

**MEMORANDUM**

Purchasing #23-021  
April 19, 2023

To: Gregory P. Harrison, City Manager  
Through: Carla R. Byrd, General Services Director  
From: Jeff English, Purchasing Agent  
Subject: Award RFP T-15-23 Youth Athletic Programs

Contract Need/Background

Request for Proposals (RFP) #T-15-23 was issued to select one company per sport to provide management services to the City of Pompano Beach for youth sports programs. The programs include basketball, baseball, and soccer.

The notice list for this project was created for companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of companies submitting proposals.....6

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City’s eBid System for download by interested companies and notice sent to all registered proposers by email.

Selection/Evaluation Committee

Six (6) responses were received to the solicitation. The Selection/Evaluation Committee (Committee) met on March 30, 2023 (in a public meeting) to review and evaluate the responses. All responses were reviewed, and the Committee ranked the companies by sport. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Market Research

Four (4) local Pompano Beach athletic program management companies were invited to respond to the solicitation.

Recommendation

The recommendation from the Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate contracts with the highest-ranked soccer company: PBFC PAL Hammerheads, Inc., and with the sole proposer for baseball: Pompano Baseball, Inc.

attachments  
cc: file