



REQUEST FOR PROPOSAL

- *STATE TOURNAMENTS*

2022 - 2024

Direct all questions and materials to:

Manuel T. Ferrero III - Commissioner, International Slow Pitch Softball

990 Biscayne Blvd, Suite 503. Miami, FL 33132

1-855-576-8522

info@ispsoftball.com

TABLE OF CONTENTS

[TABLE OF CONTENTS](#)

[HISTORY OF ISPS](#)

[ISPS MEMBER STATES & COUNTRIES](#)

[EVENT\(s\) OVERVIEW](#)

[MISSION OF ISPS](#)

[BENEFITS OF HOSTING](#)

[2020 ISPS RFP TIMELINE](#)

[ISPS Event Dates](#)

[BID REQUIREMENTS INFORMATION](#)

[BID MUST INCLUDE](#)

[AGE DIVISION REQUIREMENTS](#)

[BID DOCUMENT ATTACHMENTS](#)

[Bid Fee Schedule](#)

[Presentations](#)

[Site Inspections](#)

[Local Organizing Committee \(LOC\) Responsibilities](#)

[International Slow Pitch Softball Responsibilities](#)

[FACILITY GUIDELINES & HOTEL REQUIREMENTS](#)

HISTORY OF ISPS

The International Slow Pitch Softball actually started as Florida Adult Softball in 2008 to serve as the governing body of Florida Adult Softball. As other states and countries emerged and affiliated, FAS was changed to ISPS in 2011 after the Puerto Rico expansion. ISPS exists to strengthen and promote the sport of slow pitch softball on a global level and assist in developing ISPS events, leagues, tournaments, and clinics around the world. ISPS also works with local, regional, and national ISPS affiliated organizations to develop and/or improve the sport of Slow Pitch Softball.

The ISPS (FAS) organization started after our founder, Manuel T. Ferrero III, lost his brother in Iraq in 2007. Manuel started a 6 team Men's League in honor of his brother, PFC Marius L. Ferrero, with his friends and family. From those first 6 teams, ISPS has now grown to 1000s of teams in over 15 States and 10 Countries with over 50+ annual events worldwide. ISPS now provides motivational goals for all levels of slow pitch softball athletes within the state they are organized. As well as an ultimate yearly goal of a World Championship.

ISPS is a member of multiple sports organizations and has received many rewards. Since 2008, ISPS has become one of the most celebrated and fastest-growing slow pitch softball organizations in the world. ISPS events are some of the highest anticipated events of the year in the international slow pitch softball community for athletes of a wide range of ages and abilities to achieve their recreational and fitness goals, improve self-esteem and create social relationships, as well as develop a sense of personal, team, state and/or national pride.



ISPS MEMBER STATES & COUNTRIES

STATES	COUNTRIES
ALABAMA	USA
ARIZONA	PUERTO RICO
CALIFORNIA	ARGENTINA
FLORIDA	VENEZUELA
INDIANA	MEXICO
IOWA	DOMINICAN REPUBLIC
KENTUCKY	ITALY
MICHIGAN	BAHAMAS
MISSISSIPPI	SPAIN
MISSOURI	CANADA
NEW JERSEY	SOUTH KOREA
OHIO	CUBA
PENNSYLVANIA	HONDURAS
TEXAS	NICARAGUA
WASHINGTON	CZECH REPUBLIC
WISCONSIN	ENGLAND
ARKANSAS	COLOMBIA
COLORADO	SLOVENIA
GEORGIA	SWITZERLAND
HAWAII	UNITED ARAB EMIRATES
ILLINOIS	BRAZIL
MASSACHUSETTS	NIGERIA
NEW HAMPSHIRE	SOUTH AFRICA
SOUTH CAROLINA	CAMEROON
TENNESSEE	BURKINA FASO

EVENT COSTS

24 TEAM DIVISION TOURNAMENT

- FIELD COSTS - VARIES BY LOCATION
- OFFICIALS - \$2,500
- PRIZES - \$3000
- INSURANCE - \$500
- BALLS - \$1,680
- SCOREKEEPERS - \$650
- SITE DIRECTOR - \$500

TOTAL: \$8,830 PLUS FIELD RENTAL COSTS

36 TEAM DIVISION TOURNAMENT

- FIELD COSTS - VARIES BY LOCATION
- OFFICIALS - \$3,500
- PRIZES - \$3000
- INSURANCE - \$500
- BALLS - \$2,520
- SCOREKEEPERS - \$850
- SITE DIRECTOR - \$500

