



REQUEST FOR PROPOSAL

2012

IS USBC BA OPEN SENIORS SINGLES CHAMPIONSHIP TOURNAMENT BID

Thank you for your interest in bidding on the **2012** Indiana State USBC BA Open Seniors Singles Championship Tournament. The selection will be made as a package to award the winning bidder the opportunity to host the Indiana State USBC BA Open Senior Singles Championship Tournament for the year **2012**. Only **local USBC merged and BA associations can bid** to host the IS USBC BA Open Senior Singles Championship Tournament. All bids submitted by non-local USBC associations (including hotel properties, Convention Bureaus and Chamber of Commerce's, etc.) will be discarded without exception. As effective bidding is one of the most important skills that can be developed in the bowling industry, we will expect each bid to follow the requirements exactly as they are set forth. All incorrect or incomplete responses will be discarded without further consideration.

The Indiana State USBC BA Board of Directors, excluding any members who are finalists for hosting the annual meeting, will have the final vote, without any oral presentations, gifts or expectations by the bid organization, for the **2012** host city. The selected city will be posted on www.indianausbc.org.

and announced during the Indiana State USBC BA Annual Delegates Meeting

Please note: The Indiana State USBC BA does not have a formal policy relating to a geographical rotation of the IS USBC BA Open Senior Singles Championship Tournament. The final selection is made based upon the quality of bids submitted for the year in question. A contractual agreement between the IS USBC BA and all parties will finalize acceptance.

BIDDING PROCEDURES

You may only submit a bid to be selected as the host city for the year of **2012** as specified. The host organization should understand that any bid packages submitted for future Tournament dates would be discarded without exception.

Bid documents must be bound using a three-ring binder, or coil or comb binding. If odd shaped items must be included, (brochures, pamphlets, etc.) insert them into sheet proctors then bind together with the remaining documents. Bids must address each requirement, in order, as listed in Requirement to Bid and two (2) original copies of your bid must be sent to the IS USBC BA Association Manager.

The IS USBC BA Association Manager must receive a bid postmarked no later than **March 15, 2010.** Any bid not postmarked by this date will be in violation of the bid procedures and will be discarded unopened.

Questions regarding bid procedures should be directed to Dan Cappa, Association Manager, at (765) 939-8641 or assn.manager@indianausbc.org

REQUIREMENTS TO BID

Listed below are the **minimum** requirements to host the Indiana State USBC BA Open Senior Singles Championship Tournament. These requirements are **not negotiable**. Do not submit a bid unless you are able to meet **all** of the requirements outlined below.

A. Letters of Commitment

The host organization, host hotel and additional hotel (if applicable) must review, print on company letterhead and sign their designated Letter of Commitment (Attachment A1-A3). These letters bind the signers and his/her organization/hotel to the requirements outlined in the bid. The current president, and association manager or authorized representative must sign the letter for the host organization and the general manager must sign on behalf of the hotel(s). Should the person endorsing the bid leave the host organization prior to the end of the period selected; notification must be submitted to the Indiana State USBC BA binding the organization to their commitment.

B. Active Participation in the Indiana State USBC BA

Only ACTIVE participants of the Indiana State USBC BA, showing at a minimum three (3) years of concurrent participation at the annual meeting or participation in any of the IS USBC BA tournaments at the time of bid submission, may submit a bid. Those not meeting this requirement are not eligible to submit a bid, **under any circumstances**.

Bids will include the year(s) the organization has hosted other events of the Indiana State USBC BA showing a commitment to the Indiana State USBC BA (State Championships, State Jamboree, etc.).

C. Annual Tournament Dates

The dates for the **2012** IS USBC BA Open Senior Singles Championship Tournament **are each day starting on the first Saturday in April through the third Sunday in April excluding Easter Sunday. The Roll off will be conducted the third Saturday in May. These dates ARE NOT flexible.** Bid will include a brief statement indicating committing to the **required** dates.

D. Headquarters Hotel

One (1) full service hotel will be proposed as the host hotel with the option of including one (3) additional hotel's. The additional hotels should be in close proximity to the proposed host hotel.

The Indiana State USBC BA will promote only the Headquarters hotel and three (3) additional hotels.

