WORLD SAILING EVENT BIDDING PROCEDURES

SCOPE

1 This document defines the process to be used by World Sailing for venue selection for all regattas that are World Sailing events.

2 The process has flexibility within it so that venue selection remains appropriate, efficient and rigorous across the diversity of World Sailing events.

RESPONSIBILITIES

3 The World Sailing committee or sub-committee (the “Committee”) is responsible for policy decisions regarding the event. These policy decisions are reflected in the bid documents.

4 The Management Group (namely the Committee Chairman, Staff Manager and Vice President) is responsible for recommending the composition of the Evaluation Panel to the Board, and for all process implementation decisions, including schedule and evaluation process.

5 The Staff Manager is responsible for the management of the process, including preparation of the bid document and all communication with bidders. The Staff Manager is appointed by the Director of Events.

6 The Evaluation Panel is responsible for evaluating the bids and recommending the venue.

7 The Board is responsible for appointing the Vice President responsible (who will normally be the Vice President aligned to the committee), agreeing the Chairman and members of the Evaluation Panel, and for receiving and ratifying the recommendation of the Evaluation Panel.

DECISION TO HOLD A REGATTA; PREPARATION OF BID DOCUMENT

8 The Committee decides to initiate the selection of the venue for an event for which it is responsible. World Sailing events are pinnacle regattas within each area of the sport, and where practicable their venues and dates should be agreed and published before other regattas in that area of the sport.
The Committee defines the “purpose” of the event and any associated policies consistent with the Events Strategy of World Sailing. The Staff Manager prepares the bid document. The first section states this purpose; subsequent sections specify the requirements for the regatta and the information to be included in any bid.

To help bidders, the bid document shall clearly identify the key elements that will be most important when evaluating the bids, and include a simple electronic check-list that identifies each requirement and enables a succinct response from each bidder describing if and how the requirement is met.

The bid documents shall be published on the web for accessibility.

To raise interest and help potential bidders decide whether to bid, the Management Group may decide to publicise in advance a forthcoming request for bids, highlighting the key requirements and the intended selection schedule.

The Staff Manager shall prepare a score-sheet listing the key criteria for evaluation. This will be based on the standard World Sailing sheet, adapted to suit the specific event.

The bid document shall state that bids shall be incorporated into the contract, that, while the chosen venue will be announced prior to final contract agreement, the choice is subject to site visit and contract agreement, and that the selection process does not conclude until contracts are agreed. It shall also state the requirement on the chosen venue to attend the event in the years between selection and hosting.

PANEL APPOINTMENT

The Management Group recommends the members of the Evaluation Panel to the Executive. For the Youth Worlds, and Team Racing and Match Racing Worlds, the Committee Chairman shall normally chair the Panel. For the Sailing World Championships and World Cup Series venue decisions, a Vice President shall normally chair the Panel.

The Panel shall be small enough to operate efficiently, but shall include sufficient members to allow each major element of the bid evaluation to be led by a Panel member with appropriate expertise.
17 The Panel shall include members of the Committee, Executive and Secretariat. It may also include others whose expertise will be valuable to the evaluation (e.g. an Athlete’s Commission member, a classes’ representative, a comms and media specialist).

18 It is expected that the Panel for an event will have some members who have previous experience of evaluating bids for that event, and one or more new members from the Committee responsible.

INVITATION TO BID

19 World Sailing shall publish the bid documents and schedule for bid evaluation and decision. The bid document shall state whether a presentation is required, or whether selection will be made based on written bids and Q&A. An “intention to bid” response from bidders shall be required by a specified date to help the Staff Manager to plan the management of the process.

RECEIPT OF BIDS, SHORTLISTING, PRESENTATIONS AND ASSESSMENT

20 Bids shall be received and checked for compliance by the Staff Manager. If he believes any bid to be non-compliant, he shall consult with the Management Group on whether to include that bid in the evaluation process.

21 If presentations are required, normally a maximum of four compliant bids shall be invited to present to the Panel either at the World Sailing Executive Office or through a remote conference. If more than four bids are received, the Staff Manager shall consult with the Management Group and recommend the shortlist to the Panel.

22 The maximum time for a presentation, and size of presentation team, shall be defined. The time shall be sufficient for a full presentation of the bid followed by Q&A; bidders shall be advised how much time they should leave for the Panel’s questions. Presentations shall be in English.

23 The Panel’s questions shall treat all bids equally and follow a common format for all bids.

24 Panel members may use the score-sheet to help analyse and compare the bids, and record strengths and weaknesses. However as the criteria are not weighted, this is not to provide a total score that determines the winner.
Following the presentations or analysis of written bids, the Panel shall decide on any further information or commitments it requires from each bidder. The Panel may at this time conduct a preliminary assessment of the bids, and identify the leading bids and the key differences between them.

FOLLOW-UP

Bidders shall be given an agreed time (normally 7 days) to respond to questions, to make any additions or deletions to their bid, and to confirm that they agree their bid, as amended, shall be attached to any contract awarded to them for the regatta. After this confirmation, no change to a bid shall be considered in the evaluation and decision.

RECOMMENDATION AND DECISION

On receipt of responses to questions, the Panel shall re-convene, by conference call, and decide its recommendation, which will normally be a clear choice of a specific venue.

This recommendation shall be presented to the Board who shall either ratify the recommendation or, if it has information not available to the Panel at the time it made its recommendation, shall ask the Panel to reconsider its recommendation in the light of this information. The Panel shall promptly either re-confirm its recommendation, or change it, and this recommendation shall then be returned to the Board for final ratification.

The decision should be announced at the first appropriate opportunity. Consideration should be given to the timing and publicity associated with the announcement, as it should be a positive news story for World Sailing, the regatta, and the chosen venue.

SCHEDULE

It is preferable that the process from receipt of final bids to recommendation and decision does not have unnecessary delays. A suitable schedule is:

**Week 0**: Invitation to Bid issued by ISAF (preliminary information may have been issued earlier – see 3.3.2 above)

**Week 3**: Intention to Bid response required
**Week 7**: Bids received and analysed for compliance

**Week 8**: If presentations are required, and # compliant bids > 4, selection of 4 bids short-listed for presentation

**Week 11**: Presentation of Bids

**Week 12**: Final Q&A

**Week 13**: Panel decides recommendation

**Week 14**: Board ratifies Panel’s recommendation.

31 This process can be shortened, if necessary, to fit the time available, especially if four or fewer bids are expected, or if presentations are not required.

32 The process may also be lengthened by publishing the bid documents more than three weeks before Intention to Bid responses are required.

**MANAGEMENT FROM SELECTION OF VENUE TO DELIVERY**

33 Following selection, World Sailing and the chosen venue shall agree the contract, identify key individuals on both sides, and decide how the two parties will manage the implementation of the regatta. Key milestones shall be agreed and reported against. A progress report shall be regularly agreed and circulated to the committee chairman and Vice-President.

34 Delegates from the chosen venue shall attend the event in the years between selection and hosting.