

# 2018 Volleyball Canada Championships

Edmonton, AB  
May 12-24, 2018



## Accommodations Management Request for Proposal

October 2016

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## **INTRODUCTION AND BACKGROUND**

### **Volleyball Canada**

Volleyball Canada's mission is to foster the growth and development of Volleyball in Canada at all levels, from grassroots development to high level international competitions.

The objectives of the Volleyball Canada Championships are to:

- Operate the largest amateur championship event in Canada
- Act as a vehicle for the promotion of volleyball throughout the country
- Declare a national champion in all categories for both genders
- Provide an opportunity for athletes and teams to achieve excellence and to measure that achievement
- Offer a unique participation experience

### **2018 Volleyball Canada Championships**

#### Event Summary

- 800+ teams playing across 65 volleyball courts
- Estimated 25,000 room nights required
- 25,000 participants
- \$36 million economic impact (Alberta, 2015)
- \$27 million economic impact (Calgary, 2015)

In 2018, Volleyball Canada will combine its nine Championships, from West, East and Atlantic Regions, to create a single mass participation national championship event. The 2018 National Championships will be hosted in Edmonton, Alberta from May 12 to May 24, 2018 at the Expo Centre. More than 800 teams will compete in various categories, ranging from 14U to 18U across more than 65 courts, coinciding with international competitions.

## **PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)**

Volleyball Canada is looking for an Accommodations Management Provider (AMP) to co-manage its "Stay to Play" policy, which will be in effect for the 2018 Volleyball Canada Championships. This means, all participating teams are required to book hotel rooms through the event's Accommodations Management Provider in order to play in the tournament. Booking for each event will open in conjunction with event registration.

A Stay to Play policy has been put in place to increase the amount of room nights available at a reduced rate to our participants, while assuring that everyone receives the highest quality of service during their stay. Also, Volleyball Canada is better able to measure our financial impact on the local economy, which continues to be essential in acquiring regional and provincial grants to assist us in minimizing costs as much as possible for our events.

## SCOPE OF SERVICES REQUIRED

Volleyball Canada is seeking an Accommodations Management Provider (AMP) to manage all housing needs for the 2018 Volleyball Canada (VC) Championships.

Along with of the prestige of being an Accommodation Management Provider of one of the largest national-level single-sport events in the country, all of the parties involved will also benefit from social and economic impacts; many of which are listed below.

- The 2018 VC Championships will be a true national event, with over 10,000 athletes and coaches and an estimated 15,000 spectators from across the country expected to attend.
- An estimated 85% of the 800 participating teams will require accommodations during the event.
- This event will require an estimated 25,000 room night availability (quad occupancy) over a 7-night period at local hotels, with each visitor staying for an average of 3 nights.
- It is anticipated that room night bookings will double on the Saturday due to competition crossover.
- The National event will also engage a large number of local and traveling officials (approximately 350 people), and will also engage the local volunteer community.
- A large spectrum of participants, with athletes between the ages of 13 and 18 years old, as well as spectators composed of both adults and kids (family members and friends).

## GUIDELINES

### **Accommodation Requirements:**

- Securing a minimum of 25,000 room nights over 7 nights exclusively in the City of Edmonton.
- **Saturday, May 19th** will require double the number of room nights booked as it is the turn-over day.
- Contracts with Destination Marketing Fee (DMF) hotels are a priority; non-DMF hotels should only be contracted if additional rooms are needed.
  - Please note; DMF hotels are locally known as Edmonton Destination Marketing Hotels (EDMH).
- There must be a wide range of hotel pricing, however lower priced accommodations are highly preferred.
- Pricing at no additional charge for triple and quad occupancy is highly preferred.
- Accommodations closest to the venues are highly preferred.
- Accommodations with breakfast options are highly preferred.
- Accommodations with free parking and other amenities (pool, printing, etc.) are highly preferred.
- Volleyball Canada will require the following number of rooms per nights for its organizers and referees to be hosted in two hotels:
  - **Minimum 135** rooms per night at double occupancy for referees for 7 nights.
  - **Minimum 25** rooms per night for organizers (mix of singles and doubles) between 4 to 20 nights
  - **3-4 Meeting Rooms** for staff, volunteers and referee meetings throughout the week

Below is a breakdown of the number of hotel rooms booked per night during the 2015 VC Championship event in Calgary. These 2015 numbers are a based on 787 participating teams, of which 680 required accommodations. We anticipate actual room night requirements for 2018 will increase based on 800+ participating teams.

Date	# of rooms booked
Tuesday, May 12th, 2015	360
Wednesday, May 13th, 2015	2930
Thursday, May 14th, 2015	3200
Friday, May 15th, 2015	3710
Saturday, May 16th, 2015	3930
Sunday, May 17th, 2015	3080
Monday, May 18th, 2015	2850
Tuesday, May 19th, 2015	1140
Wednesday, May 20th, 2015	90
<b>Total</b>	<b>21290</b>

## **GUIDELINES Continued**

### **Service Requirements:**

- Establish contracts with hotels and work with Edmonton Events to acquire previously proposed rooms
- All signed contracts with DMF hotels (EDMH) must be submitted Edmonton Events prior to event
- Proven record of relevant experience managing accommodation for large scale sporting events, experience with large scale youth events is an asset
- Online Booking System should include the following:
  - Direct access to booking portal; user friendly online booking
  - Live online inventory of hotel rooms remaining
  - Instant booking; asset if system can accept deposits to secure room blocks
  - Ability for user to request multiple room types and/or room blocks under one account
  - Built in Group Identification or 'team codes' for tracking purposes
  - Technical support for clients and event staff; support accessible across all Canadian time zones
- Accessible reporting tools and technical support for Event Management staff
- Dedicated AMP staff to 2018 event who will be the first point of contact for Volleyball Canada

