

CIF SAC-JOQUIN SECTION

REQUEST FOR PROPOSAL (RFP)

Officiating Assigner Services
CIF Sac-Joaquin Section Championships

Issued By:	CIF Sac-Joaquin Section
RFP Number:	2026-01
Issue Date:	July 1, 2026
Proposal Due Date:	October 1, 2026

I. Introduction

The California Interscholastic Federation (CIF) Sac-Joaquin Section invites proposals from qualified individuals or organizations to serve as the official assigner of contest officials for the member schools of the CIF Sac-Joaquin Section. The selected proposer will be responsible for planning, coordinating, assigning, communicating with, evaluating, and administering officials for designated Section contests while upholding the highest standards of professionalism, integrity, impartiality, and customer service (Sports responsible to assign: Baseball, Basketball, Flag Football, Football, Lacrosse, Softball, Soccer, Volleyball, Water Polo, Wrestling).

II. Purpose

Identify an experienced assigner capable of ensuring the highest quality officiating, maintaining competitive equity, coordinating efficiently with schools and officials' associations, and supporting the development and advancement of officials.

III. Contract Term

Initial term of two (2) years with up to two (2) two-year renewals based upon satisfactory performance and mutual agreement.

IV. Scope of Services

- Assign qualified officials for all designated CIF Sac-Joaquin Section contests.
- Coordinate assignments through the Section-approved assigning platform.
- Manage reassignments due to emergencies, weather, injuries, or scheduling conflicts.
- Serve as the primary liaison among the Section Office, schools, officials' associations, commissioners, site administrators, and officials.
- Maintain accurate assignment, evaluation, availability, and eligibility records.
- Assist with identifying, evaluating, mentoring, and developing postseason-caliber officials.
- Support recruitment and retention initiatives for high-quality officials.
- Maintain confidentiality and provide timely, professional communication.

V. Minimum Qualifications

- Extensive knowledge of CIF / CIF-SJS rules, regulations, and goals.
- Extensive knowledge of NFHS playing rules.
- Significant officiating assignment experience.
- Experience with high school athletics.
- Proficiency with ArbiterSports assigning platform.
- Excellent organizational, communication, and conflict-resolution skills.
- Demonstrated integrity, impartiality, and professionalism.

VI. Proposal Requirements

- Letter of Interest
- Resume and qualifications
- Assignment philosophy
- Assignment methodology and communication plan
- Three professional references
- Compensation proposal

VII. Evaluation Criteria

Criteria	Weight
Assigning Experience	30%
Knowledge of High School Athletics	20%
Communication & Organizational Skills	20%
Assignment Philosophy & Competitive Equity	15%
References	10%
Cost Proposal	5%

VIII. General Conditions

- Proposers must comply with all CIF and CIF Sac-Joaquin Section policies.
- The Section reserves the right to reject any or all proposals, request additional information, conduct interviews, negotiate terms, or reissue this RFP.
- The successful proposer will execute an Independent Contractor Agreement with the Section.

IX. Submission Instructions

Submit [proposals/application](#) electronically to:

Michael S. Garrison, CAA

Commissioner

CIF Sac-Joaquin Section

Email: mgarrison@cifsjs.org

Subject: RFP - Officiating Assigner Services

Submission Deadline: **October 1, 2026**