



2018 Karate Canada Summit & Annual General Meeting

Request for Proposals

Karate Canada

5/29/18

Table of Contents

1	Event Highlights	2
2	Proposal Selection Process & Criteria	2
2.1	Selection Process	2
2.2	Common Reasons for Non-Acceptance of Proposal	2
3	Event Hosting Criteria	4
3.1	Host City Criteria	4
3.2	Hotel Criteria	4
3.2.1	Required Hotel Dates	5
3.2.2	Room Block	5
3.2.3	Room Types	5
3.2.4	Room Rate (guaranteed)	5
3.2.5	Commission	5
3.2.6	Attrition	5
3.2.7	Complimentary Room Nights	5
3.2.8	Reservation cut-off date	5
3.2.9	Hotel Parking	6
3.2.10	Internet and Power Fees	6
3.2.11	Food & Beverage	6
3.2.12	Meeting Space Requirements	6
4	Proposal Submission and Deadlines	6
4.1	Submission of Proposal	6
4.2	Inquiries	7
4.3	Proposal Criteria Checklist	7
	APPENDIX A – Tentative* Meeting Schedule	8

Karate Canada is seeking proposals to host the 2018 Karate Canada Annual Summit to be held one of the following weekends:

- September 28 – 30 (preferred); or
- September 21 – 23

This document has been prepared to assist hotels in gathering information to prepare a formal proposal to Karate Canada.

Please note that Karate Canada would also consider a multi-year agreement for this event.

1 EVENT HIGHLIGHTS

The following activities* occur during the Summit. They may take place at the host hotel, provided it meets all logistical requirements

*Subject to change

- Karate Canada Annual General Meeting
- Training with National and International Coaches
- Team building
- Clinics
- Committee meetings

2 PROPOSAL SELECTION PROCESS & CRITERIA

2.1 SELECTION PROCESS

Proposals will be reviewed and selected by the KC Events Manager with recommendations put forth to the Executive Director for final approval.

2.2 COMMON REASONS FOR NON-ACCEPTANCE OF PROPOSAL

- The Events Manager received many strong proposals, not all of which could be accepted due to timing/space considerations.
- City/hotel did not offer a complimentary site inspection to KC rep to assess suitability.
- The facilities at the proposed hosting site may not accommodate the technical needs of the event.
- The proposal is too narrowly focused or may not have a wide appeal.
- The proposal does not appear to meet the goals of the selection committee.
- 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.

3 EVENT HOSTING CRITERIA

3.1 HOST CITY CRITERIA

- The host city must be considered an “A” city that is easily accessible by air, train, or car.
- If requested, the host hotel and/or city must provide a site visit opportunity, at no expense to KC, for the Events Manager to assess overall suitability.
- Ideally, the host city should be serviced by a major airport with adequate number of non-stop flights and passenger seats each day. Preference will be given to a city that the majority of our delegates can fly to directly.
- Support from the local/regional and provincial sport community is encouraged.
- Sponsorship and revenue generation potential will be considered.
- Preference is to minimize the number of hotels to accommodate organizers and participants. Host city is to have available hospitality services equal to or greater than the Competition requires.

3.2 HOTEL CRITERIA

The following minimum standards are required to host the non-competition portion of the 2018 JNTC:

- One full service hotel rated 3 stars or higher, must be proposed as the host hotel. Ideally, the host hotel must be able to accommodate a minimum of 45 guest rooms on peak nights. An overflow hotel(s) may be proposed if it is within the immediate area of the host hotel.
- Hotel must be convenient to the airport and competition venue.
- Adequate meeting space with flexibility for programming needs must be available to the event organizers. See Appendix A for tentative meeting schedule.
- Hotel block must be sufficient to service the needs of organizers and participants. Overflow hotels may be considered depending on proximity to host hotel
- Complimentary wireless internet in all meeting rooms.
- Complimentary wired or wireless internet in guest rooms.
- Guestrooms are to be commissionable at 10% to Red Leaf Sport Events (TIDS # 96-5 0438 0)
- The proposal must include fair clauses for review and changes to the room block with no penalty.
- Attrition clauses will not be accepted as part of room block commitments.
- Discounted breakfast options must be available to attendees.
- Above and beyond concessions, including hotel sponsorships, would be highly considered.

