

**Schedule I
Scope of Services**

OPPORTUNITY:	WAREHOUSE MANAGER
RFP NUMBER	PM2019-006

The Philadelphia Marathon is requesting proposals from qualified persons or entities to provide warehouse management services for the 2019 Philadelphia Marathon.

Duties:

1. Report to Executive Race Director (and the Race Operations Director, *as may be directed by the Executive Race Director*).
2. Work with Race Operations Director and Volunteer Manager to ensure adequate staff and volunteers for all facets of the Philadelphia Marathon Weekend.
3. Create inventory lists for and manage supplies and equipment needed for the Runner's Health & Fitness Expo (the "Expo") and at Eakin's Oval (the "Oval") for all events occurring on the Philadelphia Marathon Weekend (including but not limited to the water stations).
4. Coordinate adequate functional signage for the all of the events of the Philadelphia Marathon Weekend, including, but not limited to the materials and supplies distribution for the Cheer Zone.
5. Leverage any existing vendor relationships to obtain preferred pricing for any race day essentials and securing vendors, as needed and approved.
6. Develop and/or otherwise update the various implementation plans to support the Philadelphia Marathon Weekend Events (including, but not limited to outlining requirements for replenishment management operations, vehicle deployment (e.g., compiling lists of any and all vehicles needed, decaling vehicles, water station guidelines), comprehensive task plan, and any other similar plans related to the support of the Philadelphia Marathon Weekend as may be required by the Executive Race Director and/or the Race Operations Director).
7. Coordinate all aspects of and responsible for the set-up and manage of all of the various water stations for the Philadelphia Marathon Weekend, including, but not limited to managing volunteer needs, positions, descriptions and duties as they pertain to water station management to the Volunteer Manager.
8. Execute the Philadelphia Marathon's plan for waste removal, recycling, composting, etc.
9. Report on any and all incidents per the Philadelphia Marathon's incident reporting system.
10. Assist in ensuring that site set-up and tear-down are on schedule for all areas of the Philadelphia Marathon Weekend.
11. Coordinate organized and thorough dispersal and retrieval of supplies and equipment at the operations compound at the Oval.
12. Responsible for post-event clothing donation collection, weighing and delivery in coordination with Philadelphia Marathon Sustainability Coordinator and any and all other post-event donation coordination.
13. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring prior to the Philadelphia Marathon Weekend.
14. Attend and facilitate the events occurring at the Oval during the Philadelphia Marathon Weekend.



15. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring after the conclusion of the Philadelphia Marathon Weekend.
16. Submit a detailed post-event report, including but not limited to, key observations and all relevant supporting documentation created or otherwise obtained in the course of performing of this Scope of Work.

Qualifications:

1. Demonstrated experience in supply and equipment coordination.
2. Highly organized with great attention to detail.
3. Strong written and communication skills.
4. Good working knowledge of Microsoft Office.
5. Ability to work successfully under pressure and produce quality work in a timely manner.

Contract Term:

1. Contract term is anticipated to be August 1, 2019 (or the date of contract conformance) through December 31, 2019.