



## 2022 IS USBC Women's Championship Request for Proposal (RFP) Package

### **Tournament Host - Request for Proposal 2022 IS USBC Women's Championship Tournament Bid**

Thank you for your interest in bidding on the 2022 Indiana State USBC Women's Championship Tournament. The selection will be made as a package to award the winning bidder the opportunity to host the Indiana State USBC Women's Championship Tournament for the year **2022**. The bidding is open to anyone who is able to meet all the requirements of the RFP. Complete RFP bids shall include commitments from bowling center management/ownership and hotel properties. RFP bids would preferably include commitments from convention bureaus/chamber of commerce, etc. 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.

The Indiana State USBC Board of Directors will have the final vote without any oral presentations, gifts or expectations by the bid organization. Once all the bidders have been notified of the board's decision, the winning bid will be posted on [www.indianastateusbc.org](http://www.indianastateusbc.org) and IS USBC Facebook page and will include all pertinent information for the bowlers of Indiana. In addition, the selection will be announced at various IS USBC events.

Please note: The Indiana State USBC does not have a formal policy relating to a geographical rotation of the IS USBC Women's 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 and all parties will finalize acceptance.

This RFP bid package must be postmarked or received by the IS USBC Association Manager by December 16, 2019. Any RFP bid package not postmarked or received by December 16, 2019 will be in violation of the bid process and will not be considered. The IS USBC Association Manager will notify all submitters upon receipt.

Questions regarding the bid process should be directed to IS USBC Association Manager, Brian Nunning at (812) 629-0352 or [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org)



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### **Minimum / Preferred Bid Requirements**

#### **Tournament Event Requirements**

The bidder agrees to host the 2022 IS USBC Women's Championship under the direction of the Indiana State USBC. The 2022 IS USBC Women's Championship shall be conducted in March/April/May. Squads may be held on Friday, Saturday's and Sunday's. There will not be any bowling on Easter weekend. Final dates and squad times will be confirmed at contract signing. Bidder shall provide any limitations within the RFP bid package.

All center's included in this bid must have and maintain USBC Center Certifications at the time of bid and throughout the entire awarded event. For one center bids, the 2022 IS USBC Women's Championship requires a minimum of 36 lanes and would prefer 40 lanes. For two center bids, minimum 16 lanes for team event and a minimum of 24 lanes for doubles/singles. When the entire set of lane beds are not fully utilized, a minimum buffer from open play shall be four lanes. The IS USBC will have final approval for the lane condition to be used during the event. Lanes will be required to be dressed (oiled) before each squad of the tournament. The bidder must complete the Bidder and Center Information section of this RFP and must include all requested lineage cost information. (Note: Tournament Lineage shall not exceed the lowest weekly prime time league rates as verified by league contracts and shall only include charges for actual lines bowled).

The Host must run zero line tapes and provide tapes readings to the Tournament Management prior to the start of each squad of the tournament schedule. Tournament Pins - The bowling pins used for the 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.

A shipping location and secured storage location is required to receive/store items such as bowling balls, raffle tickets, merchandise, office/tournament management equipment and display equipment. The IS USBC will be responsible to notify host/center of each shipment asap.

This tournament requires high speed internet access and network wiring to all tournament operations.



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The bidder/center shall provide tables & chairs as required for tournament operations and printed frame by frame scores after each game from the center is required.

Bowler names must be inputted by the center in the scoring system for each squad. It is preferred the center has scoring integration with BLS. When the center has BLS integration, the center will agree to allow and work with the IS USBC Tournament Staff to transfer names and scores to the scoring system electronically.

The bidder and centers agree to site visit(s), if required to observe and verify all aspects of the RFP package. A contractual agreement will be finalized prior to the event with the winning bidder including center management/ownership and the Indiana State USBC. A technology / planning visit will be held prior to the event to determine and agree upon items needed to be completed prior to the start of the event as well as to the location of the tournament operations such as tournament office, check-in, bracket intake, bracket computer operations and merchandise.

### **Hotel Requirements**

The host is encouraged to actively pursue and engage the local Convention and Visitors Bureau and Chamber of Commerce. The IS USBC Association Manager will happily assist and participate in discussions as required and when needed.

