



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: December 20, 2024

TO: Nasha McCray, Assistant City Manager

FROM: Shadi Zeidan, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 12451 for sports officiating services for the Parks & Recreation Department

Background:

The Procurement Services Division conducted a solicitation for Sports Officiating Services for youth tackle football, youth baseball, adult softball, and adult kickball for the Parks & Recreation Department through the Greensboro e-Procurement System (GePS) under event number 11640. Only one responsive bid was received. That bid was reviewed and scored by a committee of five that consisted of Parks & Recreation, Greensboro Convention Visitors Bureau, and M/WBE employees. It's Official LLC was determined to be the vendor best qualified to provide these services for the Parks & Recreation Department.

Recommendation:

The Procurement Services Division concurs with the recommendation of the Parks & Recreation Department to award the Sports Officiating Services to It's Official LLC. It is estimated that the contract will be \$126,150.00 annually with a total estimated contract value of \$378,450.00.

Outreach:

- Solicitation notifications were sent out in GePS to nine hundred and sixty-two potential bidders.
- There were no known M/WBE firms identified by the M/WBE Office.
- It's Official LLC is not a registered M/WBE vendor with the State of North Carolina.

Financial information:

- Contract Number: 12451
- Account Numbers: 101-50-5014006.5413
101-50-5001004.5413
101-50-50014007.5413
101-50-50014008.5413
- Contract Effective Dates: February 1, 2025-January 31,2028
- FY25
- Annual Estimated Cost: \$126,150.00
- Total Estimated Award: \$378,450.00