



IndianaFIRST Bid Process for 2018 District & Championship Site Selection

Timeline

The IndianaFIRST Board of Directors will be conducting an open bid process to identify the competition sites. Sites must be identified by mid-August to allow teams to register for events in September. Our timeline for the bid process will be as follows:

Phase 1 – Request for Information

Groups interested in bidding to be a competition site have until May 5, 2017 to submit a [2018 Intent to Bid Google form](#). See the General Requirements for Becoming a Competition Site below for things to consider when deciding to submit an Intent to Bid Google Form. Please fill out all parts of the form, which include potential venue name, location, seating capacity, pit size, in-kind or other funding opportunities, Event Committee Volunteers, and available dates for the venue.

Phase 2 – Request for Proposal

Once your Intent to Bid Google Form is submitted & processed, **a formal Request for Proposal (RFP) document will be sent out to those interested in hosting a district event to provide supplemental information to the bid.** The RFP will outline detailed information required to complete the bidding process. **All formal proposals will be due to host@indianafirst.org by 5:00pm ET June 1, 2017.**

Phase 3 – Site Selection

Sites will be selected by the IndianaFIRST Board of Directors before July 1, 2017. The site selection process may include a site visit to the venue. **The IndianaFIRST Board of Directors will notify selected sites by 5:00pm ET on July 17th, 2017.**

General Requirements for Becoming a Competition Site

Date Requirements

District Events

- Must have availability over a three day period, preferably Thursday-Saturday or Friday-Sunday.
- Must be available Weeks 1-5 (Weeks 1-4 are preferred). See FRC Calendar at the end of the document for the list of corresponding dates.

Championship Event

- Must have availability over a four day period, preferably Wednesday –Saturday.
- Must be available Week 5-6 (Week 6 is preferred). See FRC Calendar below for the list of corresponding dates.

Venue Requirements

- Must have capacity for 32 teams
- Seating Capacity for 2,000 in a Main Gymnasium
- 6,500 square feet in a nearby space for use as pits
- Ample parking for cars, buses, and trailers. Buses and trailers may be parked off site if necessary.
- For the main field area, the electrical distribution system connects to a building electrical breaker panel that contains three open breakers of 60A or 100A each. The distance from the building breaker panel to the corner of the main field area should be within 100 feet.
- For the pit area, the electrical distribution system connects to a building electrical breaker panel that contains three open breakers of 100A each. The distance from the building breaker panel to the edge of the closest pit should be within 150 feet.
- Review Network Requirements Media Document for information on IT requirements for the event production
- System uses a router that will NAT to a local network for the Robots. The MAC address for this device will be provided. This system should have unfiltered access to the Internet.
- Any rogue access point detection and silencing features of the local system needs to be shut down so it does not interfere with the robot network.
- Ability to let trucks unload into building at 12 noon on setup day
- 5 additional classroom sized rooms near the pits or stands
- Space for teams to eat inside of the venue
- Teams are able to bring in food or drinks themselves
- Would there be any other events taking place in the venue or within the city at the same time?
- What hotels are close to the venue and would be able to have room blocks created to support teams attending the event that need to stay overnight?

Volunteer Requirements

- **Event Committee Chair** - Manages the Committee leading up to the event, coordinates the meetings for the committee, & communicates with the IndianaFIRST Competition Committee when meetings are and provides updates about the event.

- **Hospitality Coordinator** - Organizes and maintains volunteer food throughout the events. Prior to the event identifies in-kind food donations, works with food providers to ensure food arrives at the event on time. Works with the Volunteer Coordinator to ensure all volunteers have been fed at the event. Ensures the food is cleaned up or organized at the end of the event. Volunteer meals includes - Volunteer Snacks, Volunteer Drinks, Set Up Food, Load-in Volunteer Dinner, Day one breakfast, Day one lunch, Day two breakfast, Day two lunch, Load-Out Dinner (typically pizza for those packing up the field).
- **Facility Coordinator** - Has the key to access facilities at the event and access to contacting custodial staff and key facility contacts (Principal, Assistant Principal, Head Custodian). At the event opens doors, contacts custodians as needed to help clean up spills, ensure bathrooms are maintained, and rooms are properly locked and unlocked.
- **Volunteer Coordinator** - Works with the Senior Volunteer Coordinator in Indiana, recruits and manages volunteers for the event. Prints off volunteer badges prior to the event, communicates with volunteers prior to the event about the schedule, check-in, and event notes, checks-in volunteers when they arrive at the venue, manages volunteers during the event, & reports on volunteer data after the event.
- **Event Manager** - Manages the “show” aspect of the event, puts together the script, keeps the event on time, ensures information is being communicated during the event. IndianaFIRST has a more detailed description. Local recruitment for this position is helpful, IndianaFIRST has a few volunteers that have filled this role in the past, that could train in other contacts prior to the event.
- **Community Coordinator** - Engages the local community with the upcoming event. Arranges Hotel Room Blocks (working with IndianaFIRST) for teams to have locations to stay near the venue. Coordinates an optional team social. Reaches out to news, radio, and other community groups to engage them with the event.

