



REQUEST FOR PROPOSALS

Host Broadcaster Production

2023 FIS Ski Cross World Cup,

March 17-18, 2023

**Craigleith Ski Club
Collingwood Ontario**



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INTRODUCTION & BACKGROUND

ALPINE CANADA ALPIN

Alpine Canada is the national governing body for alpine, para-alpine and ski cross racing In Canada. With the support of valued corporate partners along with the Government of Canada, Ontario Sport Hosting Grant, Own the Podium and the Canadian Olympic/Paralympic Committee, Alpine Canada develops Olympic, Paralympic, World Championship and World Cup medalists to stimulate visibility, inspiration, and growth in the ski community.

SKI CROSS WORLD CUP

The International Ski Federation (FIS) has granted Alpine Canada the opportunity to host the 2023 FIS Ski Cross World Cup at Craigeleith Ski Club in Collingwood, Ontario on March 17 & 18 2023. The double header event will host one traditional World Cup race followed by World Cup Finals.

BROADCASTING

As a World Cup organizer, the event organizer is required by the FIS to provide a high-quality television signal for use domestically and internationally.

Alpine Canada owns the domestic television rights for the 2023 FIS Ski Cross World Cup, while Infront Sports & Media AG of Switzerland own the international rights.

As part of the detailing necessary prior to executing a contract, Alpine Canada in conjunction with the event organizer will request joint discussions between Infront Sports & Media and the vendor.

This RFP outlines factors as they are currently known. As some factors remain to be finalized, the proposal requests indications of scope, deliverables, and costs. From the proposals submitted, Alpine Canada will select one vendor to detail the final contract.

In detailing the final contract, Alpine Canada expects the vendors act consistently with the initial indications provided in their proposals, however, Alpine Canada will work cooperatively to both minimize cost and maximize the quality of the television product.

ADMINISTRATIVE INFORMATION

Any questions concerning technical specifications, contractual terms and conditions, or proposal format or Statement of Work (SOW) requirements must be directed to:

Kara Delaney, Manager Domestic Services & Events (Ski Cross)



Email: kdelaney@alpinecanada.ca

Phone: 403.777.3200

CLOSING TIME

All proposals are due by **July 22nd, 2022, at 5:00 PM MST**. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive.

Any late proposals will not be evaluated for award.

CLOSING LOCATION

Alpine Canada Alpin
Suite 302, 151
Canada Olympic Road SW
Calgary Alberta
T4B 3A5

Reference: 2023 FIS Ski Cross World Cup RFP Host Broadcast Production

SCHEDULE OF EVENTS

Activity	Date
RFP Distributed to Vendors	June 27 th , 2022
Vendor Meeting (if required) – Week of	July 11 th , 2022
Proposal Submission Deadline	July 22 nd , 2022
Final Vendor Selection Discussion(s) – Week of	July 25 th , 2022
Anticipated Decision and Selection of Vendor	August 8 th , 2022

Please feel free to contact us immediately to clarify any questions or arrange site visits. Alpine Canada reserves the right to make selections at a faster pace than outlined above. We will however wait for the receipt of proposals from all confirmed vendors prior to selecting.

SELECTION CRITERIA

PROPOSAL EVALUATION FACTORS

Any award to be made pursuant of this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost and management requirements. Evaluation of offers will be based on the Vendor's responsiveness to the RFP and the total and component prices quoted for all items covered by the RFP. The winning bid will not necessarily be the lowest priced



one.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:

1. The extent to which Vendor's proposed solution fulfills Alpine Canada's stated requirements, as outlined in this RFP;
2. An assessment of the vendor's ability to meet FIS technical requirements;
3. Vendor's demonstrated financial viability;
4. Demonstrated experience of the Vendor with the sport of Ski Cross;
 - a. The RFP should identify a recognized TV expert to produce the broadcast package
5. Overall cost of Vendor's proposal.

Alpine Canada may, at our discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.

PROPOSAL EVALUATION GUIDELINES

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous for Alpine Canada in terms of cost, functionality and other factors specified elsewhere in this RFP.

Alpine Canada reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor; and,
- Accept other than the lowest priced offer

The vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confirm submission to those matters sufficient to define its proposal, and to provide an adequate basis for Alpine Canada's evaluation of the Vendor's proposal.

Vendors may engage sub-contractors or consultants to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance under this RFP.

Alpine Canada will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified, and relationships are fully disclosed; and,
- A prime Vendor is designated which will be fully responsible for all contract performance



Vendor's proposal in response to this RFP may be incorporated into the final agreement between Alpine Canada and the selected Vendor. Submitted proposals are suggested to include each of the following sections:

1. Executive Summary

2. Scope of Work

Please provide information on:

- Quantity of personnel and equipment that will be utilized;
- Equipment listing;
- Video and audio feeds produced; and,
- Project schedule.

3. Deliverables

Clearly define the deliverables that you will provide. Clearly define your expectations of Alpine Canada in terms of the assistance or support you need to complete your deliverables.

