

Request for Proposal

2018 NESBA Evaluation Show
2018 NESBA Winter Color Guard Finals
2018 NESBA Winter Percussion Finals



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Preface

NESBA was established to engender and maintain enthusiastic interest in the various phases of music, color guard, percussion ensembles and music education in our secondary schools as well as independent youth organizations. NESBA's primary thrust is to provide an atmosphere in which education and musicality are of the utmost importance. Therefore, the core philosophy of NESBA is to provide exceptional performance opportunities for all students, using the marching band, winter color guard, and winter percussion activity and competitive performances as a tool in effective music and visual arts education.

Introduction

For many years, NESBA as an association has been the coordinating body to establish a series of "in-season" competitions leading up to a concluding NESBA Championship competition. The purpose of this Request for Proposal is to solicit proposals (bids) for the co-hosting of three specific NESBA sanctioned competitions. They are as follows:

1. Host- 2018 NESBA Evaluation Show – Saturday, TBA
2. Co-Host 2018 NESBA Winter Percussion Finals – Saturday TBA
3. Co-Host 2018 NESBA Winter Guard Finals – Saturday TBA

For the Evaluation Show- NESBA is seeking a host who will manage this event. The host will collect all profits from this event. This event will follow all NESBA rules and/or policies as established for the evaluation show. It is expected that the bid will ensure that for this event, the facility, space needs, logistical coordination will meet NESBA site requirements as described in this document.

For the Winter Finals Events- NESBA is seeking a co-host who will be proactive in helping NESBA manage these events more cost effectively, splitting profits in an equitable manner that benefits both the co-host as well as the NESBA organization. It is intended that the successful bidder at a minimum will be the driving force behind the overall coordination of the event site, working in partnership with NESBA staff and facility personnel. These events will still be considered NESBA events and as such will follow all NESBA rules and/or policies. Additionally, all NESBA naming rights will remain intact.

Bidding Process

1. Bidders may bid on any of the three events separately, in combination, and/or collectively;
2. The Winter Color Guard Finals and Winter Percussion Finals can be bid as a single day one event or as two separate day events;
3. All bids must meet the minimum site requirements identified under the "Site Requirements" section;
4. All bids must detail the financials including the profit splits;
5. All bids must be in writing and emailed to Richard Rigolini at Richard@nesba.org;
6. A Pre-Bid meeting will be conducted to address any questions and/or areas of clarification;
7. After the Pre-Bid Meeting, any questions pertaining to the proposal must be submitted to the selection committee in writing at Richard@nesba.org;
8. A selection committee consisting members of the NESBA Executive Board and/or their designees will review all bids and evaluate each proposal for compliance.
9. The Selection Committee will choose the winning bids out of those that have qualified. If the Committee determines that none of the bids meet the requirements, NESBA reserves the right to seek alternative solutions to ensure these NESBA events take place.

Proposal Schedule

The timeline for the selection process is presented below. **All questions pertaining to the process and/or your proposal as well as the proposal itself must be submitted in writing** to Richard Rigolini at Richard@nesba.org.

Each Season

	DATE	ACTION
1.	1 st Week of June	Site tours (if needed)
2.	3 rd Wednesday in June	5:00 p.m. Deadline for submission of questions on RFP
3.	3 rd Friday in June	Bids due – 3 rd Friday in June by 3:00 p.m.
4.	2 nd Week of July	Selection committee evaluates bids & determines winner(s)

Bid Response Requirements

Each bidder response must address the following:

General Requirements

1. Identify the event(s) that you are seeking to host;
2. Identify what resources (project personnel or teams) that you will devote to the proposed event;
3. **For Finals Only-** Discuss the relationship that you plan to establish with relevant stakeholders. This should include relationships you propose to establish with {NESBA staff, janitorial, facilities, etc.};
4. Provide a brief description of your overall management philosophy in hosting;

Site Requirements

The successful bidder **must** meet the following minimum facility requirements:

1. Overall performance seating capacity = 2,000 or greater. Performance-side seating capacity = 1,000 or greater;
2. Competition floor minimum size = 90ft. x 60ft. Unobstructed ceiling height that allows for equipment tossing;
3. Locker rooms and/or private area for participant changing;
4. Prop/floor storage area
5. Warm-up areas:
 - Color Guard
 - Stretching/body area;
 - Equipment warm-up area;
 - Percussion
 - 3 separate warm-up areas;
 - Easy access between warm-up and performance areas;
6. Operations Center / Judges Room;
7. Cafeteria or eating area;
8. Ample parking for both spectators and competing units (buses, equipment vehicles);
9. WiFi must be available for the use of the Competition Suite judging system.

