



**PENNSYLVANIA INTERSCHOLASTIC  
ATHLETIC ASSOCIATION, INC.**

550 Gettysburg Road • P.O. Box 2008  
Mechanicsburg, Pennsylvania 17055-0708  
(800) 382-1392 • (717) 697-0374  
FAX (717) 697-7721  
WEB SITE • www.piaa.org

**MEMORANDUM**

To:

From: Bradley R. Cashman, <sup>BRC</sup> Executive Director

Subject: **REQUEST FOR PROPOSAL (RFP) TO HOST 2012-2013, 2013-2014, 2014-2015, AND/OR 2015-2016 PIAA BASKETBALL CHAMPIONSHIPS (FINALS)**

Date: May 11, 2012

PIAA recently accepted bids to host the 2012-2013, 2013-2014, 2014-2015, and/or 2015-2016 PIAA Basketball Championships (Finals). However, no bids were received which met the specifications set forth in the Request For Proposal (RFP) to host those Championships (Finals). Consequently, on this date, the PIAA Executive Committee (President, Vice President, and Treasurer of PIAA) authorized the rebidding of the Request For Proposal (RFP) to host the 2012-2013, 2013-2014, 2014-2015, and/or 2015-2016 PIAA Basketball Championships (Finals), which are scheduled for the following dates:

- Friday, March 22 and Saturday, March 23, 2013
- Friday, March 21 and Saturday, March 22, 2014
- Friday, March 20 and Saturday, March 21, 2015
- Friday, March 25 and Saturday, March 26, 2016

If you or your designee are interested in bidding on the opportunity to host the **2012-2013, 2013-2014, 2014-2015, and/or 2015-2016 PIAA BASKETBALL CHAMPIONSHIPS (FINALS)**, please complete the enclosed RFP, attach additional sheet(s) as necessary to detail any of the requested information, place the RFP and all necessary attachments in a sealed envelope or container, and clearly address that envelope or container to:

Pennsylvania Interscholastic  
Athletic Association, Inc. (PIAA)  
**BASKETBALL CHAMPIONSHIPS (FINALS) RFP**  
550 Gettysburg Road  
P.O. Box 2008  
Mechanicsburg, PA 17055-0708

The deadline for the PIAA BASKETBALL CHAMPIONSHIPS (FINALS) RFP to be received in the PIAA Office is 4:00 p.m., Monday, May 21, 2012. **NO EXCEPTIONS!**

(please turn page over)

REQUEST FOR PROPOSAL (RFP) TO HOST 2012-2013, 2013-2014, 2014-2015,  
AND/OR 2015-2016 PIAA BASKETBALL CHAMPIONSHIPS (FINALS)

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Following the timely receipt of all responses to the RFP, the PIAA Director of Business Affairs shall open those responses before at least three (3) members of the PIAA Board of Directors at 4:10 p.m. on Monday, May 21, 2012, in the Conference Room of the PIAA Office, Mechanicsburg, PA.

Following a comparative analysis of all received and opened responses to the RFP by the PIAA Administrative Staff; the Executive Director shall present his recommendation(s) to the PIAA Board of Directors for its consideration and approval at its meeting of Wednesday, May 23, 2012, in the Falling Spring Room of the Four Points by Sheraton, Chambersburg, PA. All respondents to the RFP shall be notified of the Board of Directors' decision by e-mail on that date.

BRC/dta

cc: PIAA Board of Directors  
Gregory G. Biller, PIAA Director of Business Affairs  
Mark E. Byers, PIAA Assistant Executive Director  
Dr. Robert A. Lombardi, PIAA Associate Executive Director  
Melissa N. Mertz, PIAA Assistant Executive Director  
Michael L. Solomon, Esq., PIAA Director of Legal Affairs

Request for Proposal (RFP) to Host 2012-2013, 2013-2014, 2014-2015,  
and/or 2015-2016 PIAA Basketball Championships (Finals)

**NOTE: If sufficient space is not provided, please attach additional sheet(s) as necessary, identifying which items are answered or continued on such sheet(s).**

