



Proposal Submission Checklist

Proposals are considered independently and evaluated with no one element taking precedence over another. Vendors are recommended to address all items in the proposal including optional items even if it is to say that such an option is not available.

Proposals should address all the required elements as identified in this RFP. We've included quick information for each topic, but please be sure to refer to the specific section within the above information to address all items requested:

- I. Elite Tournaments Events**
 - a. Proposals should address interest in bidding on these events.
- II. US Club Lac National Championship**
 - a. Proposals should address interest in bidding on these events.
- III. Gettysburg Youth Soccer Club (GYSC)**
 - a. Proposals should address interest in bidding on these events.
- IV. McLean Youth Soccer (MYS)**
 - a. Proposals should address interest in bidding on these events.
- V. Olney Boys & Girls Club (OBGC)**
 - a. Proposals should address interest in bidding on these events.
- VI. Soccer Association of Columbia (SAC)**
 - a. Proposals should address interest in bidding on these events.
- VII. Artwork & Design**
 - a. Provide visual examples and address the requested information from page 16 of the RFP.
- VIII. Brand Access**
 - a. Address the requested information from page 16 of the RFP.
- IX. Staff**
 - a. Identify pertinent staff and address the requested information from page 16 of the RFP.
- X. Onsite Presence**
 - a. Provide visual examples and address the requested information from page 16-17 of the RFP.
- XI. Online Ordering**
 - a. Address the requested information from page 17 of the RFP.
- XII. Equipment**
 - a. Address the requested information from page 17 of the RFP.
- XIII. Elite Tournaments Obligations to Vendors**
 - a. Provide any additional requests from Elite Tournaments and/or Clients necessary to create a successful partnership.
- XIV. Financial Arrangements**
 - a. Address the requested information from page 19 of the RFP.
- XV. References**
 - a. If not provided previously, please provide three (3) references for work done within the last three (3) years with your organization for a similar business in the youth or adult sports industry.