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National Veteran Golden Ages Games Pickleball Tournament

Notice ID: 26C13X25Q0049

Due Date: January 2, 2025 10:00 AM EST

Presented to:

John Doe

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Introduction

We at Summit Solutions LLC are pleased to respond to Solicitation 26C13X25Q0049 for the National Veteran Golden Ages Games Pickleball Tournament in Smithville, TN.

Executive Summary

Team Summit Solutions LLC, in partnership with Elite Pickleball, led by CEO Jonathan Reed, a well-established Pickleball Event Manager, Pickleball Instructor, and Sponsored Pickleball Athlete in the state of Tennessee, equip the skills, equipment, and qualified personnel to meet the requirements of the National Veteran Golden Ages Games Pickleball Tournament. Jonathan and his team have been running tournaments professionally since 2017 and have run over 50+ tournaments, holding the record for managing the largest tournaments in Tennessee up until 2023. Summit Solutions LLC is a product of years of experience in team management and logistics, solving complex administrative problems for our commercial and government clients. The contract administrator, Michael Carter, brings a background in sports management, with over five years of managerial experience and a proven track record of successful project delivery, ensuring meticulous oversight and effective coordination. We acknowledge all amendments associated with this solicitation. Pricing is valid for at least 60 days after the proposal's closing date/time.

Technical Approach to Meet NVGAG Requirements (SOW Section 5.0 Tasks):

Task 5.1: Provide Tournament Director and Assistant

We can meet or exceed all requirements outlined in this section.

5.1.1 Qualifications of Tournament Personnel

Pickleball Tournament Director – Jonathan Reed:

Jonathan has been running professional pickleball tournaments since 2017 and is part of the PickleballTournaments.com Pro Team. He has organized over 50 tournaments averaging 250+ players, including the largest pickleball tournament in Tennessee in 2021, with over 320 participants. Jonathan is a certified PPR Professional instructor and has been playing pickleball since 2013, bringing both operational expertise and hands-on knowledge of the sport.

Assistant Tournament Director – David Thompson:

David has been supporting Jonathan since 2018 as a first assistant and began managing tournaments independently in 2020, successfully hosting events in four states. He is also a PPR-certified Professional instructor and has been actively involved in pickleball as a player and competitor since 2015.

3rd Facilitator – Eric Wallace:

Eric has been running tournaments professionally since 2020 and trained under Jonathan. He has served as a teaching professional at a country club and brings experience in tournament operations and player engagement. Eric has been playing pickleball since 2017 and is also PPR-certified.

5.1.2 – Wayfinding Signage Approval

We can meet or exceed all requirements outlined in this section. The Tournament Director will visit the event space several months before the tournament to assess the layout and develop an annotated map detailing optimal signage placement. One month prior to the event, the Tournament Director will review and approve the provided signage list to confirm the information is clear, efficient, and positioned to facilitate smooth event flow, and conveys as much information as possible to the participants without the sign coming off as cluttered and unreadable.

5.1.3 – Timely Arrival

We can meet or exceed all requirements outlined in this section. The team will travel together daily to the event venue to guarantee prompt arrival at least two hours before the start of the competition. The Tournament Director will oversee the punctuality of all staff, while the Assistant Tournament Director and the third facilitator will coordinate volunteers to ensure their designated positions are filled on time.

5.1.4 – Safety Protocols

We can meet or exceed all requirements outlined in this section. Before play starts, the Assistant Tournament Director and the third facilitator will measure the nets and inspect courts for debris, spills, or safety hazards. Any issues will be addressed and handled immediately to maintain participant safety. These checks will occur daily and throughout the event. Safety hazards presented during the game such as spills will be cleaned and the court re-inspected to make sure the surface is safe and dry before play resumes.

5.1.5 – Tournament Format Review

We can meet or exceed all requirements outlined in this section. Our team will utilize mass email and text communication to all tournament participants a week before the event outlining bracket formats and scoring details. Each day, the Tournament Director will lead a pre-event meeting with participants to review the format and address questions. For brackets starting mid-day, the Assistant Tournament Director will conduct individual group meetings to go over format and scoring.

5.1.6 – Equipment Management

We can meet or exceed all requirements outlined in this section. Nets will remain set up overnight with tension removed, and smaller electronics will be secured off-site. Each morning,

the Assistant Tournament Director will inspect and adjust nets to meet compliance with tournament standards. A detailed checklist will guide daily equipment checks.

5.1.7 – After Action Reporting

We can meet or exceed all requirements outlined in this section. After Action Reports is a standard operating procedure when we operate a tournament. The Tournament Director will compile an After Action Report, including tournament results, equipment inventory, and recommendations for improving future events. All data will be recorded using tournament software, and the team will assist in inventorying and packing up equipment post-event.

5.1.8 – Medical Team Coordination

We can meet or exceed all requirements outlined in this section. While NVGAG is responsible for providing medical personnel, the Assistant Tournament Director will collect contact information and confirm their location and readiness each day. A pre-event meeting will be scheduled to maintain alignment and address emergency response protocols.

Task 5.2: Bracketing Software

We can meet or exceed all requirements outlined in this section. The Tournament Director will utilize Pickleballbrackets.com, a comprehensive software that manages all aspects of the tournament, from registration through result reporting. This software allows for the creation and management of competitive skill divisions, participant updates, and bracket adjustments as needed. The Tournament Director and Assistant Tournament Director will make sure all necessary IT equipment is provided and fully operational. The selected software will be reviewed with the Client for approval before deployment, with the review process completed by February 18, 2025.

