

CITY OF NORTH LITTLE ROCK, ARKANSAS  
Finance Department  
Commerce Division  
Amy Smith, Purchasing Manger  
Shelia Harper, Purchasing Agent



P.O. BOX 5757  
NORTH LITTLE ROCK, AR 72119  
501-975-8881 Phone  
501-975-8808 Fax  
asmith@nlr.ar.gov

## Request for Proposals

RFP Number : 26-3925 Date Issued: May 24, 2026  
Date & Time Bid Opening: Monday, June 8, 2026 at 10:00 a.m.

### Operation of a Recreational Youth Soccer Program Burns Park, North Little Rock, Arkansas

The City of North Little Rock ("CITY") is seeking proposals from all qualified organizations to operate a recreational youth soccer program for the City of North Little Rock.

Any questions regarding the bid should be directed to the Jamie Pettit, Parks and Recreation at [jpettit@nlr.ar.gov](mailto:jpettit@nlr.ar.gov) . General bidding questions should be directed to Amy Smith, Purchasing Manger at [asmith@nlr.ar.gov](mailto:asmith@nlr.ar.gov).

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

NOTE: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

---

#### EXECUTION OF PROPOSAL

Upon signing this Bid, the bidder certifies that they have read and agree to the requirements set forth in this bid, including specifications, conditions and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

NAME OF FIRM: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ TAX ID NO. \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON & TITLE

---

**UNSIGNED BIDS WILL BE REJECTED**

**City of North Little Rock  
Parks and Recreation Department**

**RFP 26-3925  
Operation of a Recreational Youth Soccer Program**

**GENERAL INFORMATION**

The City of North Little Rock ("CITY") Parks and Recreation Department ("DEPARTMENT") is seeking proposals from all qualified organizations to provide a recreational youth soccer program at the Burns Park Soccer Complex ("FACILITY") during the program year (August - July). For example, a fall league and a spring league.

At selected times during the program year, the chosen organization will be allowed to offer camps, tournaments, sport specific instructional programs and clinics outside of the league format so long as there are NLR facilities available. Selected provider may offer competitive program under standard field reservation policies.

The City of North Little Rock Parks and Recreation Department 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 North Little Rock. Participation in youth recreational leagues, instructional programs, competitive 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 which contributes to the overall quality of life in North Little Rock. To this end, the DEPARTMENT will strive to assist youth sports league providers in offering quality organized youth sports programs, facilities, and services while maintaining a safe, wholesome environment for children.

**SCOPE OF PROGRAM**

Interested Providers must demonstrate they are adequately experienced and qualified to provide a professionally managed Recreational Youth Soccer Program on the DEPARTMENT's behalf. A DEPARTMENT staff person shall act as a liaison to effectively communicate with the provider.

**Provider Requirements**

Selected Provider will be responsible for handling all day-to-day operations and ensure that programs offered on the DEPARTMENT's behalf achieve optimal participation levels. The following service components are required:

- Program must be sanctioned by US Youth Soccer, US Club Soccer, or other nationally recognized sanctioning body;
- Recreation should be the sole focus of this program;
- Program should be available those ages 3-18
- Develop balanced teams within recreational leagues through the team selection process;
- Ensure adult supervision is present in an official capacity for every league practice, official league game, tournament game,

- Safe and professional program administration and operation including enforcement of all rules, policies, and regulations as set forth by the CITY and DEPARTMENT;
- Provide excellent customer service 24/7/365;
- Scheduling of games and practices;
- Program marketing and promotion to achieve full facility utilization and maximum revenue generation;
- Assignment of referees, linesmen, scorekeepers, etc.;
- Provide essential program supplies;
- Design, procurement, and distribution of awards;
- Obtaining, coordination, and proper training of volunteer coaches, referees, etc., including statewide background checks;
- Ensure all head coaches are certified for coaching youth by a national, state, or local accredited coaching certification program.

#### DEPARTMENT Requirements

- Revenue sharing as agreed to by selected PROVIDER;
- Provide, maintain, and prepare fields at the FACILITY for practices and games in accordance with DEPARTMENT policies and procedures.

### PROPOSAL INSTRUCTIONS, CONTENT PREPARATION, AND SUBMISSION

#### **RFP RESPONSE**

In order to be considered for selection, Offerors must submit one (1) original paper copy and four (4) additional paper copies of each proposal and submitted to:

Amy Smith  
 Purchasing Manger  
 City of North Little Rock  
 700 West 29<sup>th</sup> Street  
 North Little Rock, AR 72114  
 Hours of operation 8 a.m. to 4:30 p.m. Monday - Friday

No other distribution of the proposals shall be made by the Offeror.

Proposals should be signed by an authorized individual to bind the organization, may not be withdrawn after the submission date, and must be valid for at least ninety (90) days.

There will be NO public opening of proposals. Prices and other proposal information shall not be made public until the proposal is awarded. At that time, the executed contract will become public information.

#### **QUESTIONS AND INQUIRIES**

All questions, interpretations, or clarifications related to the Proposal shall be requested in writing no later than three (3) business days prior to the RFP opening date. Oral statement(s) concerning meaning or intent of content of the RFP by any person are unauthorized and invalid. Responses to relevant inquiries will be posted

on the City's web page at <http://www.nlr.ar.gov> , click on the tab "Business", click on "Bids and Vendors" and then click on "Current Bids". All inquiries shall be directed to:

Jamie Pettit  
Parks and Recreation Department  
jpettit@nlr.ar.gov

#### PROPOSAL CONTENT

The proposal must contain, at a minimum, all of the following information in the sequence as presented below. Each proposal should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP.

