



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, February 11, 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 _____