



New Mexico High School Bowling

State Championship Event

Request for Proposal (RFP)

and

Bid

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Section 1 – Introduction

1.1 Event Format

As an activity under New Mexico Activities Association (NMAA), the New Mexico High School Bowling Association (NMHSBA) is charged with conducting the Bowling Activity State Championship. The activity teams are mixed gender. Each high school submits their best team (up to 8 eligible student bowlers) and are placed in their appropriate division (1A-4A, 5A, and 6A). All teams bowl three (3) qualifying games. These are used to establish a seeding for a team head-to-head double elimination best two (2) out of three (3) bracket competition. The result is recognizing the top two (2) or three (3) high school teams per division.

1.2 Specific Details

Date(s): 13 Feb 2016

Time: 6:30 AM to approximately 6 PM

Minimum Number of Lanes Considered: 24

1.3 RFP, and Bid intent and process

Starting in the 2014-2015 season the board decided that the State Championship event should provide an opportunity for different venues. Therefore, the Request for Proposal and Bid was conceived to be used for future events. This RFP is intended to determine best services for the best value. A rotating location schedule is not a requirement. This means that the lowest value RFP is not necessarily the best RFP. It is important to ensure that a bidder addresses all aspects in their response to help the board identify that they understand what is required to host the event.

Besides providing RFP process, requirements, and costs, this document addresses all aspects of putting on this event to alleviate as many questions as possible.

Bid for RFP may only be submitted by centers in the state of New Mexico that demonstrate a commitment to NMHSBA activity. For example, they have high school teams practicing at their center, participating in the NMHSBA weekly event schedule during the year of hosting, have met the requirements of the NMHSBA and Center agreement form, and meet NMHSBA and NMAA standards at the time of hosting.

1.4 Hosts

Current

2016 – TBD

2015 – Holiday Bowl, Albuquerque, NM

Prior to Request for Proposal process

2009-2014 – Ten Pins and More, Rio Rancho, NM

2008 - Albuquerque Convention Center, USBC Open, Albuquerque, NM

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Section 2 – Bid Process

2.1 Timetable (planned)

Jan 6, 2016 – Deadline for Submission of RFP to NMHSBA.

Jan 10, 2016 – NMHSBA Board plans to meet by this date and determine Host.

Jan 12, 2016 – NMHSBA Correspondence person plans to notify of decision.

Jan 15, 2016 - NMHSBA Correspondence person & Center Manager sign Agreement by this date.

2.2 Selection Criteria

The following provides the main criteria that NMHSBA will use in evaluating bids:

Hosting Fee – In consideration for staging the event, potential hosts are invited to consider a hosting fee to cover their expenses for the event.

Finance – Ensuring all appropriate costs are met by the Host and/or NMHSBA.

Venue – Ensuring that all the technical specifications detailed in this document (especially section 3) can be met and delivered on time, in a professional manner, and in accordance with NMHSBA and NMAA statutes. Grill, Parking, and seating are key areas of concern.

Organization – The nature and structure of the host and NMHSBA for the event in addition to the organizational experience of the center with regards to the staging of previous bowling events.

Location – Considering the proximity of the city and venue in relation to all factors (participating high schools, hotels, dining, etc.), the projected time of transport to and from the event, etc.

Accommodations- Ensuring a range of options can be provided to participating teams and players and the associated costs of these options, the location and distances to the competition venue, etc.

2.3 Format of Proposal

The Proposal shall include the completed Bidding document form in section 5.

2.4 Decision Makers and Correspondence

The final decision of awarding of the event will be by the NMHSBA Board. Following is the person handling all correspondence (enquiries, expressions of interest, bid documentation, etc.) with organizations bidding for NMHSA State Championship.

President – Don Thompson

Email: pres@nmhsba.org

Fax: 1-800-550-2460

Tel: 505-453-8615 (cell)

Address: 3216 19th Ave SE, Rio Rancho NM 87124

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Section 3 – Event Provisions

The description below includes an outline of the main requirements to host the NMHSBA State Championship event.

3.1 Organization and obligations

This section details the requirements of the event, to what standard, and outlines the responsible body(ies).

