

Bid Manual

TEAM ONTARIO REGIONAL PROGRAM 2019



A Property of Ontario Volleyball Association

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INTRODUCTION



BID MANUAL

This document will familiarize the potential Bidder with (1) the Ontario Volleyball Association (OVA), (2) the requirements for hosting the 2019 Team Ontario Regional Program and (3) the Bid requirements.

TEAM ONTARIO REGIONAL PROGRAM*

The Regional Team program is meant to be an introduction to high performance training for younger athletes age 14 and under.

Number of Players	Number of Coaches and Staff	Total Number of People	Number of Nights	Target Dates for Program
192 (96 boys and 96 girls)	54	246	5	July 21 st - July 27 th

***The Team Ontario Regional Program will be integrating beach and indoor volleyball. The successful venue must have access to both indoor and beach courts**

TEAM ONTARIO REGIONAL PROGRAM VENUE BIDDING PROCESS

Ontario Volleyball is interested in confirming a venue for these Training Centres in November 2018. Bids must be received by November 28th, 2018. It is imperative that the Bidder conforms to this timeline. Any non-conformance to the timelines and other requirements will jeopardize your Bid.

If you need assistance or have questions regarding the information in this Manual, please contact the High Performance Coordinator at the OVA. It is important to your organization and the OVA that the Bidding group have a clear understanding of the requirements for hosting an Team Ontario Regional Program and what that entails.

OVA High Performance Coordinator: Lauren Breadner
lbreadner@ontariovolleyball.org or 416-426-7183



HOST OBLIGATIONS

TEAM ONTARIO REGIONAL PROGRAM DRAFT SCHEDULE PER DAY

	Indoor (five courts)			Beach (four+ courts)
9:00 AM	Session 1: 64 boys			Session 1: 34 boys
10:00 AM				
11:00 AM				
12:00 PM	Session 2: 64 girls			Session 2: 34 girls
1:00 PM	LUNCH			
2:00 PM	Session 3: 64 boys			Session 3: 34 boys
3:00 PM				
4:00 PM				
5:00 PM	Session 4: 64 girls			Session 4: 34 girls
6:00 PM	DINNER			
7:00 PM				



GUIDELINES FOR PROPOSAL PREPARATION

Bidders must follow the procedures listed in this manual unless an action initiated by Ontario Volleyball is necessary because of extenuating circumstances.

The Bid submission must provide a clear indication of how your community would successfully host Team Ontario Regional Program. When preparing your Bid, there are six (6) critical areas of responsibility, four (4) general and two (2) specific ones, that must be addressed for running successful Ontario Volleyball Training Centres. Under each section, there is a list of mandatory requirements for your Bid submission that must be included in your final document. These critical areas are:

1. **Venue Requirements**
2. **Accommodation Requirements**
3. **Food Services Requirements**
4. **Classroom and Meeting Space Requirements**
5. **Other Requirements**
6. **Value Added Features**

Bids can be made for multiple years. Venues must indicate their interest in entering in a multi-year agreement for hosting Team Ontario program in their Bid submission.

SECTION 1: TRAINING CENTRES VENUE REQUIREMENTS

Facilities may submit Bids where the venue may have a maximum of two (2) separate training locations within the building/venue, as long as all other criteria are met.

The Facility staff will secure at **substantially reduced cost** to the OVA a facility with:

INDOOR SESSIONS

- At least four (4) volleyball courts with at least 4 meters of free space around each court and a minimum ceiling height of 30 feet from the playing space to the lowest impairment or overhanging obstruction of the ceiling
- Air conditioning and adequate lighting
- Access/use of volleyball standards, nets and antennas
- Access to volleyball carts and standard training material (pylons, cones, individual mats, etc)
- Access to boxes or stands for coaches to stand on during certain exercises
- Four (4) referee stands
- Access to ice and therapy room
- Towels and/or mops to clean the floor
- Storage room for volleyball equipment, a minimum of 10 feet by 10 feet

BEACH SESSIONS



- Ideally, eight (8) international grade volleyball courts with at least 3 meters of free space around each court with no and a overhanging obstruction
- NORCECA grade sand
- Min 600 sq ft of flat free space to put up protective tents for players and coaches
- Access/use of volleyball standards, nets and antennas
- Access to chairs and umbrellas
- Four (4) referee stands
- Access to ice and therapy room
- Water access within 30m of the court (drinking water, water hose to cool sand off on hot sunny days, outside shower)
- Storage room for volleyball equipment, a minimum of 10 feet by 10 feet

Available Training Site Hours- Each day of the Training Centres, training may begin at 7:30AM and continues until approximately 10:30PM. Facility doors and court areas must be open to participants at 7:00AM.

