



REQUEST FOR PROPOSALS (RFP) Youth Softball League Program Operator

1. INTRODUCTION

The City of Santa Fe Springs (“City”) invites qualified organizations to submit proposals to operate a comprehensive youth sports league program serving youth. The City is seeking a partner that prioritizes equity, safety, skill development, and community benefit, while delivering high quality programming and exceptional customer service.

2. PROGRAM OVERVIEW

The selected organization (“Provider”) will operate programming at:

- Santa Fe Springs Athletic Fields (two multi purpose fields)
- Potential use of Little Lake Park on Saturday mornings, as approved by the City

Programming shall include:

- One traditional recreational season annually
- One developmental or instructional season annually (camps and clinics acceptable)

3. SCOPE OF SERVICES

3.1 Inclusive Participation Model

- All registered participants shall be placed on a team
- No pre formed team registrations permitted
- Teams must be formed to ensure balanced and equitable competition

3.2 Player Evaluation and Draft Process

- Provider must implement a structured evaluation and draft system
- System must promote competitive balance and prevent team stacking

3.3 Age Divisions and Program Focus

- The core program shall serve youth ages 4 through 14, which shall remain the primary focus of all programming, scheduling, and resource allocation
- Proposals may include additional programming, including softball programs serving ages 15 through 17, provided that:
 - The primary emphasis remains on ages 4 through 14
 - Older age programming does not reduce availability, quality, or access for the core program

- Programming for older youth complements and does not compete with the City's youth objectives

3.4 Balanced Play Standards

- Policies must ensure equitable participation
- Minimum play opportunities required for all participants

3.5 Future Competitive, All-Star Programming, or Tournaments (City Authorization Required)

- The Provider may propose the future implementation of select teams, all-star teams, or tournaments, formed through the recreational league registration process
- Any such programming shall:
 - Be developed from participants within the recreational league structure
 - Maintain the integrity of the inclusive participation model
 - Not result in exclusionary practices or undermine balanced team formation
- Implementation shall be:
 - Subject to prior written approval by the City
 - Considered only after the Provider demonstrates:
 - Successful operation of a structured league
 - Compliance with all City requirements
 - Achievement of resident participation benchmarks
 - Consistent delivery of equitable programming
- The City reserves the right to:
 - Approve, deny, or modify such programming
 - Limit number of teams or divisions
 - Restrict field use, including prime time
 - Select or all star programming shall not supersede or diminish core recreational programming and shall not receive priority field access

4. SAFETY AND COMPLIANCE REQUIREMENTS

The Provider shall comply with all applicable laws and safety standards, including:

- Live Scan fingerprinting and background checks for anyone in contact with youth
- Compliance with AB 506 (Youth Service Organizations: Child Abuse and Neglect Prevention)
- Implementation of:
 - Concussion protocols



- Heat illness prevention
- Mandated Reporter Training
- Incident reporting
- Codes of conduct
- At least two (2) mandated reporters must be present during all youth activity

5. SANTA FE SPRINGS RESIDENT PRIORITY AND COMMUNITY BENEFIT

5.1 Resident Priority

- Priority registration for Santa Fe Springs residents
- Discounted resident rates preferred

5.2 Participation Benchmarks

- Year 1: 35 percent
- Year 2: 40 percent
- Year 3 and beyond: 50 percent
- Penalties for not meeting residency benchmarks may apply

5.3 Scholarships

- Financial assistance required, prioritizing residents

6. PROGRAM ADMINISTRATION

Provider responsibilities include:

- Registration, scheduling, and team formation
- League operations and communication
- Customer Service
 - Response time within 24 to 48 hours
 - Designated program contact
- Reporting
 - Participation data and resident demographics
- Outreach
 - Coordination with local schools
 - City approved marketing

7. FIELD USE AND FEES

- Provider shall pay an annual fee for priority field use, in accordance with the City's Field Allocation Policy
- The City retains full authority over field allocation

- Prime Time Field Use Limitation
- Prime time field use is reserved for ages 4 through 14 programming
 - Prime time is defined as:
- Weekdays beginning at 5:00 p.m. through closing
- Saturday morning and mid-day hours, as determined by the City
- Use of prime time for ages 15 through 17 or select teams:
 - Is limited
 - Requires City approval
 - May only occur after core program needs are met
- The City may adjust schedules at any time to enforce this priority
- At no time shall an organization rent, assign, sublease, or subcontract fields

8. BONUS CONSIDERATIONS

Additional consideration will be given for:

- Active 501(c)(3) status
- Community contributions, including support of City events and Santa Fe Springs charitable initiatives
- Youth employment opportunities (ages 14 to 17) and/or young adult employment opportunities (ages 18-20)

Direct Maintenance Capabilities

- Level 1: Chalk fields
- Level 2: Chalk and water
- Level 3: Chalk, water, and drag
- Level 4: Chalk, water, drag, and mow

Financial Contribution to Maintenance

- Proposers may offer a financial contribution toward field maintenance in lieu of, or in addition to, direct maintenance services
- Proposal must clearly describe:
 - Contribution amount or structure (flat fee, per participant, per season, etc.)
 - Frequency and timing of payments
 - Intended impact or support for field upkeep
- The City will evaluate both operational maintenance support and financial contributions when determining overall value



9. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must include:

- Organizational background
- Program plan
- Draft methodology
- Safety plan
- Resident strategy
- Customer service approach
- Reporting plan
- Community contributions
- Maintenance plan or financial contribution description
- Proof of nonprofit status, if applicable

10. SUBMISSION INSTRUCTIONS (MANDATORY)

Proposals will only be accepted electronically through the City’s Parks and Recreation Department JotForm platform.

- No paper, email, or in-person submissions will be accepted
- Submissions outside the platform will be deemed non-responsive
- Proposers are responsible for timely submission
- Late submissions will not be accepted

11. EVALUATION AND SCORING CRITERIA

Criteria	Points
Program Design and Quality	25
Experience and Organizational Capacity	15
Safety and Compliance	15
Resident Priority and Community Benefit	15
Customer Service and Administration	10
Outreach and Partnerships	10
Field Maintenance or Financial Contribution	5
Cost Proposal and Value	5
Total	100



Bonus Points (Up to 15 Points)

- 501(c)(3): +3
- Structured coach training program that emphasizes youth development and positive coaching +3
- Community contributions: +3
- Youth opportunities: +2
- Advanced maintenance or significant financial contribution: +2
- Inclusive and accessible programming +2

12. RFP TIMELINE

- RFP Opens: May 6, 2026
 - Questions Deadline: May 21, 2026 at 5:30 p.m.
 - Proposal Deadline: June 7, 2026 at 11:59 p.m.
 - Evaluation Period: June 8 through June 23, 2026
 - Anticipated Award: July 7, 2026 City Council Meeting
- All dates are subject to change at the discretion of the City.

13. SELECTION PROCESS

- Evaluation by City panel
- Interviews may be conducted
- Negotiation may occur
- Final award subject to City Council approval

14. GENERAL CONDITIONS

- The City reserves the right to reject any or all proposals
- The City may waive minor irregularities
- The City is not responsible for proposer costs
- The selected Provider will enter into a formal agreement, including insurance and indemnification requirements