



New Hampshire Soccer League (NHSL)

Request for Proposal (RFP)

Referee Assigning Services

RFP Date: July 14, 2026

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Referee Assigning Services

Procurement & Submission Information

The NHSL seeks proposals from qualified U.S. Soccer licensed referee assignors or assigning organizations to provide referee assigning services. Proposal schedule, submission deadlines, and League contact information will be established by the NHSL.

Contract Term: The NHSL anticipates entering into a multi-year services agreement with the successful proposer. The length of the initial contract, any renewal options, and other contractual terms will be negotiated based on the proposal submitted, the needs of the League, and the best interests of the NHSL. Proposers are encouraged to identify any recommended contract term within their proposal.

Request for Proposal (RFP) Schedule

The New Hampshire Soccer League (NHSL) anticipates the following procurement schedule. The League reserves the right to modify these dates and timelines as necessary to ensure a fair and competitive procurement process.

Milestone	Date
Request for Proposal Issued	Tuesday, July 14, 2026
Deadline for Written Questions	Tuesday, July 21, 2026 (5:00 PM EDT)
Responses to Questions Published	Thursday, July 23, 2026
Proposal Submission Deadline	Friday, July 31, 2026 (5:00 PM EDT)
Proposal Evaluation	August 3–5, 2026
Interviews / Presentations (if required)	August 6–7, 2026
Reference Checks & Final Negotiations	August 6–7, 2026
Notice of Intent to Award	Monday, August 10, 2026
Contract Finalization	As Negotiated
Anticipated Contract Effective Date	As Negotiated

Questions Regarding this RFP

All questions regarding this Request for Proposal (RFP) shall be submitted in writing no later than the deadline identified in the **RFP Schedule**. To ensure a fair and transparent procurement process, all questions shall be submitted simultaneously to both of the following individuals:

Anne Fichera

Executive Director

New Hampshire Soccer Association

Email: NHAdmin@SoccerNH.org

Clement Madden

President

New Hampshire Soccer Association

Email: President@SoccerNH.org

Responses to questions that materially affect or clarify the requirements of this RFP will be provided in writing and distributed to all prospective proposers to ensure that all participants receive the same information.

Reservation of Rights

The NHSL reserves the right to revise this schedule, request additional information, conduct interviews, negotiate with one or more proposers, reject any or all proposals, or cancel and reissue this Request for Proposal if it is determined to be in the best interest of the League.

Introduction to the League

The New Hampshire Soccer League (NHSL) is the premier youth competitive league of the New Hampshire Soccer Association (NHSA). The League provides a structured competitive environment while supporting the long-term growth of soccer throughout New Hampshire. As a State Association league, NHSL recognizes referee development as a fundamental responsibility.

Therefore, we seek an assigning partner who is committed to recruiting, retaining, and advancing referees, while consistently providing exceptional officiating for every match by working with the State Referee Committee to identify opportunities for mentoring and coaching of referees.

Purpose

The NHSL seeks a professional assigning partner capable of providing transparent, reliable, and development-focused referee assigning services that support both League operations and the long-term sustainability of officiating in New Hampshire.

Guiding Principles

- Support the NHSL's mission to provide a premier competitive experience.
- Recognize referee development as a core responsibility of the League.
- Promote fairness, transparency, consistency, and competitive integrity in assignments.
- Foster collaboration among NHSL, NHSA, member clubs, and the NH State Referee Committee while respecting independent assignment authority.
- Encourage innovation, accountability, professionalism, and continuous improvement.
- Provide exceptional customer service to referees, clubs, and League stakeholders.
- Support the long-term sustainability of officiating in New Hampshire.

Scope of Services

- Assign currently licensed US Soccer referees for all NHSL competitions.
- Manage referee availability, confirmations, changes, and emergency coverage.
- Communicate with referees, clubs, NHSL, NHSA, and the NH State Referee Committee.
- Support referee recruitment and advancement.
- Provide referee reports as needed to support NHSA and SRC for issues related to referee abuse.
- Utilize an electronic assigning platform.
- Provide assignment statistics, reporting, and operational support.
- Provide the NH State Referee Committee with access to real-time assignment information through the assigning platform or another mutually agreed-upon method to support mentoring, coaching, evaluation, education, and advancement. Assignment authority shall remain solely with the assigning organization.

Proposal Requirements

Each proposal should be organized using the sections outlined below. The information requested is intended to guide proposers in preparing a complete response and to assist the NHSL in conducting a fair and consistent evaluation. Proposers may include additional information they believe is relevant to demonstrating their qualifications and capabilities.

1. Organization Information

Provide a brief overview of your organization, including its experience, qualifications, organizational structure, and overall ability to provide referee assigning services for the New Hampshire Soccer League.

