

# Request for Proposal

## 2025 Section Championship Events

May, 2024



**USTA**   
PACIFIC NORTHWEST



# SECTION I – OVERVIEW

## Organizational Description

The United States Tennis Association Pacific Northwest (USTA PNW) is a 501(c)(3) non-profit organization that serves as the governing body of tennis in the states of Alaska, Oregon, Washington, and the northern half of Idaho (above the 45th parallel). Headquartered in Beaverton, Oregon, the USTA PNW's mission is to promote and develop the growth of tennis to inspire healthier people and communities everywhere. The association boasts over 25,000 individual adult and junior members and over 150 organization members. The USTA PNW's broad scope of programming includes RecTennis (Tennis Afterschool Zone, Summer Tennis Camps, and Adult Tennis), facility management (Galbraith Tennis Center and Vancouver Tennis Center), Junior Competitive Programs, and Adult Leagues.

## Introduction

Thank you for your interest in bidding on one, more, or all of the 2025 Section Championship event(s). We provide this Request for Proposal to allow all interested parties and communities the opportunity to bring these economically impactful events to your community. This process is intended to lead to the awarding of the event(s), subject to USTA PNW's discretion to reject all proposals and/or negotiate with finalist(s). We encourage community collaboration as you respond to this RFP.

## Event Dates

| Event Name  | 2025 Dates             | Details   |
|---|------------------------|---|
| Adult 18 & Over Section Championships   | August 8-10            | This is a three-day non-elimination tournament for adults ages 18 and over. The winner advances to the USTA National Championships.   |
| Adult 40 & Over Section Championships   | August 22-24           | This is a three-day non-elimination tournament for adults ages 40 and over. The winner advances to the USTA National Championships.   |
| Adult 55 & Over Section Championships   | June 20-22             | This is a three-day non-elimination tournament for adults ages 55 and over. The winner advances to the USTA National Championships.   |
| Adult 65 & Over Section Championships   | September 11-14        | This is a four-day non-elimination tournament for adults ages 65 and over. The winner advances to a National Invitational (Thurs-Sun).  |
| One Doubles Section Championships   | September 12-14        | This is a three-day non-elimination tournament for adults ages 18 and over. The winner advances to a National Invitational (Fri-Sun).   |
| Mixed 18 & Over Section Championships   | July 11-13             | This is a three-day non-elimination tournament for adults ages 18 and over. The winner advances to the USTA National Championships.   |
| Mixed 40 & Over Section Championships and Mixed 55 & Over Section Championships | September 19-22        | Mixed 40: This is a three-day non-elimination tournament for adults ages 40 and over. The winner advances to the USTA National Championships.<br>Mixed 55: This is a three-day non-elimination tournament for adults ages 55 and over. The winner advances to a National Invitational (Sat-Mon). The event must be indoors. |
| Junior Section Championships  | June 20-23             | This is a four-day tournament for juniors ages 18 and below. There will also be an additional one-day Junior Showcase prior to the event start date.  |
| Junior Sectional Team Invitational  | August 15-17           | This is a three-day non-elimination tournament for Junior Team Tennis teams.  |
| Tennis on Campus Section Championships  | October 31- November 2 | This is a three-day non-elimination tournament for USTA Tennis on Campus teams. The top three teams advance to the USTA National Championships.   |
| NTRP Section Championships  | November 7-9           | This is a three-day single-elimination tournament. The winner advances to the USTA NTRP 18+, 40+, and 55+ NTRP National Championships   |

| Event Name                               | 2025 Dates      | Details   |
|--|-----------------|---|
| Tennis on Campus Alumni Cup              | May 16-18       | This is a two-day non-elimination tournament. Former Tennis on Campus players and current students will play a non-advancing team event to represent their alma mater.  |
| Age & Open/Mixed Sectional Championships | October 3-5     | This is a three-day single-elimination adult tournament. The winner of the Mixed Doubles portion advances to NTRP National Championships. Those who compete in the Age divisions may acquire points towards their national ranking. |
| Pacific Cup                              | September 26-28 | This is a three-day Junior Level 2 Intersectional Team Event between the PNW, Intermountain, SoCal, and NorCal. The PNW will host the 18U age division.   |