4. Detailed and Itemized Pricing

The RFP requests cost quotes on a modular basis:

- A core cost for the World Cup event is required;
- Supplemental cost for additional production elements (drones, additional cameras at other locations, etc.); and,
- Cancellations or schedule amendment costs and deadlines.

5. Company Overview

- Official registered name address, telephone and website address (if applicable);
- Key contact name, title, address (if different from above address), direct telephone and email address;
- Person authorized to contractually bind the organization for any proposal against this RFP; and
- Written bank reference or bank contact, who would respond to a reference request.

6. References

Please provide sport references and examples of production quality.



DESCRIPTION OF EVENTS

2023 FIS Ski Cross World Cup

Date	Activity	Location
March 13 th , 2023	Team Arrivals	Hotel TBC, Collingwood, ON
March 14 th , 2023	Official Training – Day 1	Craigleith Ski Club, ON
March 15 th , 2023	Official Training – Day 2	Craigleith Ski Club, ON
March 16 th , 2023	Qualification Rounds Public Bib Draw	Craigleith Ski Club, ON
March 17 th & 18 th , 2023	FIS Ski Cross World Cup Competition Day	Craigleith Ski Club, ON
March 19 th , 2023	Team Departure Day	

TECHNICAL SPECIFICATIONS

ALPINE CANADA RESPONSIBILITIES

Alpine Canada will be responsible for providing the following infrastructure and services to the Host Broadcaster for each World Cup event, at our own expense:

1. Sufficient parking space next to the venue(s) for Vendor to park its production vehicles and necessary satellite up-link facilities to distribute the international television signals (referred to as the 'TV Compound')
2. Space and necessary platforms for the Host Broadcaster to install its cameras for international coverage. All camera positions will be constructed by the OC under the instructions of the Host Broadcaster and their distribution will be determined by the Host Broadcaster. Access to these platforms will be limited to broadcasters, which have the specific right to gain access. The number and positioning shall be communicated by the Host Broadcaster to Alpine Canada.
3. The necessary space for the Host Broadcaster to install the sound microphones to ensure the production of a high-quality international stereo signal. The size and location of this space will be communicated by the Host Broadcaster to Alpine Canada.
4. Sufficient electric power (through a single source for all Host Broadcaster production equipment and graphics sources), including emergency backup sources, to ensure the full and effective operation of all broadcasting equipment. The cost of power consumption of the Host Broadcaster will be borne by the OC.
5. Interview facilities in the Mixed Zone or Awards ceremony area with adequate power



facilities, which will enable access to competitors after races to conduct interviews. The Host Broadcaster will have priority, and other television media will have priority over any interviews for the written press. The location and size of the interview areas and/or mixed zone, as well as the security systems and procedures to be used for interviews, will be determined by Alpine Canada in consultation with FIS, the Host Broadcaster, and others as appropriate.

6. Accreditations to ensure that Host Broadcaster personnel have access to the areas in which they will have to work.
7. Broadband internet connection in the Host Broadcasters' working area(s).
8. Access to snowmobile(s) for set-up, equipment transport & cabling, plus camera operator transport to and from position, as required by the Cable Crew Chief, Producer and Technical Producer. Snowmobiles must be available commencing with the venue cabling and continuing until the completion of tear down following the competitions. This component is critical to the successful operation of the Host Broadcaster.
9. Security and safety services, as well as access to event medical services for first aid in case of necessity. TV Compound, parking and other media working areas shall be protected by security measures, guaranteeing only access for individuals with the necessary credentials from the time the Host Broadcaster's equipment is rigged until the end of de-rigging.
10. Volunteer support as requested by the Host Broadcaster and agreed to by Alpine Canada. The Host Broadcaster will communicate such needs to Alpine Canada in good time.
11. Upon request, assistance in obtaining provisions or services through local suppliers.

HOST BROADCASTER RESPONSIBILITIES

The Host Broadcaster will be responsible for providing the following infrastructure and services to Alpine Canada for each World Cup event, at their own expense:

1. All production equipment and personnel to ensure a first-class, high-quality live international audio-visual feed of the event for its duration with international sound, according to professional standards and those outlined in the *FIS Broadcaster's Manual – Cross Events*.
2. Camera coverage including, but not necessarily limited to, the terms of consideration as outlined in the *FIS Broadcasters' Manual Cross Events*:
3. Immediately after the Event, the Host Broadcaster shall provide one clean and one dirty Master Copy containing the recording of the race to Alpine Canada.
4. Upon request, the Host Broadcaster shall produce an approximate three-minute highlight



sequence*, including international sound, per competition day to be played-out via satellite or FTP transfer.

5. Coordinating and covering all production equipment costs and the costs associated with accommodation and travel for any Host Broadcast personnel.



ANNEXES

ANNEX A: **Broadcasters' Manual - Cross Events Edition 2022.**

** This is subject to change in 2023, should changes be made ACA will provide the updated document to all RFP candidates.

[FIS Broadcaster Manual Cross 2122.pdf \(fis-ski.com\)](#)



ANNEX B: World Cup Proposed Track

Below is an approximate rendering of proposed course line for the 2023 FIS Ski Cross World Cup at Craigeleith Ski Club.

