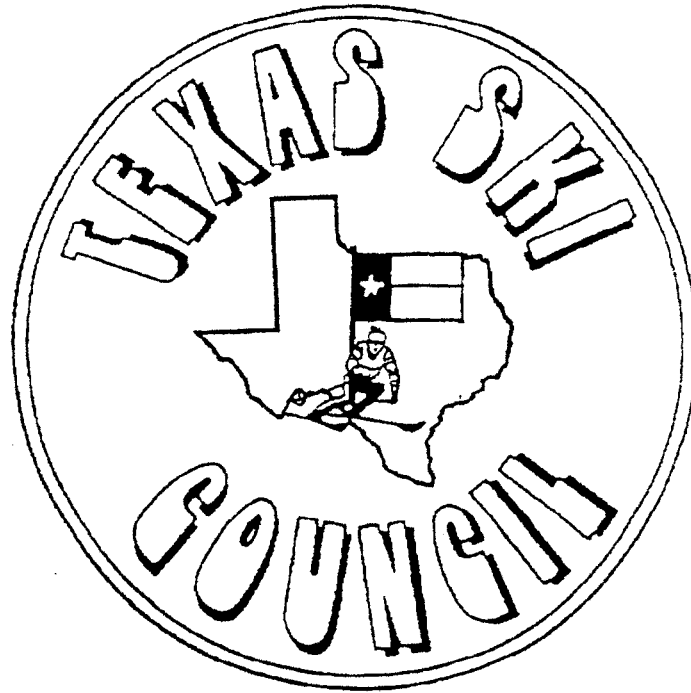


# Texas Expedition



## Request For Proposal 2013 Travel Season

*Tere Mayne, VP Marketing*

*To: Our Ski Industry Partners*  
*From: Tere Mayne, VP Marketing*  
*Re: 2012 Texas Expeditions*  
*Date: December 5, 2012*

For 40 years, the Texas Ski Council continues to be the leader in the development and promotion of snow sports throughout the State of Texas, and is recognized as the predominant organizing force for club participation. Our relationship with the snow sport industry is an interactive "partnership" which works diligently to maintain the expertise necessary to coordinate a diverse snow sport program for over 3000 members. We are indeed fortunate to be part of an association that strives to maintain the highest quality skiing experience, with an equal emphasis on trip value as well as price and marketability. During the 2012 season, the TSC took a Texas Summer Expedition trip cruising the coast of Alaska, but did not take Winter Expedition trip for the first time in twenty five years.

Working together the Texas Ski Council provides a comprehensive Bid Packet for its industry partners to use in developing offerings for the council. Therefore, as the Vice-President of Marketing, and on behalf of the Texas Ski Council, I cordially invite you to participate in the 2013 ski season bidding. Attached is the Texas Ski Council (TSC) Request For Bid Proposal for the 2013 Expedition Trips which outlines detailed procedures for submission and evaluation of proposals for the Winter and Summer Expeditions. Please take care to follow these procedures carefully and answer all points in detail. You may include additional information that would be helpful in clarifying your proposal. **Your Proposals must be received by our Pre-selection Committee, (Attachment E), no later than January 9, 2012, to be considered.** The Texas Ski Council reserves the right to reject any and all Bid Proposals, to waive any and all informalities in Bid Proposals received, and to disregard all non-conforming, non-responsive or conditional proposals.

Please be sure to read through the request for bid proposal completely as there are number of modification that you will find. A few things of note in this year's bid request are:

**New Tour Operators will be required to complete a Texas Ski Council Tour Operator Survey in order for your bid to be considered. Your completed survey shall be sent to the TSC President prior to February 20, 2012.**

**Limit the number of bids per tour operator to five (5) destinations and no more than three (3) destinations per trip, i.e. summer or winter.**

**Your electronic file cannot exceed 3 megabytes and must be sent in either MS Word format or as a .PDF file.**

**By providing a bid to the Texas Ski Council for this trip; unless specifically stated otherwise in your bid, you are accepting the terms stated herein.**

The TSC uses these bid requests to achieve our goal of promoting, developing, and encouraging an interest in the sport of snow skiing and snowboarding, as well as other winter activities that provide an enriched vacation experience. By interacting with area resorts and tour operators, we are able to demonstrate the flexibility and sound structural design that will be effective in securing the expected benefits and returns for both the Council and resort/tour operators.

The Texas Ski Council is looking for experienced and reputable international resorts and/or tour operators and air carriers to coordinate all activities associated with the Texas Expedition trips, (air, ground package, special events, add-on excursions, etc.). A resort or tour operator acting as a single point of contact on behalf of the

TSC should have experience with large group travel, and be positioned to manage the trip both in and outside the United States. Key aspects of bid evaluation will include overall perceived trip value, marketability, cost, confidence in the resort and/or tour operator, and involvement of support organizations such as air carriers, national and local tourist associates, etc. Please take care to follow procedures carefully and answer all points in detail. Include additional information that would be helpful in clarifying your proposal.