## Value Proposition

- Regional Recognition** – The USTA PNW Section Championships attracts Alaska, Idaho, Oregon, and Washington players. As the host city/venue, your organization and city will gain regional recognition as a destination that is a key player in the sports event industry. In addition, you will have the opportunity to showcase to business owners and sponsors who actively seek host cities for future events.
- National Recognition** – The USTA PNW is a section of the United States Tennis Association based in Orlando, Florida. USTA National, the national governing body of tennis, owns and operates the US Open, the highest-attended annual sporting event in the world, and selects host sites/cities for the National Championship playoffs, the Davis Cup, the BJK Cup, and other domestic and international tennis events.
- Room Nights** – The Section Championships attracts approximately the following number of participants and attendees:

| Event Name   | # of Event Players | # of Estimated Attendees (players & spectators) | # of Room Nights |
|--|--------------------|---|------------------|
| Adult 18 & Over Section Championships              | 1,000              | 1,500   | 3,000            |
| Adult 40 & Over Section Championships              | 900                | 1,350   | 2,700            |
| Adult 65 & Over Section Championships              | 600                | 895   | 2,400            |
| One Doubles Section Championships                  | 250                | 380   | 1,050            |
| Mixed 18 & Over Section Championships              | 500                | 750   | 1,500            |
| Mixed 40 and Mixed 55 & Over Section Championships | 700                | 1,050   | 2,100            |
| Junior Section Championships                       | 400                | 800   | 1,200            |
| Junior Sectional Team Invitational                 | 120                | 240   | 480              |
| Tennis on Campus Section Championships             | 250                | 375   | 500              |
| NTRP Section Championships                         | 200                | 250   | 500              |

| Event Name                     | # of Event Players | # of Estimated Attendees (players & spectators) | # of Room Nights |
|--------------------------------|--------------------|---|------------------|
| Tennis on Campus Alumni Cup    | 120                | 140   | 100              |
| Pacific Cup                    | 48                 | 100   | 170              |
| Age & Open/Mixed Championships | 120                | 150   | 360              |

- **Pre-Event Exposure** – USTA PNW actively promotes future Section Championship and Event dates and sites to over 25,000 members as soon as the host sites/cities are announced. The host will be recognized in marketing materials, including, but not limited to, email, website, social media, etc.
- **Charitable Contributions** – As a 501(c)(3) non-profit organization, proceeds from the championship events are allocated towards entry-level recreational tennis program scholarships for children and families in need.

## Key RFP Process Dates

|                            |  |
|----------------------------|--|
| Friday, May 24, 2024       | RFP published                          |
| Friday, August 9, 2024     | Bid documents due to USTA PNW Office   |
| Friday, September 13, 2024 | Site visits conducted, if necessary    |
| Friday, October 25, 2024   | Final decision made & parties notified |

## Bidding Procedures

Each bidding party must prepare one (1) bid for each event of interest. The Selection Committee will evaluate each bid on scaled technical criteria in relation to the bid requirements outlined in Section III of this RFP. Any incorrect or incomplete bid will be discarded. The USTA PNW office must receive all bids by the stated deadline. The bid(s) shall be submitted online. Click [here](#) for the RFP Proposal Worksheet. Once completed, email proposals to [efiocchi@pnw.usta.com](mailto:efiocchi@pnw.usta.com).

## Selection Committee

The Selection Committee will review all bids and notify bidding parties if selected as a finalist. The committee shall comprise the Managing Director of Provider Services, the Senior Manager of Coaching and Provider Services, the Competition Manager, and the Chair of the appropriate volunteer committee. Additionally, feedback from participants/players from the various areas of the Section may be considered. The committee will present their recommended selections to the USTA PNW Executive Director for final approval.

## Selection Criteria

Winning bids will be determined by the completeness of the RFP, with emphasis placed on the total number of sites with outdoor and indoor courts, the availability of indoor backup courts, and the overall cost to the USTA PNW.

## Agreement

The selected host may sign a "Host Agreement Form" with USTA PNW.

## Questions

If you have questions regarding the RFP or RFP process, please contact Elece Fiocchi, Managing Director of Provider Services, at (509) 221-0823.

# SECTION II – REQUIREMENT TO BID

Please address the following in your bid:

## Tennis Court

It is estimated that the event will need the following number of tennis courts for the entirety of the event:

| Event Name   | # of Courts<br>(can be slightly flexible) | Minimum Courts per Site |
|--|---|-------------------------|
| Adult 18 & Over Section Championships              | 48  | 5                       |
| Adult 40 & Over Section Championships              | 36  | 4                       |
| Adult 55 & Over Section Championships              | 21  | 6                       |
| Adult 65 and One Doubles Section Championships     | 21  | 6                       |
| One Doubles Sectional Championships                | 10  | 4                       |
| Mixed 18 & Over Section Championships              | 15  | 6                       |
| Mixed 40 and Mixed 55 & Over Section Championships | 15  | 6                       |
| Junior Section Championships                       | 38  | 6                       |
| Junior Sectional Team Invitational                 | 8   | 4                       |
| Tennis on Campus Section Championships             | 14  | 10                      |
| NTRP Section Championships                         | 9   | 6                       |
| Tennis on Campus Alumni Cup                        | 6   | 6                       |
| Age & Open/Mixed Section Championship              | 6   | 6                       |
| Pacific Cup  | 12  | 6                       |