Funding Considerations

Venue options or local funding opportunities that help make your event more affordable for the program will be given higher consideration. IndianaFIRST is ultimately responsible for the costs of operating the district model, but we expect that each event does local fundraising or seeks in kind donations to cover the full cost of hosting the event. Some costs to take into account are:

- Venue Rental
- Bleacher Rental
- Janitorial Costs
- Volunteer Food Costs
- Table Rental
- Machine Shop
- EMT or Medical Staff

- Event Security (if required)

Are there any in-kind donations that the event is able to obtain:

- Venue Rental
- Bleacher Rental
- Janitorial Costs
- Volunteer Food Costs
- Table Rental
- Machine Shop
- EMT or Medical Staff
- Event Security (if required)

2018 FRC Event Calendar

- Kickoff – January 6th
- Stop Build Date – January 20th
- Week 1 March 1 - 4
- Week 2 March 8 - 11
- Week 3 March 15 - 18
- Week 4 March 22 - 25
- Week 5 March 29 - April 1
- Week 6 April 4 - 8
- World Championship Houston, Texas - April 18th - 21st
- World Championship Detroit, Michigan - April 25th - 28th

(Please note, these dates have not yet been officially announced by FIRST but should be accurate based on our discussions.)

Questions:

If you have any questions, please send them to host@indianafirst.org.

PDF Version of the 2018 IndianaFIRST Intent to Bid Form:

Please review the [2018 IndianaFIRST Intent to Bid Google Form](#) to submit the official information to IndianaFIRST. The questions on the google form include:

Section 1: Contact Information

- Primary Contact Name, Email & Phone
- Secondary Contact Name, Email & Phone

Section 2: Venue Information

- Venue Location
- Venue Address
- Potential Event Name
- Consider the site for the following dates:
 - When hosting a District Event, Weeks 1-4 are preferred. In Week 1 and 2 competition bids, it is preferable to have access to the event space the morning of set up day. When hosting the State Championship, Week 6 is preferred.
 - District Event – Week 1 - March 1st – 4th
 - District Event – Week 2 - March 8th – 11th
 - District Event – Week 3 - March 15th – 18th
 - District Event – Week 4 - March 22nd – 25th
 - District Event – Week 5 - March 29th – April 1st
 - State Championship – Week 5 – March 28th – April 1st
 - State Championship – Week 6 – April 4th – 8th
- Does the venue have the following?
 - Check all that apply:
 - Capacity for at least 32 teams
 - Seating Capacity for 2,000 in a Main Gymnasium
 - Ample parking for cars, buses, and trailers. Buses and trailers may be parked off site if necessary.
 - For the main field area, the electrical distribution system connects to a building electrical breaker panel that contains three open breakers of 60A or 100A each. The distance from the building breaker panel to the corner of the main field area should be within 100 feet.
 - For the pit area, the electrical distribution system connects to a building electrical breaker panel that contains three open breakers of 100A each. The distance from the building breaker panel to the edge of the closest pit should be within 150 feet.
 - Access to hard wired internet capabilities.
 - Restricting access to internet in specific areas (as per what the Competition Committee needs for the field)
 - 5 additional classroom sized rooms near the pits or stands
 - Space for teams to eat inside of the venue
 - Teams are able to bring in food or drinks themselves
- Would there be any other events taking place in the venue or within the city at the same time?
- What hotels are close to the venue and would be able to have room blocks created to support teams attending the event that need to stay overnight?

Section 3: Funding Considerations

Venue options or local funding opportunities that help make your event more affordable to the program will be given higher consideration. IndianaFIRST is ultimately responsible for the costs of operating the district model, but we expect that each event identifies in-kind donations or supports local fundraising to help with covering costs associated with hosting the event.

- Are there potential costs for the following, check all that apply:
 - Venue rental
 - Bleacher rental
 - Janitorial Costs
 - Volunteer Food Costs
 - Table Rental
 - Machine Shop
 - EMT or Medical Staff
 - Event Security (if required)
- Are there in-kind donations available
 - Venue rental
 - Bleacher rental
 - Janitorial Costs
 - Volunteer Food Costs
 - Table Rental
 - Machine Shop
 - EMT or Medical Staff
 - Event Security (if required)

Section 4: Event Committee Volunteers

The Event Committee will be working with the IndianaFIRST Competition Committee in order to host the upcoming district event. A Competition Committee member will be part of each finalized District Event Committee to provide support, increase communications, and be a resource to each event committee. If you have someone in mind for these positions please list their names & contact information below.

- Event Committee Chair:
- Hospitality Coordinator:
- Facility Coordinator:
- Volunteer Coordinator:
- Event Manager:
- Community Coordinator:

Section 5: Additional Information

If there is anything else we should be aware of in regards to this submission, please let us know: