



Request for Proposal (RFP)
**2018-2019 LHSAA Girls' Basketball
State Championships**
Host Site Proposal Specifications & Criteria
Monday - Saturday, February 26 - March 3, 2018
&
Monday - Saturday, February 25 - March 2, 2019

Deadline:

Proposal Due - Wednesday, May 17, 2017

Submit Bid To:

LHSAA
Hope Walley
HWalley@LHSAA.org



The Louisiana High School Athletic Association (LHSAA) is pleased to provide host communities/entities/organizations the opportunity to submit a proposal to host the 2018 and 2019 LHSAA Girls' Basketball 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 minimum of two (2) years. The tournament dates included in this request for a proposal to host the LHSAA Girls' Basketball State Championship are Monday through Saturday, February 26-March 3, 2018 and Monday through Saturday, February 25-March 2, 2019. Each site may submit a proposal for a minimum of two (2) years for this championship. The championship involves seven (7) classifications (Classes 5A, 4A, 3A, 2A, 1A, B, and C) and five (5) divisions (Divisions I, II, III, IV, and V). The event will include twenty-four (24) semifinal games and twelve (12) championship games. The twenty-four (24) semifinal games will be played over a four-day period with six (6) games played on Tuesday, Wednesday, and Thursday. The twelve (12) championship games will be played over a two-day period with six (6) games played on Friday and on Saturday. Semifinal games on Monday, Tuesday, Wednesday, and Thursday will be played at 11:30 a.m., 1:15 p.m., 3:00 p.m., 4:45 p.m., 6:15 p.m., and 8:00 p.m. The championship games on Friday and Saturday will start at 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., 6:00 p.m., and 8:00 p.m. and the Saturday games will start at 2:00 p.m., 4:00 p.m., 6:00 p.m., and 8:00 p.m. The LHSAA will need access to the facility on Sunday, February 25, 2018 and Sunday, February 24, 2019 to set up for the event. The entire facility including the dressing rooms will be required all day. 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 including but not limited to the meeting rooms, concourse, display/activities areas, private clubs, suites, and plazas in the 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 minimum 7,000 seating capacity (chair back seats preferred) and a large lobby area to accommodate vendors and sponsor exhibit booths. (Venue to provide tables and chairs for exhibit booths. Booth placement to be approved by LHSAA Director of Marketing.)
2. Playing floor must meet NFHS (National Federation of State High School Associations) standards
3. Backboards must meet NFHS standards
4. Side court - Team benches must seat 22 - scoring table must seat 20
5. Locker rooms - four (4) team locker rooms with toilets and showers - two (2) officials' locker rooms with toilets and showers and privacy for officiating crew suitable for both male and female officials.
6. Scoreboard - adequate scoreboard or multiple scoreboards to allow easy viewing from any sight of line in the arena - video boards will be considered a bonus
7. PA System
8. Separate entrances for players, media, workers, 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 (5) interview chairs, table, LHSAA backdrop, microphone, multi-box, stand/podium, and seating for 12-15 reporters. Workroom should include telephone access, high speed internet, a copy machine and supplies for media/stat purposes.



Section II: Championship RFP Specifications Agreement (cont.)

10. Room for LHSAA office with internet connection. LHSAA office shall be large enough to accommodate office supplies, trophies, medals, basketballs, etc.
11. Television production truck parking - parking with easy cable access to the arena for television production and satellite trucks
12. TV-rated lighting for facility
13. Venue to provide multiple camera locations and electrical outlets
14. A press row that can accommodate writers, photographers, radio broadcast area and prime seating for TV announcers and producers (entire length of the court). Press row shall have access to high speed internet.
15. Court and floor seating set-up must be LHSAA approved
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. Team Hosting (Hosts should be at the disposal of the team for practice, meals, games, and at other times to help make the entire championship experience is a positive one for the competing teams.)
2. Emergency plans - inside and outside of arena
3. 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. 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.
4. Ticket office operation. Electronic ticket operation preferred.
5. Will call window
6. Hospitality rooms for workers, officials, coaches, and LHSAA staff (able to seat 150). Host shall provide all food, drink, water, etc. for all hospitality rooms.
7. Equipment necessary for crowd control
8. Medical Services - EMT/Ambulance
9. Locker room equipment to include chairs and/or benches, taping tables, coolers, water and ice, dry erase boards, markers, and erasers
10. Concession operations
11. Facility set-up fees expenses
12. National Anthem, American flag, color guard, and prayer
13. Music for time-outs and pre and post games (must be approved by the LHSAA)
14. Half-time entertainment coordination including assisting with the coordination of all-academic presentations
15. Incidentals necessary for the facility to host the tournament
16. Towels for each team bench and under each goal for entire tournament
17. 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)
18. 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)
19. 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)



Section II: Championship RFP Specifications Agreement (cont.)

