

Request for Proposal
National Team Training Camp Location
Issued by Iowa/USA Wrestling

1. GENERAL INFORMATION

- A. Request for Proposal (RFP) Name: National Training Camp Site
- B. RFP Number: #IAUSAW2019 Camp
- C. Issue Date: September 12, 2018
- D. **Brief Description:** Iowa/USA Wrestling (IAUSAW), operating under the guidance, auspices and in accordance with the bi-laws of USA Wrestling, seeks an experienced organization to provide a host location for the Iowa/USA wrestling cadet/junior wrestlers to train prior to the national tournament. These teams consist of approximately 125 wrestlers and coaches.
- E. **Pre-proposal Questions:** Any questions concerning this RFP must be sent to the Cadet Director listed below no later than 3:00 pm on Wednesday, September 26, 2018 in order to guarantee a timely response prior to the proposal due date.
- F. **Proposal Due Date:** 3:00 pm on Friday, October 12, 2018. Firms must submit an electronic original proposal that will be received by IAUSAW by the proposal deadline.
 - i. The electronic original proposal must be submitted via electronic mail to kdonnelly@independence.k12.ia.us All electronic proposal documents, whether originals or copies, should be formatted as Microsoft Word documents.
 - ii. Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.
- G. **Negotiations:** Negotiations, if needed, will be held on Friday, October 19, 2018.
- H. **Expected Award Date:** October 26, 2018

2. **Term of Agreement:** The term of a resulting Agreement will be for 3 years, with the ability to renew on the same or similar terms and conditions, for two additional one-year periods if mutually agreeable to IAUSAW and the Selected Firm. The Selected Firm and IAUSAW will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

3. **REFER ALL QUESTIONS TO THE ISSUING OFFICE:**

Keith Donnelly, Cadet Director, Iowa/USA Wrestling
319-361-6419 (cell)
kdonnelly@independence.k12.ia.us (email)

- A. NOTE 1: IAUSAW does not take responsibility for lost or misdirected mail.
- B. NOTE 2: During the RFP process, all communication must be directed to the individual listed above.

- C. This Request for Proposal (RFP) has been posted on the IAUSAW web site www.iowawrestling.org for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: www.iowawrestling.org. It is the firm's responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. For questions about the RFP, contact the buyer listed above.
- D. For ease of reference, each firm or individual receiving this RFP is referred to as a "firm" and the firm or individual selected to provide services for IAUSAW is referred to as the "Selected Firm." This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

4. SCOPE OF GOODS & SERVICES

It is IAUSAW's intent to enter into an Agreement with the Selected Firm to provide IAUSAW with high quality, first-class facilities to train the Iowa/USA wrestling national team prior to the national tournament.

Approximately 150 athletes and coaches, or number based on participation in National Team competition, shall be the number of individuals at training camp as per IAUSAW's discretion.

- A. Base bid questions to be answered and returned to:
 - i. Wrestling Facility
 - 1. How many full sized wrestling mats does your wrestling room have?
 - 2. Do you have additional space to put wrestling mats? If so, how big of an area and how many mats can you put in that area?
 - 3. What equipment would be available at your wrestling facility? (Ex: stationary bikes, medicine balls, jump ropes, weights, etc)
 - 4. Is there equipment available for injured athletes to workout?
 - 5. Are there showers close to the wrestling facilities? If so, how many?
 - ii. Training Room Facilities
 - 1. Do you have a training room? If so, would IAUSAW have access to this room? Would there be a trainer available during practices throughout the day?
 - iii. Housing
 - 1. Do you have dorms/housing available for approx. 150 wrestlers and coaches? If so, how many athletes would bunk in a room?
 - 2. Do the dorms/housing have showers close by?
 - iv. Dining/Food Service
 - 1. Do you have dining facilities available to feed approx. 150 wrestlers/coaches three times a day throughout the entire duration of camp?
 - 2. Would you provide staff to prepare/cook/serve all three meals each day?
 - v. Proximity

1. How close is your wrestling room, training room, housing, and dining areas to one another?
 - vi. Cost
 1. What would the total cost PER ATHLETE be to have camp at your facility? This cost should include meals, housing, facility/equipment use and any other additional expenses you see needed.
 - vii. Additional Information
 1. If you have any other additional information you feel will help your bid, please put it in your written document when after answering all base bid questions above.
- B. Other items to be considered in the bid:
- i. Training camp dates for 2019 are July 6-12
 1. Please note these days could be shortened to four or five days
- C. IAUSAW reserves the right to request and evaluate all facilities if so warranted before accepting any bid offer.

5. BASIS OF SELECTION

- A. Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price and quality of product. IAUSAW will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:
- B. The firm's plan to provide IAUSAW with the products as described in the Scope of Good and Services section;
- C. The firm's experience in providing Goods and Services similar to those described in this RFP, to include the firm's references from clients;
- D. The firm's price proposal.

6. CONTENTS OF PROPOSAL

- A. Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.
- B. Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms' lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.
- C. Firms will provide the following information:
 - i. A detailed description to all questions asked in the scope of goods and service section of the RFP. Each firm will indicate in its proposal the firm's ability to achieve/comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted

in such a way to address each of the above specifications in a line-by-line process.

- ii. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.
- iii. The firm's proposed price / fee for providing the Goods and Services, to include all expenses as deemed necessary.
- iv. Complete and return the information requested in Attachment 2, Firm Information.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

7. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- A. Approval of Board of Directors.
- B. Unless otherwise deemed appropriate by IAUSAW, the Selected Firm(s) will enroll in one of the IAUSAW's approved methods for receipt of electronic payments.
- C. IAUSAW's Preferred Contractual Provisions: -----include contract

Note: Unless a firm expressly and specifically states its exception to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

8. OTHER INFORMATION

- A. Human Rights: The Selected Firm will accept and meet the requirements of the Strategic Marketing Associates (SMA) Labor Codes of Conduct. Additionally, the Selected Firm agrees to be monitored by groups and organizations as directed by the Fair Labor Association (FLA).
- B. Formation of the Agreement with the Selected Firm: All proposals received will first be carefully evaluated by IAUSAW, and then IAUSAW intends to conduct negotiations with two or more firms. After negotiations have been conducted, if IAUSAW chooses to make award, IAUSAW will select the firm which, in its opinion, best meets the needs of IAUSAW. Alternately, if IAUSAW determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, IAUSAW intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because IAUSAW may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that IAUSAW reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.

Attachment 1

Letter from Executive Director Mark Reiland

Prospective bidder,

On behalf of the Iowa/USA Wrestling (IAUSAW), it is my pleasure to offer the Request for Proposal above for the 2019-2021 Iowa Cadet/Junior national teams training camp. The quality of support that the IWF is able to provide to our athletes is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services.

Mark Reiland

State Chairman

Iowa/USA Wrestling

Attachment 2

FULL LEGAL NAME (Company as it appears with its Federal Taxpayer Number)

ADDRESS:

POINT OF CONTACT FOR THIS PROPOSAL

NAME: _____

OFFICE PHONE: _____

CELL PHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____