Hotel room options are required for the tournament bowlers. This RFP bid shall include information on hotel(s) such as hotel contacts (management), number of guest rooms, room rates with room types, applicable state/county/city taxes, hotel amenities and complimentary rooms given. Hotel's often offer rebates for rooms as paid for by event participants. It is financially beneficial to you as the host and the Indiana State USBC if you are able to negotiate room rebates into the agreements with the hotels and their pricing given to the tournament. All rebates shall be paid to the IS USBC and will be shared per the compensation agreement with the host.

A sample letter is available below for assisting the bidder to obtain the agreements and required information from hotel properties who are interested in participating in this event. Please attach all signed letters from the hotels to the RFP package.

The host shall provide and/or pay for ten (10) hotel rooms as required. This will be for the IS USBC Women's Championship Tournament Staff. Note: Many CVB's / Cities will cover the cost of these hotel rooms. In the event the rooms are not provided at no cost, it shall be noted in the RFP bid package and the IS USBC may consider other options.



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The IS USBC WILL NOT accept or agree to any attrition clauses for unpicked up rooms.

### **Staff / Volunteers Requirements**

The host agrees to provide a minimum of ten (12) volunteers/staffing (based on two centers) for the tournament operation tasks each squad of the tournament. Bid must include a commitment to provide staff /volunteers for, but not limited to the following: Merchandise Sales Promotion, Raffles, Check-in, Bracket Intake and lane readings. Compensation for these "local" volunteer/staff is the responsibility of the tournament host.

Lane monitors shall be provided by the host/center. These are typically youth bowlers (but not required to be youth) and are compensated through tips from the bowlers for exceptional service. Maximum 8 lanes per lane monitor.

As will be defined within the signed contract upon receiving the bid, the Host shall be compensated up to 25% of the net tournament profit as determined in accordance with established accounting practices, related to merchandise and promotional activities exclusive of any interest on such funds which shall belong to the IS USBC.

### **Additional Incentives**

As a non-profit association, the IS USBC is proactive in looking for discounts and cost saving advantages for the event and its attendees. Bids should include a complete description of all incentives or discounts available to the IS USBC and its attendees that will set your city apart from other bidding cities.



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### **Bidding Procedures**

This RFP bid package is only for the 2022 IS USBC Women's Championship Tournament. RFP's will only be accepted for the year outlined in the RFP.

The preferred method of submission is electronically by email. You are encouraged to complete and scan all documents and other attachments such as pictures and commitment letters into a PDF file and attached to the email. This shall be sent to the IS USBC Association Manager by December 16, 2019 at [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org)

Where the RFP documents and attachments cannot be scanned and sent through email, the documents and any attachments may be mailed (Postmarked by December 16, 2019) to the following address:

Indiana State USBC  
2755 Lake Pine Path Apt #223  
Saint Joseph, MI 49085

All submitters will receive an email acknowledgement of RFP bid receipt from the IS USBC Association Manager upon receipt.

Questions regarding the bid process should be directed to IS USBC Association Manager, Brian Nunning at (812) 629-0352 or [brian.nunning@indianastateusbc.org](mailto:brian.nunning@indianastateusbc.org). All received questions and answers will be made available on [www.indianastateusbc.org](http://www.indianastateusbc.org) under the Tournament RFP page.



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By submitting this RFP package, the submitter and all other parties involved acknowledges you have read, clearly understand and are agreed to meet all the minimum requirements listed in this RFP package.

|                   |  |
|-------------------|--|
| Name of Submitter |  |
| Address           |  |
| City, State, Zip  |  |
| Phone number      |  |
| Email Address     |  |

If submitting as Center Proprietor or Individual/Group please indicate if Local Association involvement by circling Yes or No and providing local association information. (note: not required)

|  |                             |
|--|-----------------------------|
| Local Association Name                         |                             |
| Local Association Involvement                  | Yes                      No |
| If yes, complete the following:                |                             |
| Local Association (L A)<br>Representative Name |                             |
| L A Phone Number                               |                             |
| L A Representative Email                       |                             |
| L A Representative Title                       |                             |



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**1st Bowling Center Information**

Contact Information

|                      |  |
|----------------------|--|
| Center Name          |  |
| Address              |  |
| City, State, Zip     |  |
| Phone Number         |  |
| Proprietor Name      |  |
| Proprietor Email     |  |
| Center Manager Name  |  |
| Center Manager Email |  |