Please provide current floor plans, food and beverage menus (with costs), and list of in-house audio visual company price lists in your proposal.

3.2.1 Required Hotel Dates

The Summit will take place on one of the following weekends, based on best offering:

- September 28 – 30 (preferred); or
- September 21 – 23

3.2.2 Room Block

Please note that a majority of bookings will be made by participants, however KC will provide a rooming list to the host hotel that will be allocated to the master account.

The following is the projected room requirements (subject to variance):

Day	Wednesday	Thursday	Friday	Saturday	Sunday	Total
# Rooms	5	45	60	60	5	175

Hotel proposals must include fair clauses for review and changes to the room block with no penalty.

3.2.3 Room Types

As with most sport organizations, a bulk of our room requirements will require double rooms.

3.2.4 Room Rate (guaranteed)

Room rate should be commensurate with the property rating, region, and property type/location. A history of room rates for previous Nationals will be provided to those parties that submit letters of intent to submit a proposal. Room rates must be the same or better than third-party providers such as Expedia, Travelocity, etc. Room rates will include up to quad occupancy.

3.2.5 Commission

Room rates should be commissionable to Red Leaf Sport Events (TIDS# 96504380).

3.2.6 Attrition

Attrition clauses will not be accepted as part of room block commitments. Proposals must include statement(s) to this effect from the hotel(s). Fair cancellation clauses are appropriate.

3.2.7 Complimentary Room Nights

Complimentary bedrooms during the event dates at the host hotel will be based on a 1:40 ratio. Proposals must include a statement to this effect from the hotel.

Other complimentary rooms to be offered, if possible, at the host hotel include:

- Site visits: a total of one (1) night prior to the event for KC Events Manager, if requested.
- Event dates: Five (5) complimentary upgrades for KC staff
- Event dates: One (1) complimentary upgrade to a suite

Above and beyond concessions would be highly considered.

3.2.8 Reservation cut-off date

The guest room cut-off date may be no earlier than three weeks before start of event.

3.2.9 Hotel Parking

Complimentary parking for up to five (5) vehicles (distribution of these passes is at the discretion of KC). Proposals must include a statement to this effect from the hotel.

3.2.10 Internet and Power Fees

Complimentary for the duration of the event for internet and power fees must be included in the proposal (guest rooms and meeting room space).

3.2.11 Food & Beverage

Group meals will be required for a majority of the event.

3.2.12 Meeting Space Requirements

All meeting space must be located in the primary host hotel. The proposed meeting layout is attached as an appendix. Please note that KC reserves the right to change the proposed layout with no financial penalty.

4 PROPOSAL SUBMISSION AND DEADLINES

4.1 SUBMISSION OF PROPOSAL

Please submit an electronic copy with all documents in Adobe (PDF) file format of your proposal including all signed letters of commitment no later than 23:59 (EDT), **June 15, 2018** to Cheryl Tataryn, Events Manager: cheryl.tataryn@karatecanada.org.

All proposals and supporting documentation shall become the property of KC and will not be returned. Confidentiality will be maintained for each proposal received.

Proposals received after the deadline will not be accepted. No exceptions will be granted to this requirement.

Once KC is in receipt of proposals, no allowance of any changes or modifications is permitted. Please ensure your original submission is the best offer.

Once submitted, proposals may be withdrawn at any time.

Neither the transmission of this RFP to the Events Manager nor acceptance or receipt by KC of proposals shall imply any obligation or commitment on the part of KC to enter into an agreement of any kind in respect of any or all contents of the proposals. KC does not obligate itself to accept the lowest or any proposal. KC reserves the right to negotiate any or all terms of a contract resulting from the RFP undertaking.

KC has the right not to select a proposal if it is deemed that the project will not continue or if it is perceived that none of the proposals meet the needs of the organization. KC also has the right to cancel this RFP at any time.

4.2 INQUIRIES

Inquiries or questions concerning any aspect of the RFP can be directed to: Cheryl Tataryn, Events Manager: cheryl.tataryn@karatecanada.org.