Owner of Facility: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Mailing Address of Facility: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Mailing Address of Contact Person: \_\_\_\_\_

Business Telephone Number of Contact Person:( \_\_\_\_\_ ) \_\_\_\_\_

Business Fax Number of Contact Person:( \_\_\_\_\_ ) \_\_\_\_\_

Business E-Mail Address of Contact Person: \_\_\_\_\_

Please list dates on which facility availability is **guaranteed** to host the PIAA Basketball Championships (Finals): \_\_\_\_\_

In the unlikely event that **PIAA must postpone** the PIAA Basketball Championships (Finals), please list **alternate** dates on which facility availability is **guaranteed** to host those Championships: \_\_\_\_\_

Accessibility to facility by major highways: \_\_\_\_\_

Accessibility to facility relative to:

Northeast Region \_\_\_\_\_

Southeast Region \_\_\_\_\_

North Central Region \_\_\_\_\_

Central Region \_\_\_\_\_

South Central Region \_\_\_\_\_

Northwest Region \_\_\_\_\_

Southwest Region \_\_\_\_\_

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Quality of parking lot lighting relative to security: \_\_\_\_\_

Number of on-site parking spaces for automobiles: \_\_\_\_\_ buses: \_\_\_\_\_

Parking fee(s), if any, charged for automobiles: \_\_\_\_\_ buses: \_\_\_\_\_

Describe accessibility to and parking, relative to ADA regulations: \_\_\_\_\_  
\_\_\_\_\_

Quality and type of basketball court: \_\_\_\_\_  
\_\_\_\_\_

Number of required on-site electricians: \_\_\_\_\_ maintenance staff: \_\_\_\_\_

Available reserved seating to all spectators, in lower level \_\_\_\_\_

Available reserved seating to all spectators, in upper level \_\_\_\_\_

TOTAL AVAILABLE RESERVED SEATING TO ALL SPECTATORS \_\_\_\_\_

Describe accessibility to and seating, relative to ADA regulations: \_\_\_\_\_  
\_\_\_\_\_

Describe message board(s), scoreboard(s), and control room(s) capabilities and availability to PIAA during the 2-day PIAA Basketball Championships (Finals): \_\_\_\_\_

Quality of public address system and number of amplifiers/speakers: \_\_\_\_\_  
\_\_\_\_\_

Quality and number of concession stands: \_\_\_\_\_  
\_\_\_\_\_

Quality and number of restrooms and their compliance with ADA regulations: \_\_\_\_\_  
\_\_\_\_\_

Describe locker rooms relative to accessibility to competition surface, athletic training facilities, space limitations, and number of showerheads: \_\_\_\_\_  
\_\_\_\_\_

Able to provide an auxiliary gym or other suitable warm-up area? YES / NO

If yes, please describe: \_\_\_\_\_

Quality and type of administrative area, meeting room, and officials' area: \_\_\_\_\_  
\_\_\_\_\_

**Media Accommodations:**

Describe food and lodging accommodations and provisions to accommodate PIAA-appointed statisticians/stewards: \_\_\_\_\_

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Describe available seating and/or space, including, but not limited to, camera locations, for purpose of live or delayed cablecasting/telecasting: \_\_\_\_\_

Quality of facility lighting, relative to live or delayed cablecasting/telecasting:  
\_\_\_\_\_

Describe available seating and/or space for radio broadcasting (please include number of electrical outlets and telephone jacks): \_\_\_\_\_

Describe available seating and/or space for print media (please include number of electrical outlets and telephone jacks): \_\_\_\_\_

Availability and location of post-Contest interview area(s) and its seating capacity:  
\_\_\_\_\_

Attach or describe below plan for securing facility relative to spectator parking, spectator access, and spectator egress: \_\_\_\_\_  
\_\_\_\_\_

Describe on-site severe weather warning system and attach copy of Emergency Response Plan (ERP): \_\_\_\_\_  
\_\_\_\_\_

Identify regional convention and visitors' bureau and describe its involvement, if any:  
\_\_\_\_\_  
\_\_\_\_\_