Center Information

|   |                                |
|---|--------------------------------|
| Number of Lanes in Center   |                                |
| Number of Lanes available for tournament  |                                |
| Name & Model of Automatic Scoring System  |                                |
| League Record Keeping System (i.e. BLS)   |                                |
| Type of Lanes (wood, synthetic)   |                                |
| Brand and Model of Lane Conditioning Machine                                      |                                |
| Is the Center a member of the Indiana Bowling Centers Association? (not required) | Yes                      No    |
| USBC Center Certification Number  |                                |
| Type of Internet Service (DSL / Cable)  | DSL                      Cable |



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**1st Bowling Center Information Continued**

Food and Beverage Services Information

| Food Service (Restaurant / Snack Bar)   | Restaurant | Snack Bar |
|---|------------|-----------|
| Bar Service?  | Yes        | No        |
| Does the center have a Sunday alcohol License?  | Yes        | No        |
| Will Lane Waitress service be available during the tournament schedule?                                   | Yes        | No        |
| Will IS USBC workers get a discount on food / non-alcoholic beverages? If yes, what will the discount be? |            |           |

Lineage Cost Information

|                               | Current (at the time of bid) | 2022 Bid Year |
|-------------------------------|------------------------------|---------------|
| Opening Bowling (per line)    |                              |               |
| Primetime League (per line)   |                              |               |
| Afternoon League (per line)   |                              |               |
| Senior Leagues (per line)     |                              |               |
| Tournament Lineage (per line) |                              |               |

|  |  |
|--|--|
| Lineage requested for 2022 IS USBC Women's Championship (per line) |  |
|--|--|





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**1st Bowling Center Information Continued**

Tournament Requirements / General Process Information

|  |     |    |
|--|-----|----|
| Is there adequate space for a tournament office? Includes tournament management and check-in. (note: wired network access required)            | Yes | No |
| Is the tournament office secured?  | Yes | No |
| Is a Bracket/Pot Gm signup area available?   | Yes | No |
| Is a Bracket/Pot Gm input area available?  | Yes | No |
| Is an area available for Merchandise sales?  | Yes | No |
| Does the center have a secure protected area to lock up network / pc equipment throughout the tournament (weekends & weekdays) (note required) | Yes | No |
| Does the center have a secured protected area to lock up supplies, merchandise, raffle bowling balls, etc? (note required)                     | Yes | No |

By submission of the RFP bid, the bowling center acknowledges and accepts the following:

- The center must clean and oil the lanes prior to each scheduled squad of the tournament using the pattern established by the IS USBC and comply with the Lane Maintenance Checklist
- Names must be entered into scoring system for each squad. A, B, C not acceptable.
- Provide frame by frame printouts after each game
- Provide complete set of scores & series upon completion of squad. (If using BLS, IS USBC personnel can print from BLS)
- The center must have high speed internet access in the building and provide the IS USBC connection.



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**2nd Bowling Center Information**

Contact Information

|                      |  |
|----------------------|--|
| Center Name          |  |
| Address              |  |
| City, State, Zip     |  |
| Phone Number         |  |
| Proprietor Name      |  |
| Proprietor Email     |  |
| Center Manager Name  |  |
| Center Manager Email |  |

Center Information

|   |                                |
|---|--------------------------------|
| Number of Lanes in Center   |                                |
| Number of Lanes available for tournament  |                                |
| Name & Model of Automatic Scoring System  |                                |
| League Record Keeping System (i.e. BLS)   |                                |
| Type of Lanes (wood, synthetic)   |                                |
| Brand and Model of Lane Conditioning Machine                                      |                                |
| Is the Center a member of the Indiana Bowling Centers Association? (Not required) | Yes                      No    |
| USBC Center Certification Number  |                                |
| Type of Internet Service (DSL / Cable)  | DSL                      Cable |



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**2nd Bowling Center Information Continued**

Food and Beverage Services Information

| Food Service (Restaurant / Snack Bar)   | Restaurant | Snack Bar |
|---|------------|-----------|
| Bar Service?  | Yes        | No        |
| Does the center have a Sunday alcohol License?  | Yes        | No        |
| Will Lane Waitress service be available during the tournament schedule?                                   | Yes        | No        |
| Will IS USBC workers get a discount on food / non-alcoholic beverages? If yes, what will the discount be? |            |           |

