



## REQUEST FOR PROPOSAL (RFP)

### **Item(s) up for Bid: Umpire Assignor – Outside Contractor**

Ripken Pigeon Forge LLC, (RPF) dba The Ripken Experience Pigeon Forge – Ripken Baseball – 405 Jake Thomas Rd – Pigeon Forge, TN 37863, will accept bids by mail or hand delivered until Friday, January 10. Mail may include express mail i.e. UPS, Fed Ex for example.

RPF is stipulating specific requirements for bidding on: Umpire Assignor – Outside Contractor  
Be certain you have complied with all specification requirements, and have signed or caused to be signed all required documents.

Be sure to fill out the forms listed below and submit with the bid.

Completed Bidding Document

Bidders Proposal

Business History

Material misstatements concerning completed actions by the bidder in any statement, or failure to complete and submit any required form may render a bid non-responsive, and may be due cause for rejection of the bid.

Bids received after the appointed date set for receipt will be returned unopened.

Please read carefully all general and specific conditions.

All bids must be submitted via mail or hand delivered to Ripken Pigeon Forge LLC/Umpire Assignor Bid |Attn: Matt Rowland, Assistant General Manager, Ripken Baseball – 405 Jake Thomas Rd – Pigeon Forge, TN 37863.

If you have questions, please contact Matt Rowland at [mrowland@ripkenbaseball.com](mailto:mrowland@ripkenbaseball.com)

### **About Ripken Pigeon Forge, LLC**

Ripken Pigeon Forge, LLC owns and operates of The Ripken Experience Pigeon Forge, a world-class amateur baseball complex located in Tennessee. Featuring 6 youth fields, they are designed to mimic major and minor league ballparks such as Camden Yards and Fluor Field. The facility hosts amateur baseball and softball tournaments, camps, clinics, and a variety of other special events.

### **About Ripken Baseball**

The mission of Ripken Baseball is to inspire athletes through remarkable experiences. Ripken Baseball currently owns and operates a Minor League Baseball team and plays host to numerous youth tournaments, camps and clinics at The Ripken Experience Aberdeen powered by Under Armour baseball complex in Maryland, The Ripken Experience Myrtle Beach in South Carolina, The Ripken Experience Pigeon Forge in Tennessee, and The Ripken Experience Walt Disney World Resort in Florida.

### **Goal**

RPF is looking to procure an outside contractor to provide umpire assigning duties for The Ripken Experience Pigeon Forge. Such assignor will be responsible for the hiring, training and assigning of all umpires associated with Ripken tournaments including both amateur baseball and softball programming.

### **Youth Sport Teams Information**

Projected Year 5 programming Goals:

Softball Spring Training February - April – 90 teams

Amateur Baseball & Softball 2/-3 Day Tournaments – April – November – 640 teams

Amateur Baseball & Softball 6-Day Tournaments – June – August – 338 teams

Conditions:

- RPF reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. This includes the right to request clarification of information submitted and to request additional information.
- This contract is to run for a two year period with the possibility of a third year as proposed and mutually agreed upon between vendor and Ripken Pigeon Forge, LLC.
- The RPF reserves the right to cancel this contract at any time with written notice.
- Umpires should be trained on MLB rules by umpire assignor
- Ripken Baseball staff will train both assignor and umpires on Ripken tournament rules
- Umpire Assignor will provide proof of insurance for each umpire that works at The Ripken Experience complex or at any other field/facility associated with Ripken tournament games.
- All umpires MUST pass background checks prior to working at The Ripken Experience. Each umpire will be responsible for paying any and all expenses associated with such background checks at their expense.
- Umpire assignors are required to use Arbiter umpire assigning computer software at their expense.
- IF a Ripken Experience tournament is cancelled prior to a tournament taking place The Ripken Experience is not responsible for any and all umpire assigning fees or game fees.
- RPF reserves the right to dismiss any umpire from working on the complex for conduct detrimental to the Ripken Experience.

- In executing the contract agreement and performing their respective obligations, the RPF and the vendor are acting independently and not in any form of partnership or joint venture. The RPF assumes no responsibilities of liabilities to any third parties in connection with the agreement.