TOTAL: \$10,870 PLUS FIELD RENTAL COSTS

48 TEAM DIVISION TOURNAMENT

- FIELD COSTS - VARIES BY LOCATION
- OFFICIALS - \$4,700
- PRIZES - \$3000
- INSURANCE - \$500
- BALLS - \$3,360
- SCOREKEEPERS - \$1,050
- SITE DIRECTOR - \$500

TOTAL: \$13,110 PLUS FIELD RENTAL COSTS

64 TEAM DIVISION TOURNAMENT

- FIELD COSTS - VARIES BY LOCATION
- OFFICIALS - \$6,300
- PRIZES - \$3000
- INSURANCE - \$500
- BALLS - \$4,480
- SCOREKEEPERS - \$1,350
- SITE DIRECTOR - \$500

TOTAL: \$16,130 PLUS FIELD RENTAL COSTS

EVENT BID FEE

EVENT TITLE: **STATE CHAMPIONSHIPS**

TEAMS: 24-64

QUALIFICATION: VIA INVITATION OR LOCAL

VOLUNTEERS: 10-20 FIELDS: 4-10 (300 FT)

BID FEE: \$3,500

STATE CHAMPIONSHIP - Economic Impact Formula

1. NUMBER OF TEAMS

2. MULTIPLY BY 25

(25 is the average of players, coaches, sponsors, and spectators.)

3. MULTIPLY BY NUMBER OF DAYS/EVENINGS

(Based on Nights stayed in Local Lodging.)

4. MULTIPLY BY \$125

(Daily Average Cost of lodging, fuel, meals, etc.)

5. MULTIPLY BY 3.5

(This final calculation will provide the "Impact of Dollars" on the local economy for rollover purposes)

EXAMPLE:

3- Day Tournament (FRI - SUN) BASED ON 64 TEAMS

Example: 64 Teams
 x25

Total People 1,600
#of days x 3

 4,800
Daily per person x\$125

 \$600,000
Rollover Impact x 3.5

\$2,100,000 Impact on a Community

MISSION OF ISPS

THE MISSION of International Slow Pitch Softball is to:

- Provide wholesome opportunities for positive personal and team development through the recreational sport of slow pitch softball.
- Promote a global slow pitch softball program of amateur-athletic competitions based on qualifying and affiliated teams in ISPS.
- Promote participation in amateur recreational sports by citizens of a wide range of ages and skill levels.
- Promote better overall health and recreational fitness activities among citizens.

BENEFITS OF HOSTING

BENEFITS OF HOSTING ISPS Events:

- Showcase your city, its facilities, and local attractions.
- Generate civic pride in your community through volunteer opportunities with the event.
- An influx of thousands of athletes, coaches, sponsors, family & friends into your city of 3+ days.
- International, National & Local exposure for your city, sports commission, and CVB.
- The estimated economic impact in excess of \$750,000+
- Opportunity to host the Opening Ceremonies for thousands of Athletes and Spectators.
- Earn the respect of sports enthusiasts around the world by demonstrating your ability to host successful sports events.

ISPS RFP TIMELINE

Interested cities can bid for ANY YEAR. Each year will be selected independently.
ISPS reserves the right to reopen the RFP process if bids are deemed unacceptable.

December 15, Letter of intent deadline

December 31, Proposal submission deadline

ISPS Event Dates

To ensure maximum exposure, participation, and promotion of the global sport of slow pitch softball, these events must be hosted within the season designated.

You may submit multiple dates to maximize your chances of winning the bids.

Winning bid dates for each event will be selected at least one (1) month apart.

BID REQUIREMENTS INFORMATION

- Any representative of bidding communities are prohibited from contacting members of the ISPS Board of Directors and/or the ISPS bid committee to discuss the bid process or to obtain any information that would be deemed as gaining an advantage or to promote or solicit the support of their bid.
- Direct all questions and concerns regarding this bid package to Manuel T. Ferrero III, ISPS Commissioner, 990 Biscayne Boulevard, Suite 503. Miami, FL 33132 - Phone: 1-855-576-8522 - Email info@ispssoftball.com
- Mail 10 copies of the completed 2019/2020 ISPS Bid Package (including bid fee payable to International Slow Pitch Softball) to Manuel T. Ferrero III, ISPS Commissioner, 990 Biscayne Boulevard, Suite 503. Miami, FL 33132 - Phone: 1-855-576-8522 - Email info@ispssoftball.com
- Completed bid package may not exceed 50 pages.
- Finalists will be selected strictly on required content in the bid package rather than appearance and/or other features.
- ISPS may require additional information after the bid package has been submitted.
- The contents of all bids submitted will be kept confidential and will not be shared with competing cities/states.
- If one city/state is provided an opportunity to change its bid prior to the selection process, all bidding cities/states will be provided the same opportunity.
- All bidding fees and benefits required in this RFP are to be considered minimums which can be increased by bidding cities/states as they see fit.