Lineage Cost Information

|                               | Current (at the time of bid) | 2022 Bid Year |
|-------------------------------|------------------------------|---------------|
| Opening Bowling (per line)    |                              |               |
| Primetime League (per line)   |                              |               |
| Afternoon League (per line)   |                              |               |
| Senior Leagues (per line)     |                              |               |
| Tournament Lineage (per line) |                              |               |

|  |  |
|--|--|
| Lineage requested for 2022 IS USBC Women's Championship (per line) |  |
|--|--|



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**2nd Bowling Center Information Continued**

Tournament Requirements / General Process Information

|  |     |    |
|--|-----|----|
| Is there adequate space for a tournament office? Includes tournament management and check-in. (note: wired network access required)            | Yes | No |
| Is the tournament office secured?  | Yes | No |
| Is a Bracket/Pot Gm signup area available?   | Yes | No |
| Is a Bracket/Pot Gm input area available?  | Yes | No |
| Is an area available for Merchandise sales?  | Yes | No |
| Does the center have a secure protected area to lock up network / pc equipment throughout the tournament (weekends & weekdays) (note required) | Yes | No |
| Does the center have a secured protected area to lock up supplies, merchandise, raffle bowling balls, etc? (note required)                     | Yes | No |

By submission of the RFP bid, the bowling center acknowledges and accepts the following:

- The center must clean and oil the lanes prior to each scheduled squad of the tournament using the pattern established by the IS USBC and comply with the Lane Maintenance Checklist
- Names must be entered into scoring system for each squad. A, B, C not acceptable.
- Provide frame by frame printouts after each game
- Provide complete set of scores & series upon completion of squad. (If using BLS, IS USBC personnel can print from BLS)
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### Indiana State USBC Sample Lane Maintenance Checklist

In order for the Indiana State USBC Tournaments to be conducted in the most fair and competitive manner, this lane maintenance checklist must be completed and signed by the host center and a member of the tournament committee prior to competition.

This checklist will ensure that the tournament lane conditioning procedure will be fair from lane to lane, squad to squad, day to day, and weekend to weekend.

The Indiana State USBC appreciates your adherence to these guidelines so that every bowler will have a fair and equal opportunity to compete.

1. The same type of oil is being used on this squad as compared to others (Control)
2. The same type and mixture ratio of cleaner is being used on this squad as compared to others
3. The same pattern is correctly being used on this squad as compared to others
4. No significant changes to the buffing brush, transfer roller, and/or cleaning systems have been made
5. If this is the first squad of the day, lanes should be started no earlier than two hours prior to start time
6. If this is the second squad of the day, lanes should be run immediately before the start time
7. If this is the second squad of the day, all lanes used on that squad must be conditioned again
8. The "lane burning procedure" (see below) has been thoroughly followed.
9. The lane cleaner and conditioner volume shall be refilled before running first lane on each squad.
10. The lane cleaner and conditioner volume shall not be allowed to run out.
11. Tapes have been taken at 22' and 2' before the end of the pattern on approved lanes

#### **\*\*LANE BURNING PROCEDURE\*\***

When beginning to clean and condition lanes prior to each squad, the host center must "burn" four (4) lanes. The most common way to do this is to run lanes 1-4 and then go back to lane 1 and officially start the lane maintenance process. If the center is not using all of the lanes, the "burn pairs" may be those which are not used in competition. This process is extremely important for all squads, but especially the morning squads after which the house pattern was run the night before.



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Hotel Letter of Commitment.

|                                       |  |
|---------------------------------------|--|
| Hotel Name                            |  |
| Address, City, State, Zip             |  |
| General Manager or Sales Manager Name |  |
| Phone Number                          |  |
| Email Address                         |  |

In response to the 2022 Indiana State USBC Women's Championship Request for Proposal, we are submitting this letter of commitment to serve as an event hotel for the bowling participants. We understand and agree to no attrition clauses and offer the following:

Rooms blocks with room types and associated pricing. List of all applicable taxes. (include by dates if different)

Complimentary Rooms (if providing, add details)

Room Rebates (if providing, add details)

|   |  |
|---|--|
| General Manager or Sales Manager's<br>Signature |  |
| Date:   |  |