The annual **Ski BidFest** will be held **March 30 - April 2, 2012, at the Drury Plaza Hotel, San Antonio, Texas**. The format for this meeting includes not only the presentations for the Texas Ski Cup Challenge Series and our popular ski show on Saturday, but also a dinner and party which will be available for our ski club delegates, club members and ski industry guests. Additionally, the round robin event held on Friday evening this past year will be held again. Please watch for additional details which will be forthcoming. Finalists for the Texas Expeditions will make their presentations during the business meeting on Saturday afternoon and Sunday morning. All industry representatives and travel agents are invited, and encouraged, to participate in the ski show, receptions, dinner and party. Exhibit space is available for \$300.00 and includes the registration fee for ONE representative..

**Your proposals for the Winter Expedition must be received by our Pre-selection Committee, (see Attachment E for addresses), no later than January 9, 2012. We will be requiring strict compliance with the bid requirements. For the 2013 bids, we are limiting tour operators to bidding up to three destinations for both the Winter or Summer Expedition trips for a total of five (5) proposals.**

I will be happy to provide any assistance or clarification you may need in preparing your proposals. Please recognize that only information pertinent to the bid procedure can be discussed. I am best reached by phone at 512-775-5928 (cell). You can also e-mail me at [tere2ski@sbcglobal.net](mailto:tere2ski@sbcglobal.net). Please leave a message if I am not available and I will return your call as soon as possible. I look forward to receiving your proposals, and thank you for your continued support of the Texas Ski Council.

Sincerely,

Tere Mayne  
Texas Ski Council  
Vice-President of Marketing  
5203 Cloudcroft Dr.  
Austin, TX 78749

## I. APPLICATION PROCEDURE

### A. *Texas Expedition*

1. Bids for one or more Texas Expedition trips should be prepared using the format suggested in Section VI - Attachment/Forms. Separate bids should be prepared for each resort destination if multiple resorts are bid.
2. Copies of only your bid proposal should be sent electronically to the "Bid Pre-select Committee" at the e-mail addresses shown on the mailing list. (Attachment E) Please note there is one pre-select committee member who has requested to receive your bid(s) via mail and not electronically. You do not need to send promotional material unless contacted and requested by a Bid Pre-select Committee member. However, please include in the bid any references to websites that show lodging/mountain information. **Please limit the number of pictures and graphics that you include in the bid so that it can be easily transmitted by e-mail.** (Some members have limited space in their mailboxes making large documents with graphics impossible to receive.) **Electronic files cannot exceed 3 megabytes and must be sent in either MS Word format or as a .PDF file.**
3. For your proposal to be considered, your prepared bid proposal must be received **on or before January 9, 2012**. Bids received by the Vice-President of Marketing will be used as the "official" mailing for this purpose. ***Please be on time as we have a very short time to review and evaluate all proposals received and get our questions answered!!***
4. Tour operators are encouraged to bid, but will be limited to presenting no more than a total of five (5) trips or three trips per winter or summer.

### B. *Texas Ski Council Club Trip Program*

1. Proposals for individual club trips can be prepared using the same format and forms as the Texas Expedition, if desired. Proposals for individual club trips may also be submitted by letter format, but should contain at a minimum, key information such as proposal dates, available lodging properties, lodging and lift rates, deposit/cancellation policy, comp policy and other special activities or amenities.
2. Proposals for individual club trips should be sent to the Vice-President for Marketing of the Texas Ski Council. Proposals for individual club trips may be sent at any time; however, to be of the most value at the annual SkiBidFest, they should be received in conjunction with the Texas Ski Cup Challenge Series and Expedition Bids.

## II. SELECTION PROCEDURE

### A. *Texas Expedition*

A bid proposal pre-selection committee composed of representatives from each geographical area of Texas will meet **February 25, 2012**, to review and discuss all bid proposals received for the **2013** Texas Expeditions. After complete review of the bid proposals, a minimum of two

(2) bids will be selected, based on perceived value, marketability, cost and capability. All bid responses will be held in strictest confidence. If any points need clarification before the **February 25<sup>th</sup>** meeting, the tour operator will be contacted. Any verbal clarification will become a part of the written bid and considered at the pre-selection meeting. The Vice-President of Marketing will contact all bidders by **February 27, 2012**, regarding the status of its bid proposal. The selected bids will need to be received by the TSC officers and designated representatives (Attachment F-2pages) by March 2, 2012. **Please be prompt in getting your selected proposal to the delegates so they can fairly review your bid(s) prior to our SkiBidFest meeting on March 30<sup>th</sup>.**

No additions, deletions or other changes will be allowed to any bid after March 25, 2012, unless specifically requested by the Vice-President of Marketing. Any such changes shall be required to be sent to the Vice-President of Marketing for receipt on or before 7:00 p.m. on March 23, 2012, so they may be reviewed and approved prior to distribution to the delegates. When approved by the Vice-President of Marketing, 25 copies of same must be provided to the Vice President of Marketing on or before 7:00 p.m. on Friday, March 30, 2012.

