



## OFFICIALS PROPOSAL FORM

**Purpose:** The MIAA is soliciting proposals from Official Groups that are experienced in administering sport officials for high school level programs. The duties of the contractor will include the following: recruiting, hiring, training, evaluating and termination of officials. The contractor will be expected to ensure that all MIAA contests are officiated in an impartial, professional and sportsmanlike manner.

**Proposal Submission:** Contractor will submit one original copy of sealed proposal to the league office at:

MIAA  
537 Ritchie Highway, Suite 2D  
Severna Park, MD. 21146

A written statement must be submitted to the MIAA reflecting the contractor's scope of duties. The proposal should also include a cover letter, signed by the applying group's authorized figurehead.

**Proposals should be submitted by Monday, April 1, 2019.**

**MIAA Evaluation Criteria / Performance Requirements:** Proposals will be evaluated as per the information submitted and the responses to the questions provided by the MIAA.

### **A. Scope of Work**

- 1) Contractor shall provide competent, qualified officials for all contests
- 2) Contractor will guarantee enough qualified officials to cover all MIAA contests
- 3) Contractor shall provide at least one training session per season for all officials
- 4) Contractor shall provide proper scheduling & supervision for all hired officials
- 5) Contractor shall prepare written evaluations for each official employed at the end of each season
- 6) Contractor shall assure a rotation of officials on a regular basis

## **B. Questionnaire**

- 1) Number of years your business has provided officials for high school sports
- 2) Other leagues / associations to whom you have provided officials services
- 3) The authorized representatives for your association:  
    President -  
    Assigner -
- 4) Number of officials registered with your organization
- 5) Explain how you handle officials reporting late to a game or failing to report for a game
- 6) Explain how you handle an official who is incompetent or unsatisfactory
- 7) Explain your efforts to recruit new officials
- 8) Explain how officials are assigned to cover games / contests
- 9) Explain how often you provide training for officials in your association
- 10) What method / process do you use to assess and evaluate officials in your association.

C. Fee Structure	VARSITY			JV			FR/SO		
	2019-20	2020-21	2021-22	2019-20	2020-21	2021-22	2019-20	2020-21	2021-22

Scrimmages									
One Official									
Two Officials									
Three Officials									

Regular Season									
One Official									
Two Officials									
Three Officials									

Championship									
Two Officials									
Three Officials									

Additional Staff									
(timers, linesman, etc...)									
_____									
_____									
_____									
_____									

Assignment Fees									
Administrative Fee									

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

Address: \_\_\_\_\_  
 \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

Printed Name / Title \_\_\_\_\_