



**OGDEN CITY CORPORATION**  
**REQUEST FOR PROPOSAL**  
**Youth Boxing**



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Recreation

June 6, 2025

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ADVERTISEMENT

Ogden City is requesting sealed proposals from qualified Proposers to develop and operate a youth boxing program serving in Ogden, especially in underserved communities.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.gov/264/Purchasing>

Proposers are responsible for securing any and all addenda issued.

**Sealed responses** to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 **by July 10, 2025, no later than 11 AM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

**Ad Published:** June 7, 2025

# **OGDEN CITY CORPORATION**

## **REQUEST FOR PROPOSAL**

### **Youth Boxing**

#### **I. INTRODUCTION**

Ogden City Recreation seeks to expand meaningful recreation opportunities for youth. Participation in boxing has historically been limited due to insufficient access to facilities, trained coaches, and affordable programming.

Ogden City Corporation is accepting sealed proposals from qualified and experienced organizations pertaining to the development and operation of Youth Boxing Program serving youth across Ogden, with a strong emphasis on expanding access in underrepresented communities. Ogden City does not intend to run or manage the program independently or as a partner but may provide seed funding, grants, or facility space to the selected organization to support the program. Any organizations receiving city assistance will be required to indemnify the city.

#### **Goals/Objectives**

Ogden City seeks to encourage an organization to:

- Operate a youth boxing program for participants ages 10 and older
- Identify and operate a suitable facility for boxing training
- Employ qualified coaches with current background checks
- Ensure all employees and volunteers have a thorough knowledge of state law and industry protocols regarding concussions and other injury
- Maintain insurance coverage and risk mitigation policies
- Deliver structured programming, including:
  - Boxing fundamentals
  - Physical fitness
  - Life skills and mentoring

- Market program focusing on outreach to underserved neighborhoods
- Submit periodic reports on participation and outcomes

It is anticipated that this RFP process will result in one OR may result in multiple awards.

## II. RESPONSE TO RFP

Ogden City is seeking proposals from providers capable of providing all the work. Each Proposal must include, as a **minimum**, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Organizational Overview – Describe mission, history, key staff, and service area.
3. Proposed Program Model – Include structure, curriculum, and goals of program.
4. Community Engagement Strategy – Detail marketing plan, including how to recruit underserved neighborhoods.
5. Requested city assistance – Outline what city assistance will be needed to implement program (seed funding, facility space, etc).
6. Budget – Explain startup and operating budget with anticipated funding needs.
7. Business Registration – Provide proof of business registration.
8. Safety plan – Include a plan to keep participants safe, including plan to comply with Utah Code Section 26B-4-403 through 26B-4-405.
9. Program Experience - A description of the program's experience, especially with youth and/or boxing programs.
10. References – Provide list of at least three professional references.

Proposals are to be no longer than 20 pages. Double-sided pages count as two pages.

For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:

- Submitted as loose leaf with binder clip
- Submitted in a regular 3-ring binder

Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

### III. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

1. Authorized Representative	Pass/Fail
2. Organizational Overview	10 Points
3. Program Model	10 Points
4. Community Engagement Strategy	15 Points
5. Budget	15 Points
6. City Assistance Needed	Pass/Fail
7. Business Registration	Pass/Fail
8. Safety Plan	20 Points
9. Program Experience	30 Points
10. References	Pass/Fail

*A total of 100 possible points may be awarded to one proposal.*

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each Proposer bears sole responsibility for the items included or not included in the response submitted by that Proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a Proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the Proposer will be extended any specific amount of work.

#### **IV. SUBMISSION OF PROPOSALS**

**By July 10, 2025, No later than 11 AM;** Proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

**Submit to:**

Ogden City Corporation  
c/o 2<sup>nd</sup> Floor Information / Constable Desk  
ATTN: Purchasing Office  
**RFP Youth Boxing Program**  
2549 Washington Blvd, Suite 510  
Ogden, UT 84401

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The sealed Proposal may also be hand-carried to the 2<sup>nd</sup> Floor Information / Constable Desk at the same address.

**No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on the weekends and observed holidays.

## **V. INSURANCE REQUIREMENTS**

Depending on the type of City assistance provided, the successful proposer may be required to procure and maintain insurance coverage.

## **VI. GENERAL TERMS AND CONDITIONS**

A. Ogden City reserves the right to request clarification of the information submitted, and to request additional information from any Proposer.

B. Ogden City will make every effort to ensure all Proposers are treated fairly and equally throughout the entire advertisement review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

C. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the Proposer. Ogden City assumes no liability for any costs incurred by Proposers throughout the entire selection process.

D. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the Proposer.

E. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

F. Non-Collusion – The Proposer guarantees the proposal is not a product of collusion with any other Proposer and no effort has been made to fix the proposal price or any Proposer or to fix any overhead, profit or cost estimate of any proposal price.

G. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussing proposals received from prospective service providers.

a. The selected company shall enter into a written agreement with Ogden City.

b. Ogden City reserves the right to cancel this Request for Proposal.

c. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

H. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If Proposer wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of submittal. The form can be accessed through the Recorder's webpage at this link: [https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim\\_revised](https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised)

## **VII. GOVERNING INSTRUCTIONS**

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

## **VIII. RFP SCHEDULE**

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.gov/264/Purchasing>



EVENT	TARGET DATE
Open RFP Process	June 6, 2025
Ad – Standard Examiner	June 7, 2025
Last day for Q & A	July 3, 2025; No later than 3 PM
RFP Response Deadline	July 10, 2025; No later than 11 AM
Committee Review and Selection Process	TBD
Start Date	TBD

## IX. CONTACT INFORMATION

For any questions related to this RFP, please direct questions to the City Administration Office via email to [RaylynNelson@ogdencity.gov](mailto:RaylynNelson@ogdencity.gov) and copy the Purchasing Office at [purchasing@ogdencity.gov](mailto:purchasing@ogdencity.gov).

The question-and-answer period ends at 3 PM on July 3, 2025.

Please check the City’s Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns -

<https://www.ogdencity.gov/264/Purchasing>

***Thank you for your interest.***