Number of estimated available hotel and motel rooms in area, as of requested championships (finals) dates, as provided by the regional convention and visitors' bureau: \_\_\_\_\_

Are you willing to permit PIAA and/or its official merchandiser to vend its Championships souvenir merchandise and programs, with no royalty or fees to the host or host facility, during the 2-day PIAA Basketball Championships (Finals)? YES / NO

Are you willing to permit PIAA-approved corporate sponsors to set-up booths and vend non-competing souvenir merchandise and/or products, distribute promotional materials, and demonstrate or display products or services, during the 2-day PIAA Basketball Championships (Finals)? YES / NO

If yes, at what percentage of their non-competing merchandise and product sales? \_\_\_\_\_

Are you willing to permit PIAA to receive a percentage of the 2-day PIAA Basketball Championships (Finals) food and beverage concessions? YES / NO

If yes, what percentage? \_\_\_\_\_

If you have luxury boxes/suites, are you willing to include the sale of tickets to same with the final settlement of the 2-day PIAA Basketball Championships (Finals)? YES / NO

If you own a liquor license, are you willing to suspend the catering, sale, and/or serving of alcoholic beverages during the 2-day PIAA Basketball Championships (Finals)?

DOES NOT APPLY / YES / NO

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If you sell tobacco products, are you willing to suspend the sale of such products during the 2-day PIAA Basketball Championships (Finals)? DOES NOT APPLY / YES / NO

Delineate charges for the two-day PIAA Basketball Championships (Finals):  
(Unless otherwise denoted, all listed charges apply to each year of the RFP.)

Facility Rental \_\_\_\_\_ x 2 days = \$ \_\_\_\_\_  
(If applicable, indicate hourly rate \$ \_\_\_\_\_.)

Facility Preparation and Clean-up \_\_\_\_\_ x 2 days = \$ \_\_\_\_\_

Message Board, Scoreboard, and/or  
Control Room Rental \_\_\_\_\_ x 2 days = \$ \_\_\_\_\_  
(If applicable, indicate hourly rate \$ \_\_\_\_\_.)

Clock Operator \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Scoreboard Operator \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Emergency Med. Service and Ambulance \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Ticket Seller(s) \_\_\_\_\_ @ \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Ticket Taker(s) \_\_\_\_\_ @ \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Usher(s) \_\_\_\_\_ @ \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Parking lot attendant(s) \_\_\_\_\_ @ \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Security \_\_\_\_\_ @ \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Law enforcement officer(s) required to provide  
adequate security \_\_\_\_\_ @ \_\_\_\_\_ x 8 games = \$ \_\_\_\_\_

Catering and other food charges \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL CHARGES = \$ \_\_\_\_\_

Briefly describe financial incentives, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature below, I acknowledge that the information contained in this document, including any financial incentives offered, cannot be treated as confidential by the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA), and may be subject to disclosure to third parties.

RFP Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

REQUEST FOR PROPOSAL (RFP) TO HOST 2012-2013, 2013-2014, 2014-2015,  
AND/OR 2015-2016 PIAA BASKETBALL CHAMPIONSHIPS (FINAL)  
MAILED ON FRIDAY, MAY 11, 2012 TO THE FOLLOWING:

JOE HOLODAY  
DIRECTOR OF CONVENTION SALES  
& SERVICES  
ERIE AREA CONVENTION AND  
VISITORS BUREAU  
208 EAST BAYFRONT PARKWAY, SUITE 103  
ERIE, PA 16507

JOHN A. "CASEY" WELLS  
EXECUTIVE DIRECTOR  
LOUIS J. TULLIO ARENA  
809 FRENCH STREET  
ERIE, PA 16501

GREGG M. COOK  
SPORTS MARKETING MANAGER  
HERSHEY HARRISBURG REGIONAL  
VISITORS BUREAU  
17 SOUTH 2<sup>ND</sup> STREET  
HARRISBURG, PA 17101

VIKKI HULTQUIST  
MANAGING DIRECTOR, ENTERTAINMENT  
HERSHEY ENTERTAINMENT & RESORTS CO.  
300 PARK BLVD.  
HERSHEY, PA 17033