Additionally, consideration in the selection process will be given for these **desired** amenities:

1. Individual class rooms for each competing unit to use as a preparation area;
2. Separate bus and equipment truck parking facilities from spectator parking;
3. Separate entranceways to the performance area for competing units and spectators;

Financial Requirements: Finals Events Only:

Provide a specific plan that will identify the following:

1. Fiscal Responsibilities (who pays for what)
 1. Facilities
 2. Police / Medical / Custodian / etc.
 3. Sound System
 4. Judges
 5. Administrative
 6. Insurance
 7. Food & beverage
 8. Trophy/Awards
 9. Announcer

2. Profit Splits (who makes what)
 1. Gate
 2. Pre-Sales / Member finals fees
 3. 50/50 Raffle
 4. Sponsorship
 5. Vendor, Tables/booths
 6. Food concessions
 7. Program Book
 8. Photos
 9. Video

Insurance- Finals Events Only

NESBA does carry a liability of 1 mil/2mil for both finals events. This may/may not be sufficient for the site being proposed. If this is not sufficient coverage for the site being proposed, the bidder must take out or maintain Public Liability and Property Damage Liability Insurance and Protective Public Liability and Property Damage Liability Insurance in not less than the following amounts:

Bodily Injury		Property Damage	
Each Person	Each Occurrence	Each Occurrence	Aggregate
\$500,000.00	\$1,000,000.00	\$500,000.00	\$1,000,000.00

In confirmation of the above requirements, upon award of bid a current insurance certificate must be provided in the amounts indicated above.

Deadlines

The plan must be sent via email to Richard Rigolini at Richard@nesba.org on or before 3:00 p.m.

- *The 3rd Friday in June.*

All inquiries for this RFP must be made in written form, and sent via e-mail, to the primary contact person of NESBA:

Name: Richard Rigolini – President for NESBA

Address: 257 Main Street Everett, MA 02149

E-mail: Richard@nesba.org

Selection Criteria

While NESBA recognizes that a portion of the event profits will be used to finance the costs of services proposed, a bidder's willingness and ability to share some portion of the profits with NESBA will increase their chances of being selected.

NESBA, at its sole option, will select the proposal which best fulfills the requirements and provides the **best value** to NESBA. The proposals will be evaluated based on the following 4 criteria (criteria are not in order of ranking or weighting):

1. Site Requirements- Finals and Evaluation Show
2. Additional amenities – Finals and Evaluation Show
3. Cost/Financials – Finals Events Only
4. Proposal Presentation (quality and completeness of response) Finals and Evaluation Shows

Reservations and Limitations

1. NESBA may request additional information from bidders, including a presentation if needed, to clarify elements of their bid proposals. NESBA also reserves the right to make independent investigations as to the qualification of each Bidder, including site visits to proposed venues
2. NESBA reserves the right to waive any informality in or to reject any and all bids if it be in the Associations best interest to do so.

2015 Guard Championship Finals

Gate – Guard	\$11,475.00
Vendor	\$ 200.00
Final tickets 677 performers x \$15	\$ 10,155.00
3.1. RECEIPTS	\$21,830.00

Trophies – finals (\$2,695)	\$ 1,350.00
Hotel – Mickey Kelley	\$ 265.84
Airfare – Mickey Kelley	\$ 147.20
Judge Fee's	\$ 3,800.00
Workers	\$ 1,400.00
Announcer	\$ 250.00
BFDTV	\$ 700.00
Police	\$ 792.00
Rent	\$ 3,025.00
Supplies – wrist bands/hand stamps	\$ 213.33
3.1. EXPENSES	\$11,943.37

Profit for the day is \$9,886.63

Additional Info:

- Spectators 583 adults & 275 students/seniors
- Performer tickets 596 out of 677 handed out were turned in at the gates (88%)

2 2015 Percussion Championship Financials

Gate – Percussion	\$ 6,770.00
Final tickets 654 performers x \$15	\$ 9,810.00
3.1. RECEIPTS	\$16,580.00

Trophies – finals (\$2,695)	\$ 1,345.00
Hotel – Jeff Prosperie	\$ 566.06
Mileage – Jeff Prosperie	\$ 258.75
Judge Fee's	\$2,900.00
Workers	\$ 400.00
Announcer	\$ 250.00
Sound	\$ 450.00
BFDTV	\$ 600.00
RENT	\$2,000.00 (Estimated)
3.1. EXPENSES	\$8,769.81

Profit for the day is \$7,810.19

Additional Info:

- Spectators 360 adults & 137 students/seniors
- Performer tickets 602 out of 654 handed out were turned in at the gates (92%)

2014 Guard Finals Salem MA

Receipts

Gate	\$11,905.00
Vendors	\$ 200.00
Flowers	
Jewelry	
Fine Design commission	\$ 398.00
Finals fee 709 students x \$15	\$10,635.00
Total	\$23,138.00

Expenses

Judges/coordinators	\$3,650.00
Workers	\$1,400.00
Police	\$1,122.00
Trophies (1/2)	\$1,077.13
Programs	\$ 178.80
Announcer	\$ 250.00
Sound	\$ 500.00
Print – signs	\$ 150.00
Supplies	\$ 178.93
Wrist bands	\$66.67
Print cart/paper	\$112.26
Total	\$8,506.86

Profit for guard finals \$14,631.14

2014 Percussion Finals No Andover MA

Receipts

Gate	\$ 5,805.00
Finals fee 623 students x \$15	\$ 9,525.00
Total	\$15,330.00

Expenses

Judges/coordinators	\$2,800.00
Workers	\$ 800.00
Police	\$ 960.00
EMT	\$ 446.72
Rent (custodians/kitchen)	\$1,103.00
Trophies (1/2)	\$1,077.13
Announcer	\$ 250.00
Sound	\$ 500.00
Total	\$7,936.85

Profit for Perc finals \$7,393.15

