Gate to Gate Run Timing
Statement of Work
2027-2031

1. PURPOSE: The purpose of this statement of work (SOW) is to define all work/supplies required by the contractor in association with the Annual Gate to Gate 4.4 mile Run/Walk typically scheduled for the third Saturday in May between 0500 and 1200. Hereinafter Eglin Fitness Center Fitness Director and Staff will be referred to as Race Management.

2. RACE WEBSITE: The contractor shall utilize an established race platform approved by race management as the hosting website for race registration.

    a. The online registration activity must be capable of capturing the personal information needed for enhanced base security requirements and while protecting Personally Identifiable Information (PII).

    b. Provide technical support to collect and integrate online registrations into a database; this will include manually entered data to support the race.

    c. Registration platform included PII encryption requirements for social security numbers, driver's license number, and credit card information.

    d. Accept all payments for registration via an online payment platform.

3. SCORING: The contractor shall provide all scoring personnel, data collection equipment, and all other technical support required to successfully execute the timing, scoring and post-race awards.

    a. Contractor must utilize a disposable Radio Frequency Identification Device (RFID) chip-scoring system to accurately identify start and finish times and places for all race participants. No post-race collection of RFID devices shall be required. Ensure the correct finish place is ascertained for all finishers with accurate RFID and video backup.

        i. USA Track & Field Long Distance Running (USATF/LDR) requirements must be met for finishers. Contractor must be able to demonstrate that the contractor has successfully utilized an RFID system in previous sporting events. CONTRACTOR SHALL PROVIDE RFID TAGS.

    b. Contractor shall provide web-based LIVE race results during and after the race for all participants.

        i. Provide an electronic interface of at least 55 inches OR a minimum of three kiosks that can print with real-time live results at the post-race activity area. Please provide pricing for either option.

        ii. Provide technical assistance in the setup and operation of live results displays.

        iii. Race times and awards and shall be published on internet website and the online registration web site no later than one week from race date

iv. Race results must be available during race and immediately after.

v. Update any registration errors, and corrections to all results and awards listings identified by race management.

c. Contractor shall provide accurate participant registration numbers so race management may order the correct number of race numbering bibs. Utilize the race bibs provided by race management.

d. Contractor shall provide back-up equipment to support the execution of the race timing and scoring. Provide sufficient back up capabilities to score missing reads of the RFID device, participants must wear visibly and correctly. Contractor will provide tracking capability to ensure runners at longest distance turn around point is validated to ensure accurate individual scoring.

e. Contractor shall coordinate synchronization of split time clocks, with accurate race times.

4. PLANNING: The contractor shall:
   a. Provide on-site technical and data entry assistance for pre-race planning and race organizational meetings which may be conducted either virtually or in person.

   b. Provide technical assistance to set up and maintain online registration activities by utilizing a site such as runsignup.com or other public registration system approved by race management.

   c. Provide on-site technical support with package pickup days (1000-1600) days at location designated by race management

   d. Provide post-race data management of registration errors and corrections to all results and awards listing as identified by race management.

   e. Provide on-site technical support experience, information, and assistance for the post-race wrap-up meeting which may be conducted either virtually or in person and assist with collection of information for planning future races.

   f. Provide race app to streamline package pick up, assign bib numbers, and enable customers to track results.

   g. Provide the capability to go virtual as an option to participants if unable to have a traditional run.

   h. If the race is terminated or cancelled due to acts of God or natural disaster the contractor shall effectively treat the new agreed upon date as race day and all previous provisions apply, as determined by race management.

5. OPTIONS: This contract shall contain a base year and four option years dependent upon future funding.

6. PRICING STRUCTURE: The number of racers varies each year, all bids should include the price per registrant along with any administrative/processing fees.