BID MUST INCLUDE

1. A host bid fee payable to International Slow Pitch Softball.
2. For all events, the LOC must pay all event costs to ISPS at least 30 days prior to the event date.
3. ISPS shall receive a percentage of ISPS merchandise, food & beverage sales. Percentage to be determined through the presenting bids and contract negotiations process.
4. The LOC will ensure that ISPS receives a minimum of 40 complimentary room nights with not less than 10 per night on Thursday, Friday, Saturday, and Sunday nights of the event(s) at hotels in proximity to the main venues. Two of these rooms per night must be suites or better.

AGE DIVISION REQUIREMENTS

ISPS States and Nations offer a wide range of age divisions and skill level divisions for the sport of slow pitch softball including, but not limited to Bronze, Silver, Gold, CoED, Women's, 40+, 50+ divisions. Final approval of all divisions for the ISPS event(s) will be made by the ISPS Committee. It is recommended that a wide range of skills and age divisions be offered.

BID DOCUMENT ATTACHMENTS

On separate sheets, please attach details to describe the following points:

1. Letter of intent, including minimum bid fee for each event each year, sent to ISPS Commissioner, Manuel T. Ferrero III, stating intent to bid on the ISPS event(s). The letter must be received no later than Dec 31 of the prior year.
2. Brief description of city/state hosting event(s). The description should include the size of the population, capabilities of airports, means of public transportation available, nearby slow pitch softball communities (hot-beds), the total number of rooms available for participants and average rate per night for all lodging options, average weather and temperature/humidity/precipitation during the time frame of the event(s) and major events taking place in the city/state 3 days prior and 3 days following proposed dates for the event(s).
3. Blueprints, sketch, photograph(s), google maps images, and more with details of the proposed event site for Opening Ceremonies and each venue. Bidding city/state should also provide a preliminary creative proposal for an Opening Ceremony program (more information can be found in LOC Responsibilities).
4. Map of city/cities hosting events with event venues highlighted.
5. The proposed budget for the ISPS event(s) beginning with the announcement of site selection through completion of the ISPS event(s).
6. Overview of medical plan and letter of support from the organization providing medical coverage.
7. Letter of support from the mayor(s) of city/cities and/or state governor hosting ISPS event(s).
8. Bids must be submitted in partnership with and supported by an ISPS director or officer with full membership and in good standing.
9. ISPS Event(s) **may be combined** with other ISPS Event(s) bidding package programs of the bidding city/cities and/or state. Bids proposing ISPS stand-alone event(s) may be granted relaxed qualifying standards for their residents if awarded the event.
10. Compliance with the Bid Fee Schedule.
11. Include a list of past history of hosting comparable events hosted by bidding city with references.
12. Listing of proposed sponsors, grants, and top 10 funding sources.
13. Contract(s) must be completed and signed at least 6 months before the event(s).

Bid Fee Schedule

1. Bid fee for each event each year included with the letter of intent for ISPS events by December 31st of the prior year.
2. Letter of understanding for the particular ISPS event will be signed within one week of the site selection announced on December 31st.
3. The contract for the following year will be signed on or before December 31st.

Presentations

1. During the presentation to the ISPS Board of Directors, bid cities should directly answer the following financial questions:
 - a. What financial guarantees does the LOC have?
 - b. What are the LOC's cash flow forecasts?
2. Order of presentations to the ISPS Board of Directors shall be decided by a random drawing.
3. Presentations may be submitted in writing, in person, or in digital form (video, audio, etc.). Use of audio/visual equipment is permitted for presentation although acquisition or use of such equipment will be the responsibility of each presenting party.
4. Minutes will be taken during the presentation to the ISPS Board of Directors and all answers or declarations by cities will be considered binding.
5. The selection of the host will be a majority elimination vote by secret ballot of the ISPS Board of Directors.
6. The ISPS Board of Directors reserves the right to seek additional information from bid cities if they feel they do not have adequate information to vote.

Site Inspections

1. Not to exceed two nights of a hotel stay.
2. Site inspections will take place before Dec 1st of the prior year.
3. ISPS site inspection team not to exceed a maximum of 3 people.
4. All site inspection expenses, including the cost of travel for ISPS site inspection team, are the responsibility of the bidding city.
5. Site inspection to include a tour of the key proposed venues.
6. Bidding cities selected for site inspections will receive additional information on on-site inspection requirements and limitations prior to the date of the visit.