- Each tennis court site shall have restroom facilities (porta potties cleaned regularly may be acceptable), water for players and spectators (5-gallon water containers acceptable), a place for a player check-in/site desk, parking for players and staff, ability to place score tenders, and chairs/benches on each court for the players.
- Tournament courts can be a mix of both indoor and outdoor venues (except for Junior Sectional Championships – all matches in a division must be played on the same surface. Therefore, all courts must be outdoors with indoor back-up)
- Each site must supply sufficient nightly storage for tournament equipment and gear (scorecards, desk, balls, etc.).
- Each tennis court shall meet the minimum American Sports Builders Association standards and be playable (no major cracks or holes in nets, etc.).

- The venue may not conduct other tennis events on adjacent courts during the Championships.
- Provide participants access/information to playable practice courts at alternative sites before match play.
- Weather Back-up: In the event that weather impacts play, indoor backup courts need to be on standby. Please list all available indoor backup facilities, including the cost to use, other required fees, and other details USTA PNW would need to know about to use each facility. It is understood that the format may be altered to allow championship play on a smaller number of indoor courts; however, that is not preferable.
- Please contact Elece Fiocchi at [efiocchi@pnw.usta.com](mailto:efiocchi@pnw.usta.com) or 509-221-0823 should you have questions.

## Hotels

The most significant factors determining hotel(s) include rate, distance to the court sites, and amenities. Our participants are accustomed to hotel rates of \$89-\$149 per evening; however, this range is optional if you cannot secure these rates. While not required, amenities should include complimentary high-speed internet, complimentary parking, free breakfast, a pool, and an on-site restaurant/bar. To preserve the health and well-being of our participants and guests, hotels must be non-smoking.

- Bids must include information on the hotel(s) as listed below:
  - Hotel name
  - Number of guest rooms
  - Restaurant on site
  - Check-in/out times
  - Complimentary amenities (pool, breakfast, internet, fitness center, etc.)
  - Distance to airport and court sites
  - Airport transportation options (shuttle, taxi, van, etc.)
  - Parking information

Ideally, the hotel will provide USTA PNW with at least one of the following:

- \$5 room rebate per actualized guest room.
- Up to 5 upgraded complimentary guest rooms per evening for event staff commencing two days before the start of the event and ending the day after the event.

When planning hotel room blocks, please note that participants usually arrive the day before the start of the event.

## Meeting Space

The evening before play begins, the Event Director may hold a meeting with the staff and parents to review rules, regulations, and procedures. As requested, we desire an air-conditioned space with tables, chairs, and others. The room size varies depending on the event, and the Event Director may choose to hold the meeting at a tennis court site. Please provide a recommended space in the RFP, should USTA PNW need it.

## Championship Headquarters

The tournament is directed from a central command space. The space must include Wi-Fi and air conditioning and have enough room for the Event Director to meet with staff and volunteers. USTA PNW may also need a location to mail equipment and materials before the event. Storage is required and will include the storage of balls, t-shirts, and awards, which will be shipped approximately one week before the tournament. A large room 1-2 days before the start of the tournament will be needed for USTA PNW staff to prepare materials. The Meeting Space from Item C can also be used for this space or one of the tennis facilities.

## Extra-Curricular Activities

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Our patrons see the event as a fun vacation. Many of our participants and guests enjoy the amenities of the host city before, during, and after the event. Please include information on the area, including, but not limited to, shopping, local landmarks, and discounted restaurants/bars and activities (golf, river rafting, etc.). Other information would include area brochures from entities like a Visitor's Association or Chamber of Commerce.

## Marketing/Promotions

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Please explain how you will assist with promoting the event to your local community and media.

## Partnerships

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## Financial Considerations

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Please include:

- Proposed budget and financial partnership model
- Proposed in-kind and financial support from the host

## Supplemental Information

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Please provide:

- Any supplemental information
- A paragraph to why USTA PNW should select your proposal over another.
- Any known events in the area which may impact players or spectators during requested events.