



Request for Proposal (RFP)
2017-2018 LHSAA Volleyball State Championships
Host Site Proposal Specifications & Criteria

Thursday - Saturday, November 9-11, 2017
and
Thursday - Saturday, November 8-10, 2018

Deadline:

Proposal Due - Wednesday, May 17, 2017

Submit Bid To:

LHSAA
Hope Walley
HWalley@LHSAA.org



Section I: Introduction

The Louisiana High School Athletic Association (LHSAA) is pleased to provide host communities/entities/organizations the opportunity to submit a proposal to host the 2017 and 2018 LHSAA Volleyball State Championships. A member school of the LHSAA does not need to be designated as the host submitting the proposal nor for the championship event itself.

The information contained in this document provides the minimum proposal specifications for hosting the championship. The completed and signed proposal form must be received electronically by close of business (4:00 pm) on Wednesday, May 17, 2017.

All proposals shall be reviewed and analyzed by the LHSAA staff. As each proposal is evaluated further clarification/input regarding the prospective host sites may be sought and, if needed, a site visit to the facility shall be arranged. Each bidding organization shall have an opportunity to present their proposal to the Executive Committee at the June meeting. You will be notified of the exact date and time to make your 10 minute presentation.

Coordinating the hosting of the championships requires solid planning; smooth coordination between those involved, and complete cooperation from all entities in the community. The LHSAA is keenly aware of the hard work and dedication necessary to be successful as a host. The LHSAA will do everything within its ability to make sure the event is successful for all involved. The partnership will split areas of responsibility between the host and the LHSAA.

In recent years the LHSAA has turned to corporate and organizational sponsorships to help defray some of the expenses involved in staging this event; therefore, any sponsorship money offered by the proposing party will be given strong consideration by the LHSAA when awarding this proposal. At the same time, other important factors we believe to be vital in staging a first-class championship experience for our students and coaches will be considered.

It is critical you reference all topics in the invitation to bid documents when preparing your proposal. How you plan to manage your areas of responsibility, how the facility will be operated, personnel assignments, identifying those who will work directly with the LHSAA staff, and revenue sharing sources will be very important to the proposal evaluation by the Executive Committee.

Thank you for your interest in this event, and the LHSAA truly appreciates your consideration of this invitation. We are fully aware of the time and efforts required in preparing a proposal and are grateful for your consideration and commitment. Should you have any questions or concerns during this process, please do not hesitate to email Hope Walley at hwalley@LHSAA.org or call our office at (225) 296-5882.



Section II: Championship RFP Specifications Agreement

Term

The term of this RFP is for a period of two (2) years.

The tournament dates included in this request for a proposal to host the Volleyball State Championships are Thursday – Saturday, November 9-11, 2017 and Thursday – Saturday, November 8-10, 2018. The championship involves five (5) divisions (Division I, II, III, IV, and V) with eight (8) teams representing each division. All forty (40) teams will compete in the single elimination tournament on Thursday. The twenty (20) winners will advance to the semifinals on Friday. The Thursday and Friday rounds will be played on three courts. The ten (10) finalists will play on Saturday on a single court. Tournament schedule and number of teams subject to change.

Facility

A Facility Use License Agreement between the facility and the host entity and/or the LHSAA shall be provided after the championship has been awarded to the city. The LHSAA shall have the exclusive right to the entire competition venue during the specified “hold” dates. The competition venue will be provided fully-cleaned with all venue areas in good working condition. The competition venue shall furnish appropriate set up for the championship; however, the LHSAA or its designees shall have the right to provide equipment, as defined in the proposal specifications. The LHSAA will retain the right to determine and approve all aspects related to the competition venue operations during the championship.

