

## **RFP: ICE DIRECTOR FOR THE 2021 MEN'S AND WOMEN'S PROVINCIAL CHAMPIONSHIP**

### **INTRODUCTION**

Curling Alberta is the regional governing body for the sport of curling in Alberta. Incorporating in 2018, Curling Alberta is an amalgamate of the Alberta Curling Federation (ACF), the Northern Alberta Curling Association (NACA), the Southern Alberta Curling Association (SACA), and the Peace Curling Association (PCA).

Curling Alberta is excited to be hosting the 2021 Men's and Women's Provincial Championships as a combined event from January 24th to January 31st, 2021. We are seeking an Ice Director to act as the head ice tech for the Provincial Championship and provide quality ice for some of the best teams in Alberta. The successful applicant will work closely with the ice technicians employed by the host venue and/or town. This venue will be announced in the near future.

The current Request for Proposal (RFP) wishes to set up a fair and transparent evaluation process for all parties in providing interested individuals with the necessary information to prepare their proposal.

### **Vision**

We believe in spreading the power of sport through curling. We are committed to protecting the health and happiness of future generations while honoring our rich history. For all ages and abilities, Curling Alberta will provide equitable and quality opportunities to participate in our sport, striving to make curling the first sport of choice for all within our boundaries.

### **Mission**

We exist to inspire the curlers of today and tomorrow.

### **SCOPE OF PROJECT**

Curling Alberta is seeking an individual that can demonstrate the capacity to handle all aspects related to providing championship arena ice. Reporting directly to the Event Managers, this individual is responsible for the ice install, ice maintenance and condition leading up to and during the championship, the rocks, looking after all necessary equipment and overseeing the ice and rock volunteers.

This individual will also be available prior to the championship and will assist with the recruitment of ice volunteers. They will have the availability to attend committee meetings when necessary and work with the Event Managers when asked. An Assistant Ice Director may be appointed to assist with the coordination of volunteers and assist the Ice Director.

## Objective

The goal is to procure an individual that meets the following general requirements:

- Enhances the Curling Alberta brand and is consistent with standards of quality and professionalism;
- Self-motivated;
- Complies with the rules of provincial and national governing bodies.

## Format

- The Women's Provincial Championship event will be an eight (8)-team full round-robin championship, with "top 3" a playoffs
- The Men's Provincial Championship event will be a twelve (12) -team triple knockout with a "top 3" team playoff.
- The Men's and Women's will be held simultaneously on four sheets of ice with genders rotating through.
- See Appendix for schedule of events for planning purposes and expected time commitment. Note, schedule is subject to change.

## SUBMISSION REQUIREMENTS:

The bid document must contain the following elements in order to be considered:

- A list of qualifications;
- A show of commitment for all of the related install and set up, the entire duration of the event (January 19, 2021 to January 31, 2021) and all related take-down following the event;
- A commitment to attend meetings when requested. These meetings may be in person or through conference call;
- A quote for all ice technician services. Curling Alberta will pay the successful applicant directly.
  - Applicants can assume that Curling Alberta will borrow rocks from Curling Canada.
- Documented ability to provide provincial championship ice;
- Reference contact information for similar projects.

Applicants are encouraged to add additional information that may make them stand out from other applicants. Any costs associated with the development of any proposals in response to this RFP will remain the sole responsibility of the proponent and will not be the responsibility of Curling Alberta. Curling Alberta reserves the right to discontinue the procurement process at any time, and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more parties.

## EVALUATION

The following criteria will form the basis of the proposal evaluation:

1. Suitability of the Proposal - Proposal meets the needs and criteria set forth in the RFP



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2. Price - The price falls within the budget range internally established for this project
3. Value in kind - Candidate has included a Value in kind Component with their proposal
4. Candidate experience - Candidate has successfully completed similar projects and has the qualifications necessary to undertake the project.

### **RFP Closing date September 18th, 2020**

Individuals who want to respond to the RFP are asked to send an electronic copy to Britney Andersen at [britney.andersen@curlingalberta.ca](mailto:britney.andersen@curlingalberta.ca)

Contact Britney Andersen at [britney.andersen@curlingalberta.ca](mailto:britney.andersen@curlingalberta.ca) or 587-223-7528 with any questions.

## Appendix 1: DRAFT Curling Alberta Men's and Women's Provincial Championships Schedule

### MONDAY JANUARY 25

- 8:30am – **Women's** Practice
- **9:00am** – **Women's** Draw
- 1:30pm – **Men's** Practice
- **2:00pm** – **Men's** Draw
- **5:30pm** - **Opening Ceremonies**
- 6:30pm – **Women's** Practice
- **7:00pm** – **Women's** Draw

### TUESDAY JANUARY 26

- 8:30am – **Men's** Practice
- **9:00am** – **Men's** Draw
- 1:30pm – **Women's** Practice
- **2:00pm** – **Women's** Draw
- **7:00pm** – **Men's** Draw

### WEDNESDAY JANUARY 27

- 8:30am – **Women's & Men's** Practice
- **9:00am** – **Women's & Men's** Draw
- 1:30pm – **Women's** Practice
- **2:00pm** – **Women's** Draw
- 6:30pm - **Men's** Practice
- **7:00pm** – **Men's** Draw

### THURSDAY JANUARY 28

- 8:30am – **Men's** Practice
- **9:00am** – **Men's** Draw
- 1:30pm - **Women's** Practice
- **2:00pm** - **Women's** Draw
- 6:30pm - **Women's & Men's** Practice
- **7:00pm** – **Women's & Men's** Draw

### FRIDAY JANUARY 29

- 8:30am – **Men's** Practice
- **9:00am** - **Men's** – Draw
- **2:00pm** - **Women's** Draw
- 6:30pm – **Men's** Practice
- 6:30pm – **Women's** Practice (Tiebreakers)
- **7:00pm** – **Men's** – Draw (2 Sheets Of Ice)
- **7:00pm** – **Women's** Tiebreakers (2 Sheets Of Ice)
- 10:00pm - **Men's** Practice "A" Winner

### SATURDAY JANUARY 30

- 8:30am – **Women's** Practice
- 9:00am - **Women's** Tiebreakers (**If Required**)
- 1:00pm – **Men's** Practice
- 1:30pm - **Men's** – Draw (1v2 3v4) (**If No Women's Tiebreaker, Draw To Be Played At 9:00am**)
- 5:30pm – **Women's** Practice
- 6:00pm - **Men's** Practice
- **6:30pm** - **Women's** Semi-final
- **6:30pm** - **Men's** – Semi-final

### SUNDAY JANUARY 31

- 9:00am – **Men's** Practice
- 11:00am – **Women's** Practice
- **1:00pm** - **Women's** Final
- **6:00pm** - **Men's** – Final
- **Closing Ceremonies**

*\*\*Times are subject to change*