MICHAEL BARLETTA, PRESIDENT & CEO  
FRANK J. PASQUERILLA CONFERENCE CTR.  
301 NAPOLEON STREET  
JOHNSTOWN, PA 15901

BILL BREDIN  
GENERAL MANAGER  
CAMBRIA COUNTY WAR MEMORIAL ARENA  
326 NAPOLEON STREET  
JOHNSTOWN, PA 15901

CHRIS ACKERMAN  
MEETING AND CONVENTION SALES MANAGER  
PA DUTCH CONVENTION & VISITORS BUREAU  
501 GREENFIELD ROAD  
LANCASTER, PA 17601

MICKEY BLYMIER  
SPORTS MARKETING ADMINISTRATOR  
PA DUTCH CONVENTION & VISITORS BUREAU  
501 GREENFIELD ROAD  
LANCASTER, PA 17601

LENA GOODLEY, SALES MANAGER  
PA DUTCH CONVENTION & VISITORS BUREAU  
501 GREENFIELD RD  
LANCASTER, PA 17601

LARRY NEEDLE, EXECUTIVE DIRECTOR  
PHILADELPHIA SPORTS CONGRESS  
1700 MARKET STREET, SUITE 3000  
PHILADELPHIA, PA 19103

JAMES GRAFSTROM  
ASSISTANT GENERAL MANAGER  
LIACOURAS CENTER  
1776 N. BROAD STREET  
PHILADELPHIA, PA 19121

JOHN PAGE, GLOBAL SPECTRUM CHIEF  
OPERATING OFFICER & GENERAL MANAGER  
WACHOVIA CENTER  
1776 N. BROAD STREET  
PHILADELPHIA, PA 19121

JENNIFER HAWKINS  
NATIONAL SALES DIRECTOR - SPORTS  
GREATER PITTSBURGH CONVENTION  
AND VISITORS BUREAU  
REGIONAL ENTERPRISE TOWER  
120 5<sup>TH</sup> AVE., SUITE 2800  
PITTSBURGH, PA 15222-3002

SCOTT RICHARDS  
ASSOCIATE DIRECTOR  
DUQUESNE UNIVERSITY  
A.J. PALUMBO CENTER AND  
AUXILIARY SERVICES  
600 FORBES AVENUE  
PITTSBURGH, PA 15282

MARCUS BOWMAN  
DIRECTOR OF BUSINESS OPERATIONS  
PETERSON EVENTS CENTER  
PITTSBURGH UNIVERSITY  
3719 TERRACE STREET  
PITTSBURGH, PA 15261

CY KLAPCHAR  
GROUP TOUR/SPORTS MKTG MANAGER  
GREATER READING CONVENTION  
AND VISITORS' BUREAU  
2525 N. 12<sup>TH</sup> STREET  
SUITE 101  
READING, PA 19605

ZANE COLLINGS  
GENERAL MANAGER  
SOVEREIGN CENTER  
700 PENN STREET  
READING, PA 19602

DAN BEISEL, SALES AND  
MARKETING ASSISTANT  
CENTRE COUNTY CONVENTION  
& VISITORS BUREAU  
800 EAST PARK AVENUE  
STATE COLLEGE, PA 16803

BOB HOWER  
GENERAL MANAGER  
BRYCE JORDAN CENTER  
127 BRYCE JORDAN CENTER  
UNIVERSITY PARK, PA 16802

JENNIFER B. JAMES  
ASSISTANT ATHLETIC DIRECTOR  
THE PENNSYLVANIA STATE UNIVERSITY  
103 BRYCE JORDAN CENTER  
UNIVERSITY PARK, PA 16802

MERLE MACKIN, EXECUTIVE DIRECTOR  
LUZERNE COUNTY CONVENTION AND  
VISITORS BUREAU  
56 PUBLIC SQUARE  
WILKES-BARRE, PA 18701

REBECCA L. BONNEVIER  
GENERAL MANAGER  
WACHOVIA ARENA AT CASEY PLAZA  
255 HIGHLAND PARK BLVD  
WILKES-BARRE, PA 18702