Bid will include information on the hotel(s) including: number of guest rooms, number/size of meeting rooms, restaurant(s) on site, check in/check out times, amenities offered to guests (pool, fitness facilities, and high speed internet), parking information, etc.

E. Room Rates

The IS USBC BA is proposing a range of room rates to meet the economic requirements of the participants in the tournament. The rates at the host hotel and additional hotels do not have to be the same. Bid will include a brief statement listing and guaranteeing the rate to be in effect during the year of the Tournament, current State, County and City room tax and other standard room charges if applicable.

F. Attrition Clause

Attrition Clauses will not be accepted as part of room block(s) commitment(s). Bid will include statement(s) to this effect from Hotel(s).

G. Complimentary Rooms Nights

The following complimentary room nights will be provided at the Headquarters hotel and/or additional hotels.

One (1) complimentary room night for the Tournament Manager for each day of the Tournament schedule.

One (1) Complimentary room night for the Assistant Tournament Manager for each day of the Tournament Schedule.

H. Site Visits

Two Site visits will be scheduled to aid in the selection of, and planning for the event.

Pre-Selection Visit

A one-day pre-selection site visit to the finalist hotel(s)/cities will be performed by the IS USBC BA. Headquarters facility will be notified if they are a finalist. And the site visit will take place in **May 2010**. With the exact date to be determined.

I. Additional Incentives

As a non-profit association, the IS USBC BA is proactive in looking for discounts and cost saving advantages for the event and its attendees. Bid should include a complete description of all incentives or discounts available to the IS USBC BA and its attendees that will set your city apart from other bidding cities. Examples include complimentary shuttle, free high speed Internet, rental discounts, unused comp room credits, etc.

J. Local Area Information

Many attendees enjoy the amenities of the host city before, during and after the event. Bid should include additional information on the area including, but not limited to, information on area attractions, ground transportation options, a guide to restaurants/bars, shopping areas and other general tourist information. Ease of travel to and around the host city will be a factor in the selection process.

Bid should include information specific to the IS USBC BA event and not be limited to generic tourism brochures and literature provided by a CVB.

K. Local Area Information

Many attendees enjoy the amenities of the host city before, during and after the event. Bid should include additional information on the area including, but not limited to, information on area attractions, ground transportation options, a guide to restaurants/bars, shopping areas and other general tourist information. Ease of travel to and around the host city will be a factor in the selection process.

Bid should include information specific to the IS USBC BA event and not be limited to generic tourism brochures and literature provided by a CVB.

L. The Role of the IS USBC BA

The IS USBC BA Staff, along with the Events Committee, will handle all budgeting, marketing, registration, planning and execution of the event. Therefore, the IS USBC BA must sign all contracts pay all invoices and receive all fees and room rebates. Bid should include a statement of understanding of the IS USBC BA's role in managing the event.

M. Marquee's and Signage

There is a requirement that the Headquarters Hotel, Additional Hotels, Convention Center and Bowling Centers display **“Welcome Indiana State Senior Open Championship Tournament”** on Marquee's and signage for every weekend the tournament is scheduled. If the hotel's, convention center or bowling centers have any restrictions regarding Marquee and signage display include a copy of the policy(s) in the bid.

N. Shipping Destination

Host association will arrange for a free shipping destination for the Indiana State USBC BA. Destination may be the host association office or another location, however shipment to a bowling center is not permitted. Items received at this location will include giveaway items, merchandise to sell, merchandise to raffle, merchandise display equipment, office equipment/materials and registration equipment/materials. This does not include exhibitor shipments. If the shipping destination is different than the host association office, the host association will arrange for transportation of items to location prior to the start of the tournament Bid will include commitment to arrange shipping destination and mailing address where items are to be sent. If location/ mailing address changes, The Indiana State USBC BA must be notified promptly.

