

USAV Events – Event Medical Services

Request for
Proposal



USAVolleyball

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1 Introduction

1.1 RFP Manual

USA Volleyball (USAV) is looking to secure a full-service event medical provider for USAV National Championships for the next four years (September 1, 2024 – August 31, 2028).

This manual will familiarize the potential bidder with:

1. USA Volleyball and its structure
2. The requirements for an Event Medical Services provider
3. The process for filing a proposal for consideration

1.2 About USA Volleyball

Founded in 1928, USA Volleyball is a Colorado incorporated non-profit organization recognized by the United States Olympic and Paralympic Committee (USOPC), the Federation International de Volleyball (FIVB) and World ParaVolley (WPV) as the National Governing Body for the disciplines of beach volleyball, indoor volleyball and sitting volleyball in the United States. USA Volleyball has over 430,000 registered members through its 40 Regional Associations, 12,000 teams and 5,500 clubs nationwide. With an annual budget in excess of \$40 million dollars, USA Volleyball supports the USA men's and women's senior national team programs for beach, indoor and sitting volleyball; youth and junior national teams, national championship events, coaching education, certification programs and grassroots development across all disciplines. USA Volleyball has a rich tradition of success as evidenced by winning an Olympic medal in every Olympic Games since 1984, six Paralympic medals since 2004 and capturing numerous World Cup, World Championship and Continental Championship titles. USA Volleyball is committed to and works toward opportunity for all to participate. For more information on USA Volleyball, visit www.usavolleyball.org.

1.3 Mission / Vision

Our Mission. *Lead, serve and inspire the volleyball community to achieve excellence at every level of the sport.*

Our Vision. *Build, create and support a safe, inclusive and positive volleyball experience and a lifetime of opportunity for all.*

1.4 Strategic Priorities

In order to accomplish this mission, USA Volleyball has established five strategic priorities:

- I. **Prioritize SAFETY AND WELL BEING:** Provide the resources, policies, tools and procedures to ensure that safety, health and wellness are top priorities for all USA Volleyball participants. Foster a safe environment where incidents and concerns are immediately reported to the appropriate persons and/or agencies
- II. **Achieve SUSTAINED COMPETITIVE EXCELLENCE:** As the USOPC-recognized National Governing Body (NGB), provide the opportunities and support necessary for our United States athletes at all levels of international competition, in all disciplines, to reach the podium.
- III. **Grow PARTICIPATION, PROGRAMS & MEMBERSHIP:** In partnership and collaboration with the RVAs, provide the programs that develop and retain a steadily growing participation base. Utilize opportunities and resources to continue expansion of widely diverse and inclusive membership groups.
- IV. **Optimize RESOURCES:** Have a strategic and fiscally prudent plan that includes resource cultivation and judicious allocation in support of financial, human and technological resources.
- V. **Build BRAND EQUITY & AFFINITY:** Increase brand awareness while expanding affinity for USA Volleyball.

2 Statement of Project / Needs

2.1 Overview

USAV is looking to secure a full-service event medical provider for all indoor USAV National Championships for the next four years (September 1, 2024 – August 31, 2028). Services will include but are not limited to – sports medicine services for athletes, coaches, spectators, officials, volunteers, and staff. The VENDOR must meet all USAV and USOPC requirements for safety.

2.2 USAV Event Details

Below are the details about the USAV National Championships and National Qualifiers. The number of events, number of teams, and number of days of competition are subject to change.

USA Volleyball Open National Championship (Adults)

Approximately 500 teams, 6,000 participants

Six (6) days of competition

USA Volleyball Girls 18s Junior National Championship

Approximately 450 teams, 5,400 participants

Three (3) days of competition

USA Volleyball Girls Junior National Championship (10-13s)

Approximately 500 teams, 6,000 participants

Four (4) days of competition

USA Volleyball Girls Junior National Championship (14-17s)

Approximately 1,300+ teams, 16,000 participants
Eight (8) days of competition

USA Volleyball Boys Junior National Championship

Approximately 400 teams, 4,500 participants
Four (4) days of competition, but the potential to increase to an eight (8) day event.

Sunshine Classic Girls National Qualifier

Approximately 1,200+ teams, 15,000 participants
Currently the event is held in Orlando, FL
Format is either a one weekend event (three (3) days of competition) with all teams or an event over two weekends with approximately half the teams each weekend.

Salt Lake City Showdown Girls National Qualifier

Approximately 1,000+ teams, 11,000 participants
Currently the event is held in Salt Lake City, UT
Format is a two-weekend event (three (3) days of competition each weekend) with approximately half the teams each weekend.

Salt Lake City Showdown Girls 18s National Qualifier

Approximately 110 teams, 1,200 participants
Currently the event is held in Salt Lake City, UT
Three (3) days of competition

Mountain Classic Boys National Qualifier

Approximately 110 teams, 1,200 participants
Currently the event is held in Denver, CO
Three (3) days of competition

2.3 [Scope of Work & Obligations](#)

USAV expects the highest quality athletic health services at all USAV National Championships and Events. Below is a list of obligations that both parties agree to provide for each event:

Vendor Obligations:

- Provide fully certified trainers
- Provide at least one medical doctor at each event
- Proof of insurance
- Provide training tables
- Provide all athletic training supplies such as tape, bandages, etc. necessary to successfully perform the services
- Provide ice, ice storage and rolling coolers
- Provide detailed report/invoice at the end of the event
- Must fill out USAV Incident reports and return to Event Manager after each event
- Trainers must successfully pass a USAV background screening and complete SafeSport training through the USA Volleyball membership database system

USAV Obligations:

- Provide sufficient draped areas, tables, chairs and platforms during events
- Will provide a free USAV membership and access to view and complete SafeSport training for free

3 RFP Procedures

3.1 Process for Q and A

All questions regarding this RFP shall be emailed to the project lead:
Chris Vadala at chris.vadala@usav.org

3.2 Format for Proposals

Please use the following as a guideline to format your proposal:

1. TITLE PAGE

Title of Proposal, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person.