Vendor Proposal:

- All proposals must be clearly and distinctly typed or written with ink via mail or hand delivered.
- Proposals must be on the form furnished by RPF or they will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the Bidder.
- This invitation for proposals does not commit RPF to pay any costs incurred by any vendor in the submission of a proposal.
- Any proposal may be deemed non-responsive by the General Manager, if it is not on the Proposal Forms provided or is not in complete conformance with any and all conditions of the bid packet.

Negotiations & Modifications of Proposal:

- The final contract terms with RPF will be determined by negotiation with all qualified responders after proposals are received and reviewed.
- A vendor may modify their original proposal through the negotiation process. RPF may award the contract to the vendor whose proposal may be more favorable or advantageous to RPF. To be effective, every modification must be made in writing and signed by the vendor or his/her designee.

Contract Compliance:

- Each Proposer shall inform itself, and the Proposer awarded a contract shall comply with all federal, state and local laws, statutes, and ordinances relative to the execution of the work.
- Each Proposer shall obtain and include in his/her proposal all permits and licenses that may be required to perform the contract, i.e. copies of your business license.

**RFP Process**

A Request for Proposal (RFP) process will be used to select a vendor. All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the form furnished by the RPF or the proposal will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the vendor.

The proposal should be of sufficient detail to allow RPF to fully and clearly understand:

- Umpire assignors fees for both assigning games as well as umpire compensation
- Detailed training program outlining how umpires are/will be trained
- Brief outline of assignors history in similar type(s) of operations and business references;
- Any other considerations the vendor deems relevant

Timeline Schedule:

- Issue RFP: Friday December 13, 2019
- Deadline for submittal of Proposal: Friday January 10, 2020
- Review, discussion and negotiations completed by: January 17, 2020
- Execution of contract approval: January 31, 2020
- Contract begins: February 1, 2020

Thank you for your interest

For any additional questions regarding this unique business opportunity, please contact Matt Rowland, Assistant General Manager at [mrowland@ripkenbaseball.com](mailto:mrowland@ripkenbaseball.com).

## Business History

Where is your umpire association located?  
\_\_\_\_\_

How many years have you been in business? \_\_\_\_\_

How many organizations do you currently provide umpire assigning service to? \_\_\_\_\_

Does your umpire association assign for baseball and fast-pitch softball? Yes / No

### Business References

Please list 4 organizations with whom you provide service:

Organization Name: \_\_\_\_\_

Organization Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

The undersigned Bidder declares that he/she has read and fully understands the Request for Proposal and that the information contained herein is true and correct to the best of their knowledge. Bidder also agrees that his/ her Proposal shall remain open and not withdrawn for a period of not less than thirty (30) days from the scheduled bid opening date.

SUBMITTED BY:

\_\_\_\_\_

Signature of Authorized Representative Firm Name

\_\_\_\_\_

Title Street Address

\_\_\_\_\_

Date City, State, Zip

\_\_\_\_\_

Telephone Number

# Vendor Proposal Form

## Umpire Assignor

Business Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

### Service Breakdown

- Proposed term of agreement: \_\_\_\_\_
- Assigning Fee Per game: \_\_\_\_\_
- Baseball Umpire Fee per game 8u – 12u games: \_\_\_\_\_
- Softball Umpire Fee per game 8u – 12u games: \_\_\_\_\_
- High School Softball Umpire fee per game: \_\_\_\_\_
- NCAA Softball Umpire fee per game: \_\_\_\_\_

Please list any additional assigning information / costs and/or stipulations below:

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### Background Checks

Because we are dealing with youth, all employees of the selected contractor that may come in contact with a youth are required to pass a background check. Is your association willing to run all umpires through background checks? Yes/No

The City of Pigeon Forge reserves the right to waive informalities, to accept or reject any bid and/or any part thereof, and to accept the bid deemed in the best interest of the City of Pigeon Forge. The City of Pigeon Forge is an EOE and complies with ADA and Title VI.

It is the policy of the City of Pigeon Forge not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, the agency/program/contractor certifies and warrants it will comply with this policy.