O. Staff/Volunteers

Host association will supply **6** volunteers/staffing for the tournament tasks each scheduled tournament day. Bid will include commitment to provide staff/volunteers for each of the tasks but not limited to the tasks listed below. Compensation for these volunteer/staff is the responsibility of the host association

Merchandise Sales Promotion

Raffles

Check-in/Change duties (**Does not include lane monitors**)

P. Bowling Center information

The Host Association will contact bowling centers in their area and complete the Bowling Center Information sheet (**attachment D**). **The Indiana State USBC BA shall select the centers to be used based upon the information provided and a site evaluation.** Only lanes certified to be in compliance with USBC specifications will be considered. **A minimum of a sixteen (16) lane center is required to host this tournament.**

Q. Specification Compliance

The Host Association must run zero line tapes and post these tapes in tournament headquarters prior to the start of each day tournament schedule. **Tournament Pins** - The bowling pins used for the annual tournament must at all times bear only the name and trademark of the original manufacturer or distributor thereof, and must be marked **"USBC APPROVED"**. Pins that have been turned down, trimmed and then refinished, may not be relabeled or used in the tournament. The pins in use by the establishment(s) holding the tournament shall not be changed during the entire tournament, except for replacement of broken pins.

R. Bid Submission Guidelines

Bid documents must be bound using a three-ring binder or coil or comb binding with no loose items. Bid must include a completed Bid Submission Checklist (Attachment E). By completing the form you are committing to providing the requirements as explained in the RFP. **If you cannot meet all of the requirements, do not submit a bid, as it will not be considered.** In addition, any bid received without a completed checklist will be in violation of the bid procedures and will not be considered.

Host Association Letter of Commitment
Attachment AI

March 15, 2010

Dan Cappa
Association Manager
Indiana State USBC BA
3520 Wynfield Drive
Richmond, IN 47374

Dear Dan:

In response to the **2012** year Indiana State USBC BA Request for Proposal we are submitting this letter of commitment to serve as the Host Association. We understand by initialing the items listed below, and signing at the conclusion of this document, we are assuring the Indiana State USBC BA I/we have read, clearly understand and are committed to meeting all of the minimum requirements listed in the indicated section of the RFP for the **Indiana State Open Senior Singles Championship Tournament**.

As representatives of the host Association, I/we agree to the following requirements as outlined in the RFP and my bid packet:

- | | |
|--|---|
| <input type="checkbox"/> RFP Package | <input type="checkbox"/> Bidding Procedures |
| <input type="checkbox"/> Requirement to Bid | |
| <input type="checkbox"/> Letter Of Commitment | <input type="checkbox"/> Active Participation |
| <input type="checkbox"/> Site Visits | |
| <input type="checkbox"/> Annual Tournament Dates | <input type="checkbox"/> Additional Incentives |
| <input type="checkbox"/> Host Hotel | <input type="checkbox"/> Local Area Information |
| <input type="checkbox"/> Additional Hotels | <input type="checkbox"/> IS USBC BA Role |
| <input type="checkbox"/> Room Rates | <input type="checkbox"/> Marquee's and Signage |
| <input type="checkbox"/> Shipping Destination | |
| <input type="checkbox"/> Attrition Clause | <input type="checkbox"/> Staff/Volunteers |
| <input type="checkbox"/> Complimentary Room Nights | <input type="checkbox"/> Bowling Center Information |
| <input type="checkbox"/> Bid Submission Guidelines | <input type="checkbox"/> Specification Compliance |

Should I/we no longer be officers of the host Association, notification will be submitted to the Indiana State USBC BA binding the organization to this commitment.

Host Association President

Host Association Manager

Print Name

Print Name

Host Hotel Letter of Commitment
Attachment A2

March 15, 2010

Dan Cappa
Association Manager
Indiana State USBC BA
3520 Wynfield Drive
Richmond, IN 47374

Dear Dan:

In response to the **2012** Indiana State USBC BA Request for Proposal we are submitting this letter of commitment to serve as the host hotel. We understand by initialing the items listed below, and signing at the conclusion of this document, we are assuring the Indiana State USBC BA we have read, clearly understand and are committed to meeting all of the minimum requirements listed in that section of the RFP for the **Indiana State Open Senior Singles Championship Tournament**.