4.3 PROPOSAL CRITERIA CHECKLIST

DELIVERABLE	Criteria Met (Yes/No)
Proposal	
Host City Criteria	
Hotel Criteria	
Event Venue (if different than hotel)	

APPENDIX A – TENTATIVE* MEETING SCHEDULE



2018 KARATE CANADA SUMMIT SCHEDULE OF EVENTS*

**Subject to change*

THURSDAY

TIME	EVENT	ROOM
8:00AM – 6:00PM	NCCP Multi-Sport – <i>Developing Athletic Abilities</i>	Boardroom for 20
2:00PM – 8:00 PM	KC Office	

FRIDAY

TIME	EVENT	ROOM
8:00AM – 8:00PM	Karate Canada Office	Boardroom for 10
8:00AM – 8:00PM	Medical Office	One table 2 chairs, otherwise free and clear
8:00AM – 8:00PM	Karate –Specific “Comp-Dev” NCCP Training Course – <i>Analyze Technical & Tactical Performance</i>	Classroom for 20 + Head table
8:00AM – 8:00PM	Elite Competition Kata Tactics & Training	Free & Clear 4,000 sq ft. (barrier-free)
8:00AM – 8:00PM	Elite Competition Kumite Tactics & Training – Session #1	Free & Clear 5,400 sq ft (barrier-free))
11:30AM – 1:30PM	Lunch <i>*Athletes 11:30 – 12:30; others 12:30 – 1:30</i>	Rounds for 120
4:00PM – 5:30PM	Session #1	Classroom for 30
6:00 PM – 7:30PM	Karate Canada Annual General Meeting	Head Table for 10 Classroom for 50
6:30PM – 8:30PM	Concussion Awareness and Management Seminar	Classroom for 30

SATURDAY

TIME	EVENT	ROOM
8:00AM – 8:00PM	Karate Canada Office	Boardroom for 10
8:00AM – 8:00PM	Medical Office	One table 2 chairs, otherwise free and clear
9:00AM – 12:00PM	Morning Chat	Hollow Square for 20
8:00AM – 8:00PM	Elite Competition Kata Tactics & Training	Free & Clear 4,000 sq ft. (barrier-free)
8:00AM – 8:00PM	Elite Competition Kumite Tactics & Training – Session #1	Free & Clear 5,400 sq ft (barrier-free)

TIME	EVENT	ROOM
10:00AM – 5:00PM	National Referee Clinic - Day 1	Classroom for 20, head table for 2
12:00PM – 1:00PM	Lunch	Rounds for 120
12:15PM – 1:30PM	Session #2	Classroom for 30
1:00PM – 5:00PM	Dan Testing	Free and Clear
2:30 PM-3:30 PM	Session #3	Classroom for 30
4:00 PM-5:00 PM	Session #4	Classroom for 30
5:00PM – 6:00PM	NCCP Planning Meeting	Classroom for 30
7:00 PM-9:00 PM	“Podium Pathway: How to Build a HP Athlete”	Classroom for 30

SUNDAY, 10/15/17

TIME	EVENT	ROOM
8:00AM – 6:00PM	Karate Canada Office	
8:00AM – 4:30PM	Medical Office	
8:00AM – 4:30PM	Elite Competition Kata Tactics & Training	Free & Clear 4,000 sq ft. (barrier-free)
8:00AM – 4:30PM	Elite Competition Kumite Tactics & Training – Session #1	Free & Clear 5,400 sq ft (barrier-free)
8:00AM – 9:30AM	Morning Chat, (incl. OTP Presentation)	Hollow Square for 20
9:00AM – 3:00PM	National Referee Clinic - Day 2 <i>* Includes National Officials License Testing / Evaluations (\$)</i>	Classroom for 20
11:30AM-12:30PM	Lunch	Rounds for 120
12:30PM– 2:00PM	KC-PTSO Meeting: Future Format of National Championships	Hollow Square for 20

Minimum room size requirements:

- Kata Training: 3,000 sq ft. (ideally barrier-free)
- Kumite Training: 5,000 sq ft (ideally barrier-free)
- Meal room: Rounds for 120
- Karate Canada Office: Boardroom for 10
- Medical room: 570 sq ft.