## **TERMS**

- DMF accommodations must be used in full prior to contracting non DMF accommodations.
- Volleyball Canada is to receive a **minimum 6% of gross commissions of paid accommodations bookings.**
- Complimentary (comp) rooms negotiated with each property are to be distributed in the following manner:
  - Groups that qualify for comp rooms will have the right to receive them.
  - Additional comp rooms to be released to Volleyball Canada to use at its discretion, including but not limited to, staff, referee, volunteer and VIP room nights, resale of the comp rooms to teams/groups, etc.

## **ACCOMMODATIONS MANAGEMENT PROVIDER BENEFITS**

The Accommodations Management Provider will receive:

- Recognition as "Official Accommodations Management Provider of the 2018 Volleyball Canada Championships."
- Recognition on championships marketing/ communication materials.
- Logo on Event website.
- Logo on registration system and results management system.
- One-page ad in the 2018 VC Championships online program (**approx. 40,000 impressions**).
- 2 banners at the event.

## **BID EVALUATION AND SELECTION**

In order to evaluate each bid package objectively, Volleyball Canada will assemble a Bid Evaluation Committee. This committee is to be made up of the National Championship Committee Representatives and Volleyball Canada Senior Staff Members who will make the recommendation to the Volleyball Canada Board of Directors. All bids will be evaluated based on the following categories.

Category	Description	Weight
Service Requirements	Agreement to fulfil the above listed service requirements	20
Online Booking	User friend functions; seamless online hotel booking; tech support	20
Reporting Tools	Tools/resources Volleyball Canada can use to track accommodation	10
Human Resources	Level of human resources/support dedicated to Event	5
Relevant Experience	Experience managing large scale youth event accommodation	20
Financial Information	Evaluation of revenue and expense sources; gross commission offer	15
References/Reviews	References and/or reviews from 2-3 past event partners	5
Bonus Services	Any additional skills or assets housing partner can offer	5
	Total	100

## **SCHEDULE OF EVENTS**

All proposals are due by 4:00 p.m. ET, on Tuesday, November 15, 2016. Any proposal received after the required date specified shall be considered late and nonresponsive. Any late proposals will not be evaluated for award.

Event	Date
1. RFP Distribution to AMP	Thursday, October 20 <sup>th</sup> 2016
2. Written Confirmation of AMP with Bid Intention	Friday, October 21, 2016
3. Questions from AMP about scope or approach due	Monday, October 24, 2016
4. Responses to AMP about scope or approach due	Wednesday, October 26, 2016
<b>5. Proposal Due Date</b>	<b>Tuesday, November 15, 2016</b>
6. Target Date for Review of Proposals	Tuesday, November 22, 2016
7. Follow up inquiries from VC to AMP	Tuesday, November 22 – November 29, 2016
8. Anticipated decision and selection of AMP	Thursday, December 1st, 2016
9. Anticipated commencement date of agreement	Monday, December 12 <sup>th</sup> , 2016

## **PROPOSAL SUBMISSION**

Award of the contract resulting from this RFP will be based upon the most responsive Bidder whose offer will be the most advantageous to Volleyball Canada in terms of cost, deliverables, experience in providing similar services and any other factors outlined in the evaluation grid above.

Bidder's proposal in response to this RFP will be incorporated into the final agreement between Volleyball Canada and the selected Bidder. The successful bidder will be required to sign a contract with Volleyball Canada for services provided.

Volleyball Canada 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 2018 Volleyball Canada Championships represents an excellent opportunity for your organization and we look forward to receiving your proposal if this offer is of interest to your company.

### **Clearly marked proposals are to be submitted to:**

**Caitlin Devlin**  
Event Coordinator  
Volleyball Canada  
Tel: 613-748-5681 x229  
Email: [caitlin@volleyball.ca](mailto:caitlin@volleyball.ca)

Proposals are to be submitted via e-mail, in PDF format to the e-mail address listed above. Proposals will not be accepted after the deadline.

### **Preferred Format of RFP:**

- Section 1 – Organization Overview
- Section 2 – Relevant Experience
- Section 3 – Service Requirements
- Section 4 – Online Booking – Please present a snapshot of your website capabilities and functions
- Section 5 – Reporting Tools – Overview of how information is collected and shared with host
- Section 6 – Human Resources – Human Resource plan for 2018 VC Championships Event support
- Section 7 – Financial Information
- Section 8 – Reference/Reviews – Outline corporate background and capacity to deliver at large events
- Section 8 – Bonus Services/Other (Optional)

All materials submitted in response to the RFP become the property of Volleyball Canada and will not be returned. Proposals will be submitted at the sole expense of the sender. It is the applicant's responsibility to secure proof that his/her proposal has been received by the Volleyball Canada within the prescribed time limit.

Any questions concerning requirements, contractual terms and conditions or proposal format must be directed to the contact persons listed below.

## **CONTACT PERSON**

**Caitlin Devlin** | Events Coordinator | Volleyball Canada | 613-748-5681 ext. 229 | [caitlin@volleyball.ca](mailto:caitlin@volleyball.ca)