2. Assignor Staffing Plan

Describe the personnel who would support the NHSL, including key roles, responsibilities, staffing structure, and your organization's ability to provide consistent coverage throughout the season.

3. Assignment Operations Questionnaire

Maximum Response: Three (3) pages

Complete the Assignment Operations Questionnaire included in this Request for Proposal. Responses should clearly describe your organization's assigning philosophy, operational procedures, and approach to supporting referee development.

4. Referee Recruitment and Development

Describe your organization's philosophy and approach to recruiting, developing, mentoring, evaluating, retaining, and advancing referees. Explain how your organization would utilize NHSL assignments to support the long-term growth of referees throughout New Hampshire.

5. Communication

Describe your communication philosophy and the methods your organization uses to communicate with referees, clubs, League administrators, the New Hampshire Soccer Association, and the New Hampshire State Referee Committee. Include your approach to customer service and responding to operational issues.

6. Technology

Describe the technology platforms and tools your organization utilizes to support referee assigning operations, including assignment management, communication, reporting, and the availability of administrative access for authorized League and New Hampshire State Referee Committee representatives. If proposing a proprietary or third-party platform, describe its capabilities and any associated costs. Proposers should also describe their ability and willingness to utilize a League- or State Association-sanctioned referee assigning platform if required by the NHSL or the New Hampshire Soccer Association during the term of the agreement.

7. Reporting

Describe your organization's reporting capabilities related to match administration and League operations, including referee game reports, match incidents, misconduct, referee attendance, assignment fulfillment, and operational reporting. Explain your procedures for documenting and promptly reporting potential referee abuse incidents in accordance with U.S. Soccer Policy 531-9 and applicable NWSA procedures. Proposers are encouraged to include sample reports or describe any reporting tools or dashboards available to support League administration and referee development.

8. Pricing

Submit a complete cost proposal that clearly identifies all costs associated with the services described in this Request for Proposal. The proposal should explain the organization's pricing methodology and identify all services included in the proposed pricing, as well as any optional services, additional fees, or costs that may apply during the term of the agreement. Proposers are encouraged to clearly identify any assumptions, exclusions, or conditions that could affect pricing to allow the NWSL to conduct a fair and comprehensive evaluation of the overall value of each proposal.

9. Additional Services

Describe any additional programs, services, innovations, or resources your organization offers that would provide value to the New Hampshire Soccer League and support its mission of providing a premier competitive environment while developing referees throughout New Hampshire.

Assignment Operations Questionnaire

Respond to each question below. Limit *Assignment Operations Questionnaire* responses to three (3) pages, excluding supporting diagrams or appendices.

1. Describe your assignment philosophy.
2. Describe your assignment timeline.
3. What criteria are used when selecting referees?
4. How do you balance match quality with referee development?
5. How are referees advanced to higher-level matches?
6. How do you collaborate with the NH State Referee Committee while maintaining assignment independence?
7. How are availability, declines, weather changes, and emergencies managed?
8. How do you promote fairness, transparency, neutrality, and appropriate workloads?
9. How does your organization ensure that allegations of referee abuse, assault, or other significant match incidents are promptly documented, communicated, and referred to the appropriate League and State Association representatives in accordance with U.S. Soccer Policy 531-9?
10. How will the NH State Referee Committee be provided assignment visibility?
11. How do you measure success and continuously improve your assigning program?

Minimum Expectations of the Successful Proposer

- Maintain required U.S. Soccer assignor licensing.
- Follow the US Soccer Assignor Code of Conduct
- Provide assigning operations and emergency coverage for entirety of the league.
- Assign officials fairly, consistently, and transparently.
- Use assignments intentionally to develop referees.
- Provide the NH State Referee Committee ongoing access to assignment information while retaining sole assignment authority.
- Maintain professional communication, reporting, and accurate records.
- Collaborate proactively with NHSL, NHSA, clubs, and the NH State Referee Committee.

Proposal Evaluation

Evaluation Criteria	Weight
Organizational Experience and Qualifications	15%
Staffing Plan and Operational Capacity	10%
Assignment Philosophy and Operational Procedures	20%
Referee Recruitment, Development, and Retention Strategy	20%
Communication, Technology, and Reporting Capabilities	15%
Cost Proposal and Overall Value	10%
Value-Added Services and Innovation	10%

Responses to the Assignment Operations Questionnaire will be evaluated for completeness, clarity, demonstrated operational capability, responsiveness to the League's requirements, and alignment with the NHSL's Guiding Principles.

Failure to acknowledge and demonstrate the ability to satisfy the Minimum Expectations of the Successful Proposer may result in the proposal being deemed non-responsive.

References

Provide relevant references demonstrating organizational and/or key personnel experience in referee assigning or soccer administration, including organization, contact information, services provided, dates of service, and approximate number of matches or officials managed.