3.1.1 Venue: Technical Specifications

Area	Description	Responsibility
Size of Center	The bowling center must have a minimum of 24 Lanes .	Center
Capacity	The bowling center needs to be able to support 250 to 300 spectators within the concourse, and 120 to 150 student bowlers and coaches within the settee area.	Center
USBC Certified	Lanes must be certified at time of event.	Center
Audio	Need a quality microphone/speaker system for announcements, etc. (Mobile capability preferred.)	Center
Oiling Lanes	Lanes are to be oiled in the morning prior to competition start time. The condition will be determined by the center with NMHSBA approval. At a minimum, the lane heads are re-oiled between the qualifying games and the baker brackets.	Center

3.1.2 Venue: Time Information

All times are a **plan** based on past experience, may vary due to circumstances (i.e. breakdown, oil times, number of actual bracket games, ahead of schedule) and determined by NMHSBA.

Time	Description
6:30 to 8:00 AM	NMHSBA and vendor access to facility to setup. Only NMHSBA and working center staff authorized in. Doors are locked.
8:00 AM	Center unlocks Competitors entry and NMHSBA checks in.
8 to 8:30 AM	NMHSBA and volunteers at admission entries and center unlocks admission doors. Staffed until Tournament Director determines to stop.
9 AM to 12 PM	Teams bowl three (3) regular ten pin games and ranked on pin count.
12 PM to 1 PM	Lanes oiled. In the past it has been heads only. NMHSBA will work with the center to determine what is best for the event in terms of time and competition.
1 PM to 5 PM	Head-to-Head Bracket Competition
5 PM to 6 PM	Award Presentation and Breakdown

3.1.3 Venue: Center Floor Space

Area	Description	Responsibility
Center Availability	Center premises must be available solely for high school competition from 6:30 AM to end of event (anticipated to be around 6 PM) as deemed by NMHSBA.	Center

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Athlete Entry Area	A single entry point with table that is not co-used for spectator entry for the competitor check in. Must allow easy maneuvering of bowling equipment.	Center
Spectator Entry area	Separate entry(ies) with table(s) from competitor's entry table for spectators to enter.	Center
NMAA Merchandise Vendor Location	An area within the center for the NMAA Vendor representative to setup their sales items. Must be visible by spectators and teams. Approximately a 5 x 8 area.	Center
NMHSBA Scoring area	An area within the center for the NMHSBA scoring that has visibility of competition lanes. Approximately a 5 x 10 area.	Center
Bowler Equipment Storage area	A storage area sufficient for player's equipment (Balls, Bags, shoes, etc.) must be provided in the bowling center. This is for equipment that will not fit in the lane area. Students are allowed three balls in their lane area, but could have more to draw from. This area must be secure.	Center
Silent Auction area	An area within the center for the NMHSBA to setup their Silent Auction items. Must be visible by spectators and teams.	Center
VIP Hospitality Area	An area where VIPs will go for refreshments, Coaches will have event coaches meeting, etc.	Center
NMHSBA Office	NMHSBA must have a private space available in the center for board or Tournament Director to handle private issues.	Center
Restroom Accommodations	Center shall ensure restrooms accommodate male and female, and are functional throughout the event.	Center

3.1.4 Venue: Other Specifications

Area	Description	Responsibility
Grill/Catering	Catering/food service facility must be available at the center and serve from 30 minutes prior to competitor entry and end no earlier than award presentations. Must offer a wide range of cold and hot food and drinks. Healthy food should be part of the menu. Must ensure food is provided in a timely fashion.	Center/Grill
Pro Shop Availability	A Pro Shop must be available, open, and appropriately staffed no later than 30 minutes prior to competition start and available until conclusion of competition.	Center/Pro Shop
Venue look and Feel	Center must display NMHSBA provided sponsor banners, direction signs, and high school signs during the event. Banners will be provided during the week prior to event so center can put up. NMHSBA will post high school signs and direction signs the morning of event during setup.	Center
Award Presentations	Center must accommodate for the space on the lanes for the award presentations at the conclusion of the competition.	Center

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3.1.5 Personnel

Area	Description	Responsibility
Event Tournament Director	NMHSBA will appoint a Director. They will handle all NMHSBA aspects of the tournament to include lane assignments.	NMHSBA
Center Director	Center must provide a manager for NMHSBA Director to work all tournaments concerns with NMHSBA Tournament Director.	Center
Mechanic(s)	Qualified and capable mechanic(s) must be in center during competition.	Center
Front Desk staff	Enough staff to ensure issues with the center are quickly identified quickly to the Tournament Director and resolved.	Center
Volunteer Personnel	NMHSBA will have volunteers to assist in the running of the event. They are identified by a wristband they are provided by NMHSBA.	NMHSBA

3.1.6 Other Requirements

Area	Description	Responsibility
Alcohol products	No alcohol may be sold or consumed on the center premises.	Center/NMHSBA
Tobacco related products	No tobacco products may be sold or used on the center premises. NMHSBA considers e-cigs to be in this same category.	Center/NMHSBA
Parking	-Center must have sufficient area for parking based on counts identified above. -Center must have a high school team's bus drop zone and parking.	Center
Arcades	There is to be no Arcade type systems active during competition.	Center
Vending Machines	Center vending machines associated to food, beverage, or bowling supplies are allowed.	Center
Coaches Meeting	This will be held at the VIP area approximately 15 to 30 minutes prior to competition.	NMHSBA

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Section 4 – Financial Overview

This section details the costs involved to run the event, and outlines the body responsible for organizing and financing.