- Name of Organization
- Business Name (if different from name of organization)
- Business/Organization Address
- Owner(s)
- Other Business/Organization Principals (names and titles)
- Tax Identification Number
- Non-Profit, Not-For-Profit, or Profit Status
- Number of Years Providing Similar Operation
- Professional References for Similar Services
- Insurance Information
- League Format/Operations (please describe)
  - Season(s) -- approximate length and proposed dates
  - Divisions -- describe how they are determined (i.e., based on age, gender, competitive level, combination, etc.)
  - Teams -- describe how recreational teams will be formed (draft, draw, by school, by grade, skills assessment, etc.)
  - Practices and Games -- describe plans for minimum number of practices and games per team during each season, scheduling of practices and games, etc.
  - Registration Process
  - Coaches' Meeting -- regarding league administration rules, policies, and player conduct
  - Grievance Process
  - Playoff Structure (if an end of season tournament is proposed)
  - Services provided in support of program/league, including:
    - Referees
    - Scorers
    - Internet Site Access for program and league information
    - Weekly player and team statistics
  - Awards
  - Site Supervision
- Coaches -- describe process of coach selection, training, background checks, etc.
- Organization Mission Statement
- Any other information

In a separate envelope, please provide a listing of program costs, anticipated participant and team fees, an organizational financial statement (profit-loss statement) from the most recent reporting period, and company references.

Proposals should be signed by an authorized individual to bind the organization, may not be withdrawn after the submission date, and must be valid for at least ninety (90) days.

## EVALUATION, AWARD, and CONTRACT

### EVALUATION

The evaluation and selection of a contractor and the contract will be based on the information submitted in the vendor's proposal plus the references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejection.

Each submitting firm must have access to the technical and professional disciplines necessary to provide the full range of services required for the Scope of Work. If a particular service was not mentioned specifically in the RFP, but is necessary for completion of the project, the service is to be provided as part of this general contract scope and not as an "extra" or "additional-expense service," or "change of scope service" requiring additional billing to the City.

### AWARD

City estimates award of contract to take place on or around July 20, 2026.

A submission of proof of insurance coverage and sanctioning documentation within ten (10) business days of execution of the contract.

The DEPARTMENT reserves the right to negotiate with any organization, placing a proposal as necessary, to serve in the best interests of the CITY and the DEPARTMENT and negotiate the final contract with the most responsive, responsible organization. The CITY reserves the right to waive, at its discretion, any irregularity of informality which the CITY deems correctable or otherwise not warranting rejection of the RFP.

Selected PROVIDER must be able to begin work within thirty (30) days from award of bid and initiate leagues effective Fall 2026

### CONTRACT

The organization selected by the DEPARTMENT to provide the services of a Recreational Youth Soccer Program will be required to enter into an agreement with the CITY prior to offering their services. The term of the agreement for the organization selected shall be for a period of two (2) years commencing on a date to be determined by the DEPARTMENT. The agreement may be terminated without cause by either party by giving a thirty (30) days written notice to the other party.

## **GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR**

### **1. REJECTION**

A. The City reserves the right to reject any or all RFP's, to waive any minor informality or irregularity in any RFP, to negotiate changes and/or modifications with the lowest responsible Respondent and to make award to the response deemed to be the

most advantageous to the City. Respondents shall be required to comply with all applicable federal, state and local laws.

B. The City reserves the right to cancel RFP's without penalty with it is in the best interest of the City. Notice of

Cancellation shall be inserted on the City's website ([www.nlr.ar.gov](http://www.nlr.ar.gov)).

C. Any RFP not conforming to the specifications or requirements set forth by the City in this request may be rejected.

D. RFP's may be also rejected if they are made by a Respondent that is deemed un-responsible due to lack of qualifications,

capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

E. The City of North Little Rock reserves the right to reject any and all RFP's, to accept in whole or in part, to waive any

Informalities in RFP's received.

2. Quality, time and probability of performance may be factors in making an award.

3. RFP's submitted will remain firm for 120 calendar days from RFP opening date.

4. Respondents must submit a completed signed copy of the front page of the RFP and must submit any other information required in the RFP.

5. In the event a contract is entered into pursuant to the RFP, the Respondent shall not discriminate

against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Respondent must include in any and all subcontracts a provision similar to the above.

6. RFP's will not be considered if they are:

1. Submitted after the RFP's opening time.

2. Submitted electronically or faxed (unless authorized by Purchasing Manager).

7. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the Respondent with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
8. The RFP number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
9. The City of North Little Rock will follow procedures to check Respondent's eligibility through the federal System for Award Management (S.A.M.) as outlined in 2 C.F.R. § 200. This will be completed prior to the award of any contract in which federal grant funds will be expended.
10. Respondents acknowledge and understand that upon award of the winning RFP, the Respondent will be required to review and sign a contract with the City of North Little Rock, which will contain additional terms and conditions, prior to providing any services to the City. In the event of any discrepancy or contradiction between the RFP documents, Terms and Conditions or other such documents, the provisions in the contract shall take precedence.
11. Additional information or bid forms may be obtained from:

COMMERCE, 700 West 29<sup>th</sup> Street, P.O. Box 5757 (72119), North Little Rock, Arkansas  
72114  
(501) 975-8881 [www.nlr.ar.gov](http://www.nlr.ar.gov)

**Documents must be submitted on or before the RFP's opening date and time. Unless noted, RFP's must be sealed and mailed or delivered to:**

**Amy Smith, Purchasing Manager  
Commerce  
700 W. 29<sup>th</sup> Street, 3<sup>rd</sup> Floor  
North Little Rock, AR 72114**

The City of North Little Rock is committed to fair and equal opportunity in employment and service delivery regardless of race, color religion, gender, age, disability, sexual orientation, gender identity or expression, genetic information, marital status, national origin, or veteran status. This policy statement reinforces and communicates that commitment to employees.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them