2. COVER LETTER

Signed by the person or persons authorized to sign on behalf of the company.

3. PROPOSAL

Discuss your proposal, including the features, benefits, uniqueness of your proposal, and your ability to deliver the product/outcomes/project in a timely manner.

4. QUALIFICATIONS

Provide the information requested in the Vendor Overview & Qualifications Section VII.

5. COSTS, BUDGET AND ASSOCIATED FEES

Include all costs, budgets and associated fees, if any. Identify hourly rates charged for change orders, if any. Identify additional costs not included in the proposal.

6. STAFF

Identify staff with titles and/or independent contractors you anticipate working on the project and their applicable qualifications and backgrounds.

7. COPIES

Please provide only an electronic copy of your proposal. Hard copies will not be considered.
Please submit the proposal to Chris Vadala at chris.vadala@usav.org.

8. ATTACHMENTS

Please provide any relevant attachments in electronic form (using above email), respecting the limit on proposal length.

9. DEADLINE

The deadline for proposal submission is **Monday, July 22, 2024 by 5:00 PM Mountain Standard Time**. Proposals submitted after that date will not be considered.

4 Vendor Overview and Qualifications

4.1 Contact Information

1. Company Name
2. Company Address
3. Contact Name
4. Contact Title
5. Contact Phone Number
6. Contact E-Mail Address

4.2 Company Information

1. Year Founded
2. Number of Clients
3. Names of Clients
4. How many full-time staff does your firm employ? Please include a copy of your firm's organizational chart.
5. Has the company ever been involved in litigation? If so, please explain.
6. Has your company ever filed for bankruptcy? If so, please explain the resolution and outcome of that case(s).

4.3 References (Minimum of 3)

1. Company Name
2. Address
3. Web Site URL
4. Contact Name
5. Contact Title
6. Contact Phone Number
7. Contact e-mail
8. Type of Organization (non-profit, membership, etc.)

4.4 Qualifications

1. Describe your company's core competencies.
2. What type of team will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project.
3. Briefly describe your firm's project management process.
4. Explain your business model.
5. Please discuss any planned IPOs, mergers or acquisitions.

5 Proposal Guidelines and Requirements

5.1 Guidelines

This is an open and competitive process.

Proposals received after **Monday, July 22, 2024 by 5pm Mountain Standard Time** will not be considered.

The proposal must contain the signature of a duly authorized officer or agent of the company/organization submitting the proposal.

If you wish to submit alternate solutions, please do so.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of subcontractors, then you must clearly state this in your proposal. Subcontractors must be identified and the work they will perform must be defined. In your proposal, please provide the name, address, and EIN of the subcontractor. USA Volleyball will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the subcontractors you have selected.

5.2 No Obligation

This RFP is not an offer and does not commit USAV in any way to select a proposal, or to proceed to negotiations for an agreement, or to award any agreement. USAV, in its sole discretion, reserves the complete right to, at any time, suspend, discontinue, amend, modify and/or withdraw from this RFP or to re-invite proposals or bids on substantially the same or completely different terms.

5.3 Proposal Expenses

Each party is solely responsible for their own expenses in preparing and submitting proposals, and for any meetings, negotiations or discussions with its representatives and consultants, relating to or arising from this RFP. USAV and its representatives, agents, consultants and advisors will not be liable to any party for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a party in preparing and submitting a proposal, or participating in negotiations for an agreement, or other activity related to or arising out of this RFP.

5.4 No Agreement

By submitting a proposal and participating in the process as outlined in this RFP, each party expressly agrees that no agreement of any kind is formed under or arises from this RFP prior to a formal contract being negotiated and properly executed. The submission of a proposal does not constitute a contract nor the acceptance of an offer by USAV. Rather, the submission of a proposal constitutes an offer by the party to USAV that USAV can choose to accept or not in their sole discretion subject to the terms and conditions set out herein.

This RFP does not contain any representation or warranty upon which any party is entitled to rely at any point in time in order to bring any claim, action or proceedings against another party.

5.5 Conflict of Interest

A party shall disclose in its proposal any actual, perceived or potential conflicts of interest and existing business relationships it may have with USAV, its elected or appointed officials, representatives and/or its employees.

5.6 Contract Terms

USA Volleyball will negotiate contract terms upon selection based largely upon the contents of the RFP. All contracts are subject to review by USA Volleyball legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

5.7 Confidentiality

This Request for Proposal (RFP) contains confidential and proprietary information that is the property of USA Volleyball, which is provided for the sole purpose of permitting the recipient to respond to the RFP. The recipient agrees to maintain such information in confidence and not to copy nor disclose this information to any person outside the group directly responsible for responding to its contents. The contents of this document may not be used for any purpose other than preparation of a response to this RFP. Immediately upon notification that bidding company's bid was not selected, or bidding company chooses not to submit a bid as described in this RFP, bidding company must delete all copies of this RFP.

USA Volleyball shall retain the original RFP document and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modifications of these, in the vendor's submission, is grounds for immediate disqualification of the bid submission.

5.8 RFP Contract Information – USA Volleyball

Executive Officer Lead Information	
Name	Chris Vadala
Title	Chief of Membership Services
Location	Colorado Springs, CO
Time Zone	Mountain
Email Address	chris.vadala@usav.org
Phone	(719) 228-6800

Legal Lead Information	
Name	Rachael Stafford
Title	General Counsel
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Time Zone	Mountain
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