The Tournament Director will take the lead in creating initial skill divisions prior to registration opening, using participant ratings to establish competitive brackets based on age groups and skill levels. After registration closes, the Assistant Tournament Director will review participant numbers and assist in making adjustments to divisions, such as combining or eliminating brackets when necessary. Updates to participants will be communicated promptly using the software's integrated messaging features. Registration analysis, division updates, and bracket adjustments will be conducted from February 24 to April 1, 2025, confirming brackets align with the participant pool and promote competitive play.

Task 5.3: Double Partner Pairings

We can meet or exceed all requirements outlined in this section. The Tournament Director will be responsible for monitoring and updating all partner pairings as the registration process progresses. Using the bracketing software, the Tournament Director can easily and efficiently pair up participants and make changes as necessary. Any adjustments to partner pairings will be

communicated directly to the participants through the software in real time. The Tournament Director will review the updated partner pairing lists in advance of the competition and finalize skill divisions for bracketing between April 4 and June 5, 2025.

In addition to the pre-competition updates, the Tournament Director will ensure flexibility during the competition days to accommodate withdrawals and no-shows. The software will allow for quick adjustments to pairings on the fly. To maintain a safe and fair competition, the Tournament Director will review the allowable changes with the team prior to the event's start. This proactive communication will warrant all adjustments are handled effectively while keeping the competition running smoothly.

Task 5.4: Virtual Presentation

We can meet or exceed all requirements outlined in this section. The Tournament Director will prepare and deliver a virtual presentation to all registered pickleball athletes and coaches, verifying the new tournament format is clearly explained. This presentation will be scheduled in coordination with the Client to take place four to six weeks prior to the competition start date. The Tournament Director will use a PowerPoint or similar format to detail tournament formats, scoring, daily tournament operations, and workflow. A link to the virtual presentation will be shared with all participants, allowing them to access it remotely.

Additionally, the Tournament Director will create a one-page Word document summarizing the tournament format. This document will include all pertinent information about the tournament rules and formats and will be shared with participants in a downloadable format. A draft of the document will be provided to the Client for review and approval before distribution.

The Tournament Director will verify the virtual presentation and document meet the needs of athletes and coaches, providing clear and accessible information to prepare them for the competition. Coordination with the Client will be maintained throughout this process to confirm the timeline and content accuracy.

Task 5.5: Competencies and Preparedness

We can meet or exceed all requirements outlined in this section. The Contract Administrator and Tournament Director will comply with holding at least two virtual meetings with the COR, NVGAG Officials, and the host city's Medical Center's local competition managers to review and discuss the tournament format. It is understood that these meetings are essential for alignment on expectations, address any potential concerns, and finalize key details. The first meeting will occur in February 2025, with a follow-up in May 2025. Specific dates will be coordinated with the COR.

The Tournament Director may also participate in training sessions designed to enhance understanding and sensitivity toward working with Veteran participants. These sessions will make sure the Tournament Director and their staff are adequately prepared to create an inclusive and supportive environment for all athletes.

Before and during the event, the Tournament Director and Contract Administrator will review the provided NVGAG emergency operations plan to understand roles and procedures during potential emergencies. Additionally, the Tournament Director will join specified NVGAG communication platforms to stay informed about real-time event updates and critical notifications.

Task 5.6: Competition Supplies

We can meet or exceed all requirements outlined in this section. The Tournament Director will ensure all competition supplies are provided, including wristbands for doubles pairings to identify their assigned skill divisions. Wristbands will be issued to all players during the tournament. The Tournament Director will prepare documentation for athletes prior to the competition, explaining the purpose and proper use of the wristbands. This documentation will provide clear instructions for the athletes.

Additionally, the Tournament Director will coordinate the sourcing of wristbands, making sure they are suitable for gameplay by selecting rubber bracelets that are water-resistant and comfortable to wear. The Director will assess the need for wristbands of different colors, factoring in the four-day tournament schedule and simplifying where possible.

To meet deliverable 5.6.2, the Assistant Tournament Director will create and display a poster at the event explaining the wristband color meanings, if applicable. This poster will be reviewed and approved by the Client before distribution. The Assistant will also confirm all athletes understand wristband usage and their significance prior to competitions.

The Tournament Director and their team will confirm all supplies and posters are delivered on time and meet the requirements outlined in the SOW.

Task 5.7: Competition Results

We can meet or exceed all requirements outlined in this section. The Tournament Director and their team will validate all competition results daily during the event. The Assistant Tournament Director or 3rd Facilitator will oversee the validation process, verifying match results as they are returned to the tournament desk. Once verified, the results will be input into the designated tournament software, which updates players' ratings automatically through integration with the DUPR rating system. This allows immediate and accurate availability of results online.

After validation, the responsible team member will sign the results document and communicate the completion of the validation process to NVGAG officials, signaling the start of medal presentations. The signed validation document will also be scanned and saved as a PDF for each competition.

Additionally, the team will document the number of athletes competing and the length of time taken to complete each competition. These details will be included in the PDF file and uploaded to the provided link as required. While the tournament software automatically updates results, the Tournament Director's team is prepared to enter the results into any additional system specified by the Client to meet all deliverables.

The Tournament Director will be sure that all results are validated, signed, and uploaded promptly and accurately, complying with the requirements outlined in the SOW.