Local Organizing Committee (LOC) Responsibilities

- Create a Local Organizing Committee (LOC).
- Work with ISPS to create a successful event.
- Secure professional staff and recruit volunteers to fulfill responsibilities.
- Oversee the finances, budget, profit, loss, and payment of expenses related to the ISPS event(s).
- Obtain funding through private and public contributions, athlete entry fees, local, state, and federal funding, and corporate relationships. Other revenue can include and are not limited to ticket sales, concessions, merchandise, program sales, and admission fees.
- Oversee all event operations including hosting tournaments, securing venues, and creating competition rules/formats/divisions for each event subject to recommendation from the ISPS committee and with approval from the Executive Committee.
- Develop and produce artwork and signage for the event(s).
- Design and create registration and promotional materials to be approved by EC.
- Utilize an ISPS approved online registration system.
- Post-event, provide ISPS with a database of all event(s) participants.
- Arrange room blocks at reasonable rates for athletes and guests.
- LOC shall recruit and train volunteers to support all athletes and events.
- Recruit and assign officials/umpires to conduct the competition. Level, certification and sanctioning of competition officials/umpires to be approved by the EC.
- Secure medical staff and equipment to assist in the care of injured athletes. Qualification and certification requirements for medical staff to be approved by the Executive Committee.
- Create an emergency and security plan to provide a safe and secure competition environment.
- Provide insurance for events, specified by the hosting venue and Executive Committee, under the ISPS insurance plan.
- Conduct progress meetings with the LOC once per quarter for the year prior, then monthly preceding the event.
- Produce an Opening Ceremony. The following traditional elements should be included in the Opening Ceremonies: a parade of teams, ceremonial first pitch by celebrity, an appearance by a government official (mayor, governor, etc), and entertainment to appeal to the audience.
- Develop a local, national, and international public relations and publicity plan for a consistent tone and message.
- Develop and produce awards for all divisions of competition.
- Create competition schedules & brackets for all events and divisions of competition.
- Determine needs and appropriate all sport-specific and supporting equipment for each event.
- Conduct all events according to the ISPS Governing body rules subject to the approval of the EC.

International Slow Pitch Softball Responsibilities

- Work with LOC to create an Executive Committee (EC) which includes three members of the LOC and three members of ISPS.
- Support in the management of the ISPS event(s).
- Develop and maintain a dedicated website for the event(s).
- Commissioner of ISPS shall appoint members to the event(s) Executive Committee.
- ISPS will encourage member states and nations to support the event(s) and promote the event(s) in their respective regions.
- Distribute and promote the event(s) to known ISPS mailing lists.
- Post and advertise event(s) on social media to include Facebook, Twitter, and Instagram.
- Post and promote the event(s) on known regional/national/international sports online forums, online chat boards, and networking sites.

FACILITY GUIDELINES & HOTEL REQUIREMENTS

ISPS SANCTIONED EVENTS

Bid cities are encouraged to bid for/host multiple events at the same venues. This is preferred and will increase the chances of your city winning the rights of the event(s). When listing and describing each facility on your RFP, please describe the following for each venue in addition to the sport-specific requirements:

Parking	Phone & Wifi/Internet Access	Handicap Accessibility
Concessions	Air Conditioning (Indoors)	Available Storage
Press Area	Rest Rooms	Seating Capacity

SLOW PITCH

Acceptable Facilities	Major League, Minor League, College, High School, recreation or softball complex facility. All fields in the same location preferred but not required. If fields not at the same location then close proximity is required. Seating available at each field.
Minimum Requirements	Minimum 4 fields with lights (Ex. 4-5 teams per day per field. 4 fields x 5 Teams x 2 days = 40 Teams Max) Outfield fences required to set at least at 300'. PA system on one field for Championship(s).
Equipment Needs	All fields appropriately lined and groomed. Official ISPS Stamped Game Balls.
Staff Needs	Commissioner, Director, Umpires for each game. Volunteers

Hotel Requirements

- 3 Tiered Hotel Options (Good, Better, Best)
- Room Rates between \$89 - \$159
- Group Rate Discount Code with Link/Landing Page for Players/Teams/Fans
- 20+ Room Blocks per Property to Start
- Complimentary Suites and Rooms for ISPS VIPs and Staff

FINAL BID PROPOSAL MUST BE MAIL TO:

INTERNATIONAL SLOW PITCH SOFTBALL
% COMMISSIONER MANUEL T. FERRERO III
990 BISCAYNE BLVD
SUITE 503
MIAMI, FL 33132