

## **Request for Proposal – Beach Volleyball Provider, North London Playing Fields Facility**

The Ontario Volleyball Association is requesting proposals to secure a beach volleyball provider at the North London Playing Field facility located in London, ON.

Send proposals and/or any questions on the RFP to:

Suzanne Wallace  
Manager of Beach Programs

[swallace@ontariovolleyball.org](mailto:swallace@ontariovolleyball.org)

416-426-7396

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### **Ontario Volleyball Association Overview**

Since 1929, the Ontario Volleyball Association (OVA) has been at the forefront of promoting, educating and ensuring the quality of the sport of volleyball in Ontario. As the official governing body for volleyball in the province, we are involved in every facet of the sport by offering programs at all levels for both indoor and beach volleyball. Over the years the game and sporting world has evolved and so too have the programs and services we offer, strongly reflecting our belief in *“Volleyball for Life.”*

### **Desired Partnership**

The OVA is seeking a beach volleyball provider who can successfully operate the following:

- adult and youth recreational beach volleyball leagues,
- adult and youth beach volleyball clinics,
- youth beach volleyball camps

at the ten (10) court facility located at North London Playing Fields in London, Ontario.

As the provider of such programming for the OVA, the partner would be expected to provide services in a safe and professional manner, supervise participants during the program delivery, comply with all OVA Policies and Procedures, and oversee equipment inventory and quality assurance to ensure our participants are receiving the best possible product.

Bidders may propose to operate a single offering (i.e. proposal to run youth development camps only or adult leagues and clinics only), or the entire portfolio of offerings. Multiple partnerships may be awarded at the sole discretion of the OVA.

**Term**

A partnership term of two beach volleyball seasons is desired (inclusive of May 1, 2019 to October 1, 2020), with the opportunity for a two season renewal (inclusive of May 1, 2021 to October 1, 2022) based on performance measures.

**Format for Proposal**

Any response to this request for proposal should include the following:

- Company overview
- Programming experience (past and current)
- Staff bios (full-time, seasonal and coaching staff)
- Proposed hours of operation, schedule of programs and registration fees
- Outline the anticipated usage by customers with description of clientele and quantify projected annual participation
- Proposed revenue sharing or fee remittance to OVA
- Online registration and scheduling system overview
- Proposed marketing and promotional campaign to generate program registration and revenues, showing support as OVA ambassador
- Value-added bid enhancements (details below)
- Desired partnership offerings from OVA (details below)
- Any distinctive competencies that differentiate your company from other proponents
- Any additional terms and conditions required for this partnership

**Items Required**

A response to this RFP should include detailed information to display your ability to perform the following:

- Compliance with OVA Policies and Procedure, including the OVA Screening Policy and shall also comply with the Ontario Employment Standards Act
- Contract, retain and maintain proper performance of personnel necessary including knowledge, skills and expertise with regards to the safe operation of a beach volleyball facility
- Implementation of effective advertising and promotional initiatives
- How customer satisfaction will be measured and procedures to provide high quality service
- Maintain and manage an online registration system
- Collect payment through an online registration system
- Provision of program pricing
- Provide detailed registration lists and manage completed participant waivers
- Provision of liability insurance required once successful candidate announced

### Value-added Bid Enhancements

Along with the Items Required, please describe any additional value your company could provide the OVA as a partner. These enhancements may include, but are not limited to:

- Online waiver submission
- Online score reporting

### OVA Offerings to Partner

In your proposal, please describe partnership offerings your company would desire from the OVA. These may include but are not limited to:

- Listing on OVA website
- Promotional opportunities at OVA events
- Inclusion in communications to members
- Special product or sales offerings to OVA members

### Schedule of Events

Event	Date
1. RFP Distribution to Vendors	November 14, 2018
2. Questions from Vendors about scope or approach due	November 28, 2018
4. Responses to Vendors about scope or approach due	December 3, 2018
5. Proposal Due Date	December 7, 2018
8. Anticipated decision and selection of Vendor(s)	December 19, 2018
9. Anticipated commencement date of work	January 14, 2019

### Evaluation

RFP will be evaluated on the following components:

1. All information submitted
2. Programming and staffing experience as requested
3. Website, registration system, and marketing presence
4. Proposed structure of programming
5. Fee structure
6. Compliance with OVA policies
7. Value-add enhancements