The Host shall provide:

1. Climate-controlled ADA approved facility suitable for hosting a state championship event with a 2,500 minimum seating capacity (chair back seats preferred) and a large lobby area to accommodate vendor and sponsor exhibit booths
2. Three (3) Volleyball Courts – Court area must be large enough for three volleyball courts that meet NFHS standards. Floor space shall be large enough so that there is 15’- 20’ from the end of the court to the spectator seating and large enough to have 12’ between each court. Netting shall be placed between the courts.
3. Official volleyball net system and official’s stand for all three courts
4. Tables and chairs required for tournaments: Team benches must seat 18, scoring tables must seat four
5. Locker rooms – Four team locker rooms with toilets and showers –two officials’ locker rooms with toilets and showers suitable for both male and female officials.
6. Scoreboard and scoreboard operator
7. PA System
8. Separate entrances for players and pass gate for coaches
9. Media workroom/postgame interview room – this area can be one or two rooms; however, if two rooms are used, they should be in close proximity to the other. Interview room shall be large enough for five interview chairs, table, LHSAA backdrop, microphone and stand/podium and seating for 10-12 reporters. Workroom should include telephone access, high speed internet; contain a copy machine and supplies for media/stat purposes.
10. A press row that can accommodate writers, photographers, radio broadcast area, and prime seating for TV announcers and producers
11. Concession operations and workers
12. Room for LHSAA office with internet connection
13. Parking plan – a thorough parking plan should be presented (complete with number of parking spaces in each lot) to accommodate team buses, pep (fan) buses, fan parking, media, officials, LHSAA staff, VIP’s, life safety vehicles, event staff, concession workers, and ADA



Section II: Championship RFP Specifications Agreement (cont.)

14. Television production truck parking – parking with each cable access to the arena for television production and satellite trucks
15. TV-rated lighting for facility
16. Liability insurance on the complex - The LHSAA requires a general liability policy with a minimum amount of \$1 million to cover facilities, participants, and spectators. The host is responsible for ensuring that primary comprehensive general public liability insurance coverage is in effect for the duration of the competition (including set-up dates). It is the responsibility of the host to provide the LHSAA with the appropriate insurance certificate.

Operations

1. Emergency plans - inside and outside of facility
2. Parking plan - a thorough parking plan should be presented (complete with number of parking spaces in each lot) to accommodate team buses, fan parking, media, officials, LHSAA staff, VIP's, life safety vehicles, event staff, concession workers, and ADA. If a fee for parking is to be charged, it must be noted in the proposal and must be mutually agreed upon by the host and the LHSAA.
3. Ticket office operation including ticket manager
4. Hospitality room for workers, officials, coaches, and LHSAA staff (able to seat 150). Host shall provide all food, drink, water, etc. for all workers.
5. Equipment necessary for crowd control
6. Medical Services - EMT/Ambulance
7. Concession operations
8. Facility set-up fees expenses
9. National Anthem, American flag, color guard, and prayer
10. Incidentals necessary for the facility to host the tournament
11. Area for T-Shirt sales with electrical power including a secure storage area for merchandise (LHSAA to approve location which shall be near the main entrance)
12. Area for program sales with electrical power including a secure storage area for merchandise (LHSAA to approve location which shall be near the main entrance)
13. Area for photography sales with electrical power including a secure storage area for merchandise (LHSAA to approve location which shall be near the main entrance)
14. Video board production, if available. LHSAA shall have full use of all video, digital, and electronic advertising opportunities within the venue for sponsors.
15. Audio and video technician for the duration of the tournament.
16. Work with local CVB to provide list of hotels and prices for teams and fans of the tournament. Potential host is only required to identify potential hotels to serve the lodging needs of the championship.
17. Work with local CVB to secure six (6) rooms for the LHSAA staff near the facility at no charge. The LHSAA shall consider it a proposal incentive when the prospective local host includes financial assistance helping to defray hotel/lodging costs for LHSAA staff attending the championship.



Section II: Championship RFP Specifications Agreement (cont.)