The venue must be available for occupancy by OVA staff and coaches, no later than 7:00AM daily and remain open through the end of the Training day.

SECTION 2: ACCOMMODATION REQUIREMENTS

- Accommodation must be available on site to host 246 people (athletes, coaches and staff, both male and female)for the duration of the Program.
- There must be a clear separation between boys' and girls' accommodations
- Room for a coaches lounge (54 people)
- Wifi Internet Access
- Kitchenettes for light snacks and meals
- Storage room for clothing - minimum 10 feet by 10 feet

SECTION 3: FOOD SERVICES REQUIREMENTS

- Breakfast, lunch and dinner for the number of people present at the Training Centre (see table above) in a cafeteria setting (preferably less than a 10 minute walk to the gym)
- Healthy meal options and/or custom meal plan
- Meal sizes adequate for young athletes training at a high intensity
- Extended and custom services hours



SECTION 4: CLASSROOM AND MEETING SPACE REQUIREMENTS

- Classroom or meeting room with a minimum capacity of 96 people and with access to projector and screen. Direct access to said meeting room for OVA staff and coaches.
- 30 people classroom or meeting room located near the gymnasium or beach courts for team meetings
- Wifi access in all meeting rooms for OVA staff and coaches

INDOOR

- Access to six (6) tables and seating for 250 people for use in the gym for special presentations

SECTION 5: OTHER REQUIREMENTS

Parking

- Staff parking at Venue: Complimentary parking must be provided for all OVA staff vehicles for the duration of the Training Centres (approximately twelve (12) spots per day)
- Participant parking at the Venue: The OVA requests that free or reduced rate parking be made available to OVA coaches and athletes with in and out privileges both at the venue and at the residences
- Open parking for parents on first and last day of camp at time of pick-up

Communications

- The venue will supply internet access and connections to the OVA staff and coaches throughout the training venue
- Access to printing services (print, photocopy, etc.)

SECTION 6: ADDED VALUE FEATURES

It is suggested that the venue includes in this section any features that may enhance the quality or the Training Centres. Example of added value features are:

- Access to testing equipment such as Vertecs, force plates, etc.
- Entertainment opportunities for players on days off
- Possibility to host OVA High Performance programs for multiple years



Information to include in your facility's quote:

- Number of gyms/beach courts, with measurements, including ceiling height
- Volleyball equipment available for use (standards, nets, etc)
- Information on residence halls/accommodations, including but not limited to number of rooms available, number of buildings available, and distance from the gymnasium to the accommodations
- Information on food services, including but not limited to menus, services hours and capacity
- Information on classroom space available, for in class team training and team building sessions
- Information on available storage
- Added value features
- Images of volleyball courts, residence halls and cafeterias
- Any pertinent facility maps
- Name and contact details for a facility contact person

PROPOSAL EVALUATION PROCESS AND AWARD

Award of the contract resulting from this RFP will be based upon the Bidder whose offer will be the most advantageous to the OVA in terms of cost, deliverables, experience in providing similar services and any other factors as may be specified elsewhere in this RFP.

The selection committee will consist of the following representatives:

Selection Committee Members:

Lauren Breadner, High Performance Coordinator
Louis-Pierre Mainville, High Performance Director

Criteria:

- The Host Facility must be easily accessible by train, car and bus.
- Athletes, Coach and OVA staff accommodation must be convenient to the playing venues and surrounding activities.
- Adequate meeting space with flexibility for programming needs must be available to the Training Centres organizers.
- The Host Venue must have the minimum number of full size gymnasiums/courts required for each program.
- Accommodation must be available for the number of people involved in each program (see above table)
- Food services (breakfast, lunch and dinner) must be available on site for all participants.

Common Reasons for Non-acceptance:

- The selection committee received a large number of strong proposals, not all of which could be accepted due to timing/space considerations.
- More than two (2) venues were proposed and preference is one (1) playing venue.
- Multiple proposals with overlapping content were received.



- The facilities at the particular venue site may not accommodate the technical needs of the Training Centre.
- The proposal is too narrowly focused or may not have a wide appeal.
- The proposal was not submitted according to the submission guidelines.
- The proposal was vague or did not provide enough information about the content which could be presented.
- The proposal is not competitive against others received.

The OVA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Bidder.
- Accept other than the lowest priced offer.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- The Bidder will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for the OVA's evaluation of the Bidder's proposal.