20. Video board production, if available. LHSAA shall have full use of all video, digital, and electronic advertising opportunities within the venue for sponsors.
21. 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.
22. Work with local CVB to secure six (6) rooms for the LHSAA staff near the facility at no charge for the duration of the tournament. 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.

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. Team hosts (One per team)
7. Ticket sellers
8. Ticket takers
9. Will call attendant
10. Ushers
11. Door guards
12. Security - The competition venue is required to provide experienced qualified security personnel in all positions for the championship. A comprehensive staffing plan with sufficient number of security personnel to supervise/patrol/control a sold-out arena both inside and outside the arena shall be provided to the LHSAA prior to the championship. Host/facility shall notify the Fire Marshall of event.
13. Police (Inside and outside)
14. Traffic control/security
15. Post-game crowd control
16. Parking lot attendants and supervisors
17. Technicians (facility, audio, video)
18. PA Announcer (to be approved by the LHSAA)
19. Score clock operators
20. Official scorekeeper and complete stat crew
21. Custodial staff and supervisor
22. Facility maintenance staff



Section II: Championship RFP Specifications Agreement (cont.)

23. Concession workers
24. Team bench and locker room water, ice and cup attendant
25. Hospitality room attendants
26. Video board camera men, producers, etc. (If applicable)

The LHSAA shall provide:

1. LHSAA staff members on site
2. Basketballs - game and practice
3. Official scorebooks
4. Tournament director and game operation/management
5. Court management
6. Game Officials; coordination and scheduling
7. Medical Services - Certified trainers
8. Pre-game activities
9. Post-game presentations including trophies and awards
10. Numbered tickets, unless a Ticket Master facility
11. Media coordination including credential printing and distribution
12. Players gate, media gate, and coaches' pass gate personnel including pass gate information
13. PowerAde sports drink, cups, and coolers for on court and dressing rooms
14. Official photographer
15. Pep band coordination
16. Cheerleading squad coordination
17. Post-game interviews coordination
18. Television coordination and timing - The LHSAA owns the exclusive rights to broadcast the games on television (linear and digital) and radio, to record the competition and broadcast thereof for DVD's etc., and to photograph the games by means of still, videotape or other motion-picture cameras. The LHSAA shall have the sole right and authority to designate usage of all broadcast, telecast, and press locations, tables, and work areas.
19. Television production and on screen talent
20. On-site signage and marketing
21. On-site marketing and advertising coordinator
22. Souvenir t-shirts and soft goods personnel/sellers



Section II: Championship RFP Specifications Agreement (cont.)

Revenue Share

Revenue shall be divided as follows:

- A. Revenue produced from ticket receipts shall be retained by the LHSAA.
- B. The host/facility will retain, operate and control all food and beverage concession rights at the championship. No alcoholic beverages or non-alcoholic beer may be sold or dispensed for consumption in the arena complex from the time the doors open until 90 minutes after the conclusion of the games and practices.
- C. The LHSAA, or its designee, has the exclusive right to distribute game programs during the term of the Agreement. The LHSAA would prefer the host to produce and distribute the game programs. Program sales shall be retained by the producer of the program. Producer is responsible for ad sales and program production.
- D. The LHSAA has the exclusive right to sell products licensed by the LHSAA for merchandising at the competition site during the lease period. LHSAA shall retain 100% of proceeds from sale of merchandise. Only LHSAA-licensed souvenir and soft good merchandise may be sold at the competition site (both inside and outside in areas controlled by the facility.) Currently the LHSAA has an existing merchandise contract 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 Girls' State Basketball Host agrees to all terms and conditions as outlined above in the Girls' Basketball 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

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 Girls' Basketball 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.)

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



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 Girls' Basketball 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 2018 and 2019 LHSAA Girls' Basketball 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: _____