

**United States Eventing Association  
Request for Proposals  
Safety and Educational Projects**

***Statement of Purpose***

This Request for Proposals or “RFP” from the United States Eventing Association (“USEA”) is intended to solicit proposals from qualified parties interested in providing specific educational and/or safety projects to USEA members and participants according to the following guidelines.

***The Need***

The sport of eventing is a physically demanding activity requiring exceptional commitment, knowledge, experience, training and conditioning of both horse and rider. Because the sport has certain inherent risks, the USEA is committed to projects that promote improved rider and horse safety.

The Education and Safety Committees of the USEA, operating under the aegis of the Board of Directors, are charged with overseeing and developing the rules, regulations and programs needed to advance participant education and safety.

The Board has organized and authorized an *task force* to assist these standing committees solicit and evaluate project proposals in the areas of participant education and safety.

***Scope of Work***

The USEA contends that education and safety projects which benefit all participants of eventing, at all levels, will help increase the overall safety of the sport. Accordingly, the Safety and Education Committees of USEA are requesting proposals for projects that will advance and facilitate horse and rider safety and the education of USEA member riders, instructors, officials and volunteers. The following are examples of possible projects, however originality is preferred.

- Rider training programs that evaluate, introduce and teach safe methods of cross country riding.
- Instructor programs that clarify and communicate the key elements of teaching riders to be safe during all phases of competition.
- Rider training and education that will lessen the risk of rider injury.
- New and advanced equipment that will lessen the risk of rider injury during training and competition.
- Online training programs that focus on safety concerns that volunteers should know prior to working at an event.

The scope of any proposed project must include a nationwide audience, as there are USEA members throughout the country. All proposed projects must coordinate fully with existing USEA training and education programs, including the ICP.

The Education and Safety Committees will jointly solicit, receive and review all proposals and requests for funding, and in conjunction with the standing committees, recommend funding actions to the Board of Governors.

The USEA may fund projects of merit in an amount up to \$50,000 per proposal.

The USEA may in its sole discretion make an award or not, and award all, some or none of requested amounts. The Board will not offer explanations to unsuccessful proposers. The decision of the Board is final and non-appealable.

All questions about this solicitation and all proposals must be directed to:

Grant Administrator  
RE: Safety and Educational Projects  
525 Old Waterford Road NW, Leesburg, VA 20176  
[info@useventing.com](mailto:info@useventing.com)  
703-779-0440

*Proposers should not endeavor to contact or influence members of the USEA Board or its management with respect to this solicitation.*

*Persons and organizations with real or perceived conflicts of interest should not apply.*

### ***Outcome and Performance Standards***

Proposals must clearly describe and demonstrate: (i) how the proposer will accomplish the program's intended goals of education or safety, (ii) describe how many participants are expected to benefit, and (iii) how the proposer will measure progress and/or success.

### ***Deliverables, Timetables and Budgets***

Proposals must clearly describe the proposer's experience with elements of the proposed program or project and the deliverables and timetables for accomplishing the objectives of the proposal.

Proposal should include a concise explanation of the proposer's qualifications and, if applicable, previous experience in conducting similar projects, and those project outcomes.

Proposers should enumerate the specific duties to be performed by the provider and the expected outcomes that will be of benefit to the USEA and the participants being targeted by the proposer.

Proposers should include a detailed listing of proposer's responsibilities, particularly describing the scope of work and qualifications of any sub- contractors expected to be part of the proposer team.

Proposals must present a detailed budget outlining how grant funds will be expended, including identification of any partnering or subcontracting parties and their expected roles in developing the deliverables.

### ***Selection Process, Timeframe and Deadlines***

Proposals must be submitted to the above referenced USEA Contact no later than June 1, 2017. The USEA expects to narrow down the pool of applicants by July 3, 2017 at which point the applicants will be notified with additional guidance or instructions. The entire process will be completed by August 16, 2017.

### ***Deliverables***

Proposers should provide a list and descriptions of all products, reports, and plans that will be delivered to the USEA and propose a delivery schedule.

All project materials, including equipment, developed through this project will become the sole property of the USEA.

### ***Form and Term of Contract***

Applicants that are short-listed for further consideration will be provided a generic form of agreement for the rendering of service under this RFP.

Since this is a service to the USEA potentially involving injury to the winning proposer and/or the riders involved:

**Insurance Requirements.** Where applicable the Contractor shall provide proof of insurance, coverages and amounts within 10 (ten) calendar days after notice of contract award as a precondition to contract execution. Depending on the scope of the project the USEA will set necessary levels of coverage and inform the Contractor of those requirements at the notice of contract award.

**Hold Harmless and Indemnification.** The Contractor agrees to defend, indemnify, protect and hold the USEA and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to the Contractor's employees, agents or officers that arise from or are connected with or are caused or claimed to be caused by the acts or omissions of the Contractor, and its agents, officers or employees, in performing the work or services herein, and all expenses of investigating and defending against same; provided, however, that the Contractor's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the USEA, its agents, officers or employees.

### ***Payments, Incentives, and Penalties***

Payments will be made in three installments depending on the duration of the project. An initial payment of 1/3 of the total funds will be distributed upon notification of the grant recipient(s), a second payment will be made following a mid-term report from the grant recipient, and a third and final payment will be made at the conclusion of the project following a final report to the USEA Board of Governors. Payments are dependent upon sufficient progress being made by the Proposer, as determined by the USEA.

The USEA reserves the right to alter the payment process based on the structure and timing of the project.