Area	Description	Organizing Responsibility	Financial Responsibility
Center Cost	Costs for Center usage for services identified in section 3.	Center	NMHSBA
Grill/Catering	Consumers to pay for purchased items. NMHSBA supports the center's no outside food and drinks policy.	Center/Grill	Grill/Patrons
VIP Hospitality	Center arrange for snacks and a lunch. Planned for 60 to 75 NMHSBA approved people. Time of service to be provided.	Center/Grill	NMHSBA
Team Entry Fee	Each team pays \$50 to NMHSBA.	NMHSBA	NMHSBA
Admissions	-NMHSBA will collect and staff the admission tables with their volunteers at the specified entry points. -A wristband will be provided to allow spectators to leave and come back in without a re-entry fee. -Entry points not manned by NMHSBA must be kept secured from outside entry.	NMHSBA/Center	NMHSBA
Awards	-Trophy for 1 st , 2 nd , and/or 3 rd Place team for each Division. -Banner for each team Division Champion (1 st Place). -Medallions for individuals. -- Top 5 High Series (Male & Female) in state event in each division -- Top Game (Male & Female) in state event in each Division -All-State Division Teams recognized. -Season Award Winners recognized (High Average, Hi Series, Hi Game)	NMHSBA	NMHSBA
Results	During and after event.	NMHSBA	NMHSBA
Raffle/Silent Auction	NMHSBA does conduct these.	NMHSBA	NMHSBA

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Section 5 – Bidding Document(s)/Form(s)

NMHSBA will accept electronic or hard copy bids.

At a minimum, a candidate wishing to host an NMHSBA Championship event must complete sections 1 through 4. If more space is needed for the response, please attach an appendage.

1. Center Contact Details

Center Name:	
Name of Contact:	
Contact Title:	
Contact Email Address:	
Contact Business Phone Number:	
Contact Mobile Phone Number:	
Contact Fax Number:	

2. Goals for hosting the event

What are your goals in bidding for this event?, and/or Why are you doing it?, and/or What do you want to achieve by bringing the event to your center?	
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3. Bowling Center major aspects

Competition area: <ul style="list-style-type: none">- Number of Lanes:- Brand type of approaches:- Brand, type, and age of Lane surfaces:- Brand, type, and age of Pin Setters:- Brand, type, and age of Pins to be used:- Brand, type, and currency of scoring system:	
Oiling Lanes. <ul style="list-style-type: none">- Number of machines:- Type of each machine:- Time to oil a pair of lanes (complete):- Time to oil a pair of lanes (Heads only):	
Failure Rate Analysis of Pin setters and Interface. What intercoms do you have? Do all intercoms work?	

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<p>Is there working Air Conditioning/Heating/Fan? What is the reliability?</p>	
<p>Center procedures/policy for expediently resolving breakdowns. We are anticipating 23 teams.</p>	
<p>Have Major events been held here before? (Identify pertinent events)</p>	
<p>What other relevant facilities are at the bowling center? (grill/restaurant, pro shop, etc.)</p> <p>What will be the availability of these facilities?</p> <p>What is the staffing plan to ensure all aspects (grill, desk, mechanic, etc) are kept running, and patrons and NMHSBA satisfied? Including meeting timeliness in food delivery.</p>	

4. Other considerations

<p>What is your plan for the Venue: Floor space for items identified and times identified?</p> <p>A drawing that reflects your plan is helpful to understand the words and know you understand requirements.</p>	
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Plan for parking to meet the number of spectators/bowlers/coaches anticipated:	
Provide a cost breakdown of your bid? Could attach if not enough room here.	

5. Other Supporting Information

Please provide any other information to support the bid. For example, your previous experience of organizing major bowling events, any special conditions you wish to propose regarding the running or financial arrangements for hosting the event, any other areas that need to be addressed from any of this documents sections that help identify that you understand what is required to host the event, etc.

Center Manager or Proprietor Name

Signature

Date