As representatives of the host hotel, we agree to the following requirements as outlined in the RFP and bid packet:

<input type="checkbox"/> Annual Tournament Dates	<input type="checkbox"/> Host Hotel
<input type="checkbox"/> Room Rates	<input type="checkbox"/> Attrition Clause
<input type="checkbox"/> Site Visits	
<input type="checkbox"/> Complimentary Room Nights	<input type="checkbox"/> Additional Incentives
<input type="checkbox"/> Marquee's and Signage	<input type="checkbox"/> IS USBC BA Role

Should I/we no longer be officers of the host Association, notification will be submitted to the Indiana State USBC BA binding the organization to this commitment.

Signature, General Manager

Signature, Sales Manager

Signature, Host Association

Print Name

Print Name

Print Name

Additional Hotel letter of Commitment

Attachment A3

March 15, 2010

Dan Cappa
Association Manager
Indiana State USBC BA
3520 Wynfield Drive
Richmond, IN 47374

Dear Dan:

In response to the **2012** Indiana State USBC BA Request for Proposal we are submitting this letter of commitment. We understand by initialing the items listed below, and signing at the conclusion of this document, we are assuring the Indiana State USBC BA we have read, clearly understand and are committed to meeting all of the minimum requirements listed in that section of the RFP for the **Indiana State Open Senior Singles Championship Tournament**.

As representatives of the host hotel, we agree to the following requirements as outlined in the RFP and bid packet:

____ Annual Tournament Dates	____ Host hotel
____ Room Rates	____ Attrition Clause
____ Complimentary Room Nights	____ Marquee's and Signage
____ IS USBC BA Role	

Should I/we no longer be officers of the host Association, notification will be submitted to the Indiana State USBC BA binding the organization to this commitment.

Signature, General Manager

Signature, Sales Manager

Signature, Host Association

Print Name

Print Name

Print Name

Specification Compliance:

USBC Lane Certification Number: _____

Manufacturer and Name of Bowling Pins: _____

Bowling Pin Weight: _____

Thank you for sharing information with the Committee. All information provided is considered confidential and will only be shared with the IS USBC BA Board for site selection evaluation.

Required: Digital photos of the Bowling Center Parking Areas, Concourse, Lanes, Lounge/Restaurant, and Staff Space etc. Will aid in the selection of a site.

The selected center must be capable of providing lanes in the time periods designated by the IS USBC BA.

Name of Individual Completing this form:
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Comments/Clarifications:

**ATTACHMENT E
BID SUBMISSION CHECKLIST**

Please complete the contact information below and check off each bid requirement. By checking off each item, you are assuring the Indiana State USBC BA you are committing to the minimum bid requirements as listed in the indicated section of the RFP. If you cannot meet **all** of the requirements, please do not submit a bid as it will not be considered. In addition, any bid received without a completed checklist will not be considered. Each of these points should be **highlighted** and responded to separately within the bid.

Host Association Information:

Association National ID# _____ Name _____

Address _____

City _____ Zip _____

Phone Number _____ Email Address _____

Point of Contact _____

Bid Year: ____ **2012**

MINIMUM REQUIREMENTS TO HOST CHECKLIST

By initialing by each item below, you are assuring the Indiana State USBC BA you have read, clearly understand and are committed to meeting all of the minimum requirements listed in that section of the RFP for the Indiana State USBC BA Open Seniors Singles Championship Tournament.

- | | |
|---|--|
| <input type="checkbox"/> RFP Package | <input type="checkbox"/> Bidding Procedures |
| <input type="checkbox"/> Requirement to Bid | <input type="checkbox"/> Letter Of Commitment |
| <input type="checkbox"/> Active Participation | <input type="checkbox"/> Site Visits |
| <input type="checkbox"/> Annual Tournament Dates | <input type="checkbox"/> Additional Incentives |
| <input type="checkbox"/> Host Hotel | <input type="checkbox"/> Local Area Information |
| <input type="checkbox"/> Additional Hotels | <input type="checkbox"/> IS USBC BA Role |
| <input type="checkbox"/> Room Rates | <input type="checkbox"/> Marquee's and Signage |
| <input type="checkbox"/> Shipping Destination | <input type="checkbox"/> Attrition Clause |
| <input type="checkbox"/> Staff/Volunteers | <input type="checkbox"/> Complimentary Room Nights |
| <input type="checkbox"/> Bowling Center Information | <input type="checkbox"/> Bid Submission Guidelines |
| <input type="checkbox"/> Specification Compliance | |