Event Staffing

1. Local Organizing Committee (LOC) - A LOC should be formed in the host city to act as the local party for fulfilling the host obligations and to provide to the LHSAA certain services and assistance in connection with the various activities related to the championship.
2. Host Site Tournament Coordinator - A knowledgeable person with experience in tournament administration whose focus will be championship operation. Shall work closely with the LHSAA Tournament Director helping to ensure that the policies of the sport and LHSAA are implemented and followed in the administration of the championship sport itself.
3. Facility Liaison/Manager - Specific responsibilities may include assisting LHSAA with direction and supervision of facility arrangements.
4. Media Coordinator - Someone who is familiar with media operations and protocol. They will assist the LHSAA in ensuring that the sports committee's policies regarding media are observed. Specific responsibilities may include planning and supervision of media work areas, statistical services, communications, hospitality and entertainment needs of media. He/She may assist the LHSAA with compilation of the post-championship report.
5. Volunteers - The host will be responsible for securing volunteers for various functions and duties both prior to and during the championships.
6. Ticket manager
7. Ticket sellers
8. Ticket takers
9. Personnel for players gate, media gate, and coaches' pass gate including pass gate information
10. Official scorekeepers (adults) and complete stat crew
11. Scoreboard operators
12. PA Announcer (to be approved by the LHSAA)
13. Score clock operators
14. Security - The competition facility is required to provide experienced qualified security personnel in all positions for the championship. A comprehensive staffing plan with sufficient number of security personnel both inside and outside the facility shall be provided to the LHSAA prior to the championship.
15. Police (Inside and outside)
16. Traffic control/security
17. Parking lot attendants and supervisors
18. Custodial staff and supervisor
19. Concession workers
20. Hospitality room attendants



Section II: Championship RFP Specifications Agreement (cont.)

The LHSAA shall provide:

1. LHSAA staff members on site
2. Balls - game and practice
3. Meet Director and Game Operation
4. Officials; coordination and scheduling
5. Medical Services – Certified trainers and EMT/Ambulance
6. PA Announcer
7. Pre-game activities
8. Score clocks for three courts (provided by Rainey Electronics)
9. Score clock operators
10. Official scorekeeper
11. Trophies and awards
12. Numbered tickets, unless a Ticket Master facility
13. Media coordination including credential printing and distribution
14. Players' gate and coaches' pass gate personnel including pass gate information
15. Ball Girls for final games on Saturday
16. Towels for each court for entire tournament
17. PowerAde sports drink and coolers for on court and dressing rooms
18. Official photographer
19. Television coordination and timing
20. On-site signage and marketing



Section II: Championship RFP Specifications Agreement (cont.)

Revenue Share

Revenue shall be divided as follows:

- A. Revenue produced from concession sales shall be retained by the Host.
- B. Program sales shall be retained by the producer of the program. Producer is responsible for ad sales and program production.
- C. Revenue produced from ticket receipts shall be retained by the LHSAA.
- D. The LHSAA reserves the rights to all souvenir and soft good sales due to existing contracts with Talkin' T-Shirts, owned and operated by Ronnie Mahtook of Lafayette, LA. (337- 233-9996)

Marketing

- A. The LHSAA has contractual obligations to our valued corporate partners. The corporate partners and their contributions are vital to the overall success of the LHSAA and our state championship events. Promotion of these corporate partners is part of our existing contracts and the promotion and use of all available marketing opportunities including the display of banners is required. Current sponsors include the following: Allstate Sugar Bowl, Baden Sports, Inc., Talk'n T-Shirts, Louisiana Coca-Cola Bottling Company including PowerAde, Tulane Institute of Sports Medicine, Green Clinic Sports Medicine & Orthopedic Surgery, North Oaks Orthopedic Specialty Center, Lake Charles Memorial Hospital, Northern Louisiana Medical Center, Romaguera Photography, ISC, CST, New Orleans Saints and Pelicans. LHSAA corporate sponsors are subject to change without notice to the host/facility prior to the actual dates of the event and the LHSAA reserves all rights to new sponsors as noted in the agreement.
- B. In their bid, the host/facility shall provide a list of any and all sponsorships and any exclusivities or limitations that would affect the LHSAA corporate sponsors. No limitations shall be applicable that would prevent any LHSAA sponsorships from being displayed or advertised. The LHSAA will be granted the rights to all promotional opportunities in conjunction with the host/facility including message boards, video boards, ribbon boards, PA system, etc. The LHSAA shall have the right to display corporate sponsor banners and LHSAA signage inside and outside of the facility.
- C. Seeking community and corporate involvement is encouraged and the LHSAA will permit the host/facility to solicit contributions for its championship-related functions from local, regional, or national companies only after the LHSAA has reviewed and approved a list of the potential contributors. NO on-site signage, video/scoreboard ads, or PA announcements may be offered to a potential sponsor without first consulting with the LHSAA Director of Marketing.
- D. All non-permanent signage/advertisement shall be removed from the facility during the LHSAA event.
- E. In certain cases, permanent signage/advertisement may be asked to be covered.
- F. No public address announcements, except those approved in advance by the LHSAA, or for public emergencies, shall be allowed over the public address system during the championship event.
- G. The LHSAA retains the right to provide the facility with the appropriate logo stickers for the approved floor markings for the championship.



