. If you choose to use another party for background checks, the criteria must be approved by the Parks and Recreation Director.
- Provide rules governing league and tournament play
- Provide bylaws for organization
- Mission Statement
- 2 years of Annual Financial Reports (If any)
- Any other information that would be helpful in determining the qualifications, organizational skills, and resources of the applicants.

Lease Fee:

- The organization will be required to pay the City an annual lease fee of $6,800.00.

Concession:

- Provide all equipment necessary to operate a concession stand

Section 3 – Program Fees

Program Fees

- Provide the city with an estimated cost per individual, per season for league/tournament participants
- Include the estimated number of individual participants per season/tournament.

Section 4 – Operation & Maintenance

Maintenance Requirements:

- The organization will be required to pay for expenses related to:
    - Field maintenance, including but not limited to field dirt, safe coat, conditioner, chalk, mound or any other field needs as required.
    - Restroom cleaning and supplies.
    - Trash and debris collection and removal throughout the complex and supplies needed.

Concession:

- Provide all equipment, employees, and supplies necessary to operate a concession stand

Section 5 – Experience

Provide any prior experience in operating and/or managing a youth Softball association or involvement in other youth sports associations including any references.

IV. Insurance Requirements

Selected organization(s) will be required to obtain public liability insurance of the types and the amounts set forth below from an underwriter licensed to do business in the State of Oklahoma.

The insurance shall be the following types in the amounts not less than indicated:

1. Comprehensive General (Public) Liability or its equivalent, including $500,000 each person, $1,000,000 each occurrence, and property damage $250,000 per occurrence or $1,000,000 combined single limit for bodily injury and property damage.
2. On all insurance required, selected organization shall be required to name the City of Moore Public Works Authority as additional insured.

V. Contract Term

The organization selected by the City to provide the services of youth softball leagues/tournaments provider will be required to enter into an annual lease agreement with the City prior to offering their services. The term of the agreement for the organization selected to be the youth/sports provider for Softball leagues/tournaments shall be for a period of one year commencing on a date to be determined by the City. The mobile (not attached to the building or structures) equipment that is in all of the concession or surrounding buildings belongs to the association and the provider will be required to maintain all equipment. If there are repairs or if equipment replacement is needed, the provider will be required to repair or purchase the replacement equipment.

The agreements first term will be from commencement to January 1, 2028. Each term thereafter will be for one year and may be terminated with or without cause by either party by giving thirty (30) days written notice to the other party. If there is possible reconciliation to any issues that may arise, every effort shall be given to resolve said issues. The City will work to maintain a good working relationship and will attempt to work out any issues for the benefit of all parties and the league participants.

VI. Evaluation Criteria

The City of Moore Parks Board will judge the merit of proposals received in accordance with the requirements defined herein. Failure of applicant to provide in their proposal any information requested in this RFP may result in disqualification of the proposal. The sole objective of the City of Moore Parks Board will be to select and recommend the youth softball leagues/tournaments provider that presents the best overall program to the City of Moore.

An annual user agreement for youth softball leagues/tournaments provider will be awarded (with City Council approval) based on the recommendation of the City of Moore Parks Board.

VII. Best and Final Offer

The City reserves the right to request a best and final offer from any or all organizations. The City reserves the right to reject any or all proposals, with or without cause, re-issue the RFP, or proceed in any manner determined to be in the best interest of the City.

City of Moore

Youth Softball Leagues/Tournaments Provider Request for Proposal #2027-007

Proposal Title: RFP#2027-007 "Youth Softball Leagues/Tournaments Provider"
Proposals Due: 12/02/2026 @ 10:45am (local time)
Proposal Opening: 12/02/2026 @ 11:00am (local time) @ Moore City Hall

Proposals for the services specified will be received by the City of Moore until the date and time as indicated above.
Please submit one (1) original proposal and two (2) copies of the proposal in hard copy form only.

Proposals should be submitted in person or mailed to:

Lira Deer
Purchasing Agent
at City Hall 301 N.
Broadway
Moore, Ok 73160
(405) 793-5022

Deadline for proposals submission is 12/02/2026 @ 10:45am (local time)
No Digital Submission Will Be Accepted.
Proposal Opening: 12/02/2026 @ 11:00am (local time) @ City Hall

Please label - Proposal – RFP#2027-007 "Youth Softball Leagues/Tournaments Provider".

Late submissions will not be considered. Proposals received after the deadline will not be considered for the award of the agreement and will be returned unopened. Proposals must be submitted with the label as described above, and the respondent's name and address clearly indicated on the front of the envelope. Additional instructions for preparing a proposal are provided within. The City of Moore appreciates your time and effort in preparing a proposal.

Questions about the RFP:

Whitney Wathen, Parks & Recreation Assistant Director; wwathen@cityofmoore.com ; 405-793-5090
or
Sue Wood, Parks & Recreation Director; swood@cityofmoore.com ; 405-793-5090
or
Lira Deer, Purchasing Agent; Ldeer@cityofmoore.com ; 405-793-5022

RFP#2027-007 Questionnaire / Checklist Form

It is REQUIRED to fill in all blanks and provide all requested documentation.

Section 1 - Organization / Contact Information

Name of Organization: _____

Name of Person Submitting the Proposal:

Name: _____

Phone Number: _____

Mailing Address: _____

Email: _____

Section 2 - Organizational Structure

1. Submit a copy of the Provider's Organizational Chart or Structure. If one has not been created yet, show the proposed structure of your organization.

League Format

2. Age Ranges offered: _____
3. Number of games planned: _____
4. What days do you plan to schedule games: _____

5. Number of practices planned per week: _____

6. Proposed Start and End of each season: _____

Tournament Format

7. How many tournaments during the year: _____

Registration Process

8. Proposed registration dates and deadlines for each season: _____

_____

9. Describe how registration will be conducted (Example - online, walk-in, mail in, late registration, method of payment etc.):

_____

_____

10. Please describe or provide a copy of your Grievance Procedure Policy: _____

_____

_____

_____

11. Please provide a copy of the rules you will be following for league / tournament play.
12. Please provide bylaws for your organization.
13. Please provide your mission statement.
14. Please provide a copy of your organization's financial statements.
15. Please provide any other information that would be helpful in determining the qualifications, organizational skills, and resources of the applicants.

Section 3 - Program Fees

16. What is the estimated cost per individual, per season (If there is a different cost for different age groups, please specify):

_____

_____

17. What is the estimated number of individual participants per season or tournament:

_____

18. Will you agree to the organization being required to pay for expenses related to: Concession equipment and supplies, field maintenance, including but not limited to field dirt, safe coat, conditioner, chalk, mound or any other field needs as required, restroom cleaning and supplies, trash and debris collection and removal throughout the complex?

_____

Section 4 – Operation & Maintenance

19. Do you plan to make any improvements to the fields or facilities? If so, what improvements would you propose doing?

_____

_____

_____

20. Will you operate or contract out the Concession Stand operation? _____

Section 5 - Experience

21. Please provide any prior experience in operating and/or managing a youth Softball / softball association or involvement in other youth sports associations including any references.

22. Please provide a copy of the State of Oklahoma issued Charter for your organization that shows you are doing business in the State of Oklahoma as a nonprofit organization.

23. Please provide a copy of a letter from the IRS showing that you have been approved by them as tax-exempt organization. If you do not have your 501(c)3 status at this time, please provide proof that you have submitted that application to the IRS for their consideration.