

Bid Manual

TEAM ONTARIO ELITE 2021





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INTRODUCTION

2020 has been a difficult year for everyone, including the Team Ontario athletes. No in-person training was held this past year, but the OVA is hopeful that some training will be possible for Team Ontario athletes in the summer of 2021. According to OVA policies, we must go through a formal RFP process to select the venue that will potentially host our training camp. This document will familiarize the potential Bidder with (1) the Ontario Volleyball Association (OVA), (2) the requirements for hosting the 2021 Team Ontario Elite program and (3) the Bid requirements.

TEAM ONTARIO ELITE*

The Team Ontario Elite is a program focused on the development of performance. The program is meant to prepare athletes 18 and under for the 2022 Canada Summer Games by placing them in an environment similar to the National team.

Number of Players	Number of Coaches and Staff	Total Number of People	Number of Nights	Target Dates for Program
64 athletes (32 boys & 32 girls)	16	80	Boys: 14 nights Girls: 14 nights	July 4-17, 2021

TEAM ONTARIO ELITE VENUE BIDDING PROCESS

Ontario Volleyball is interested in confirming a venue for this training centre in January/February 2021. Please submit a copy of your Bid along with a completed Hosting Application form by January 18, 2021. It is imperative that the Bidder conforms to this timeline. Any non-conformance to the timelines and other requirements will jeopardize your Bid.

The OVA understands that there may be uncertainties regarding various aspects of the bid as many venues are currently shut down and don't know what their re-opening process may look like. The OVA invites venues to submit a bid despite those uncertainties and to be as transparent as possible regarding their re-opening process. The OVA will contact venues to discuss uncertain aspects of their bid during the evaluation process.

If you need assistance or have questions regarding the information in this Manual, please contact the Athlete Development Lead 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 a Team Ontario Elite program and what that entails.

OVA Athlete Development Lead: Lauren Breadner
lbreadner@ontariovolleyball.org or 416-426-7183



HOST OBLIGATIONS

TEAM ONTARIO ELITE DRAFT SCHEDULE PER DAY

	Boys	Girls
7:00 AM	Breakfast	
8:00		Breakfast
	On Court	
9:00		Classroom
10:00		
	Cool Down	
11:00	Cleaning	
	Lunch	On Court
12:00		
1:00		
		Cool Down
2:00		Cleaning/ Lunch
3:00	Classroom	



4:00		
	On Court	
5:00		
6:00		Dinner
	Cool Down	
7:00	Cleaning	
	Dinner	On Court
8:00		
9:00		
		Cool Down
10:00		Cleaning



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 Elite. 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. Covid-19 Risk Mitigation Strategy**
- 6. Value Added Features**

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:

TRAINING SESSIONS

- At least two (2) 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
- Two (2) 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
- Access to weight/physical training room
- Optional: Ability to set up outdoor grass courts if outdoor training is preferred



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 80 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/athlete's lounge (65 people)
- Wifi Internet Access
- Kitchenettes for light snacks and meals
- Storage room for clothing in each room - 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 30 people and with access to projector and screen. Direct access to said meeting room for OVA staff and coaches. (It is recommended that the meeting room capacity be of 60 people to allow for more space between participants)
- Wifi access in all meeting rooms for OVA staff and coaches
- Access to six (6) tables

SECTION 5: COVID-19 RISK MITIGATION STRATEGY

COVID-19 Related Items

- Isolation Room: A space where an athlete can go if they become ill during a training camp. This room must have a bathroom



- COVID 19 Assessment Equipment: Thermometers, basic PPE (hand sanitizer), etc. Please include all equipment/measures your facility has access to. If your facility has access to COVID 19 Rapid Tests, this is considered an asset
- COVID-19 Cleaning Measures: Does the facility clean the gymnasium in between on court sessions? Are there any other special facility/accommodation cleaning procedures we should be aware of?
- COVID-19 Protocols: Please provide a copy of the venue COVID-19 protocols that are followed.
- Government and Health Regulations: Please provide us with the following information:
 - Which public health region you are in
 - Contact information for your public health representative
 - Do you have any event limitations based on the health region you are in? (ex. Number of people allowed in one space)

SECTION 6: ADDED VALUE FEATURES

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.)

It is suggested that the venue also 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
- Cancellation Policy (please include COVID-19 updates)
- Requirements or Rules for Renters
- Images of volleyball courts, residence halls and cafeterias
- Any pertinent facility maps
- Name and contact details for a facility contact person
- Hosting Application Form



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, Athlete Development Lead

Louis-Pierre Mainville, Athlete Development 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.
- Cost must be competitive
- The venue must have a comprehensive Covid-19 risk mitigation strategy

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.