Section III: Agreement to Terms and Conditions

The State Volleyball Host agrees to all terms and conditions as outlined above in the Volleyball State Championships RFP Specifications Agreement. (If Host disagrees with any of the terms and conditions as outlined in the Championship RFP Specifications Agreement, use the space below to state your disagreement.)

- Agree Disagree

Blank lines for providing a disagreement.

Indicate if there are any fees (i.e. facility fees, staffing fees, catering fees, etc...) attached to the Host terms and conditions as outlined above in the Volleyball State Championships RFP Specifications Agreement. If there are fees attached, give detailed dollar amount. (As a result of the positive economic impact the championship has on the local community, the LHSAA views reduced or rent free use of LHSAA championship venues and facility personnel as a favorable term and condition for a proposal submission.)

Blank lines for providing details on fees.

Indicate if there are any applicable sales taxes on ticket sales. (The LHSAA is a private 501c3 nonprofit organization.)

Blank lines for providing details on sales taxes.



Section IV: Proposal Response Questionnaire

PROPOSAL COMMITTEE

Provide complete contact information as requested. The "Proposal Preparer" is the key individual with whom the LHSAA will communicate direct questions, seek clarifications and coordinate meetings.

Proposal Preparer: (Primary)

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Cell: _____ E-mail: _____
Signature: _____

Proposal Preparer: (Secondary)

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Cell: _____ E-mail: _____
Signature: _____

Proposed Competition Venue Representative:

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Cell: _____ E-mail: _____
Signature: _____



Section V: Proposed Competitive Venue Information

Name: _____

Address: _____

Year Opened: _____

Year(s) and Description of Last Major Renovation: _____

Disclose the nature and duration of all advertising, signage and/or sponsorship contracts at the competition venue, including interior, exterior, parking, and surrounding areas. _____

Describe any existing naming rights contracts related to the competition venue, including interior, exterior, parking, and surrounding areas. _____

Indicate the number of seats that will be available for the LHSAA Volleyball State Championships.

Permanent competition venue seating capacity: _____

Temporary seating capacity: _____

Total number of ADA seats (including companion seating): _____

Total Number of Saleable Seats: _____

Describe seating (e.g. bleachers, risers, padded, bench seats, individual chair back, etc...)

ADA Seating and Accessibility - The LHSAA requires that the competition venue is in full compliance with all applicable city, state, or federal laws and regulations, including those concerning access and seating for persons with disabilities.



Section VII: Memorandum of Understanding

On behalf of my organization, I am submitting this bid to the LHSAA for hosting the 2017 and 2018 LHSAA Volleyball State Championships. I hereby acknowledge that I have read the hosting requirements for the event and have reserved the required dates as indicated with this RFP. This shall serve as a memorandum of understanding that this facility meets the requirements of the request for proposal. I further understand that this memorandum of understanding does not guarantee that this proposal nor this facility is or will be a guarantee of proposal award. Signature on this proposal constitutes a contractual commitment and an irrevocable offer on behalf of the submitting organization. If this proposal is accepted by LHSAA, then it becomes a binding contract between the parties.

Name: _____

Signature: _____

Title: _____

Organization: _____

Date: _____