**B. *Texas Ski Council Club Trip Program***

Once the timing and locations of the Texas Ski Council trips are determined, the member clubs of the Texas Ski Council will schedule, usually during the April - June time frame, additional ski trips to complete their **2012-13** ski season programs. Selection of these additional trips is at the discretion of the officers of each individual club, but special consideration is often given to those bidders that participate in the Texas Ski Council bidding and ski show process.

### **III. BID PRESENTATIONS**

**A. *Texas Expedition***

Bidders selected by the Bid Pre-select Committee will be requested to present their bids to the Texas Ski Council Delegates at the *annual* SkiBidFest on **March 30 – April 1, 2012, Drury Plaza in San Antonio**, Texas. The location and your presentation time will be included in your registration packet. The bidders selected for bid presentations should be prepared to provide copies of their bid proposals to the TSC officers and TSC Club Representatives on or before **March 2, 2012** (See Attachment F for addresses). Bidders should bring at least four (4) extra copies of their bid to the March meeting. Video or film may be used to enhance the presentation, **but should be limited to allow time for discussion of key points and questions.** Bidders will be allocated 20 minutes on Saturday or Sunday to present and discuss the aspects of its bid. (In the past Expedition trip presentations have generally occurred on Sunday, but with the addition of Summer Expedition bids, some bids will likely be presented on Saturday afternoon. Bidders presenting two bids for two or more trips to one destination will be allowed 30 minutes. ***Time is at a premium and the time limits will be strictly applied. Your presentations are recorded and any changes and/or promises made to the betterment of the bid will become part of the bid.***

**B. *Texas Ski Council Club Trip Program***

All resorts, lodging properties, tour operators and other ski related vendors are invited to attend the annual SkiBidFest meeting on **March 30-April 2, 2012** at the Drury Plaza Hotel to meet with the club officers. The TSC Ski Show will be held on Saturday afternoon, April 1, 2012. Table

and exhibition space will be made available for a fee of \$300.00, which includes registration for ONE representative. Other representatives may attend, but will be charged a registration fee of \$65 each. It has been our experience that most of the clubs schedule 6 to 13 trips per year as part of their regular trip program. This would be an excellent time for you to meet with the club representatives to discuss your proposals, and the possibility of scheduling a trip to your resort that does not conflict with the Texas Ski Cup Challenge Series. Member clubs will appreciate the opportunity to talk with area representatives concerning their own requirements. Physical arrangements at the Drury Plaza Hotel should be coordinated with Anne Myers , amyers4@satx.rr.com. You can make reservations at “[www.druryhotels.com](http://www.druryhotels.com)” – group number is 2123812. Also, you can call 1-800-325-0720 and refer to group number 2123812. Nightly room rate is \$135.00 for standard (oversized) room; \$145.00 for suite. These rates are + taxes. All rooms are non-smoking. Cut-off date is March 9th. After that date room can be booked on space available at their standard rate..

#### IV. 2013 TRIP SCHEDULE

Please prepare your bids for the 2013 Texas Expedition based on the following possible time frames and projected attendance:

***Our Preferred dates (but are only suggested dates) for Expedition trips are:***

***January 18/19 –26-27 or 25/26 – February 2/3, 2013***

**7 nights/8 days**

*Please make quote flexible enough to accommodate Friday/Saturday or Saturday/Sunday and include pre-trip and post-trip excursions along with some day excursions.*

Participants

100-300

***June-August 2013***

**7 nights/8 days**

*Please make quote flexible enough to accommodate Friday/Saturday or Saturday/Sunday and include pre-trip and post-trip excursions along with day excursions. Deposits for this trip should not be due until October 1, 2012.*

Participants

100-300

#### V. BID CONTENT/FORMAT

The Texas Winter Expedition produces between 300 to 1,500 skier days. Our Summer Expedition trip can have between 100 to 350 participants. The TSC requests that all rates quoted are the lowest possible rates available. The Texas Ski Council has enjoyed, and generally received, the most preferred tour conductor status or better at most resorts. Lodging and lift ticket rates should be quoted on a net rate basis. Please note commissionable rates if applicable. Proposals should be as clear and precise as possible and include any additional information or service that would be helpful. Please structure your bid according to the following format:

**A. *Resort Characteristics/Capabilities***

1. A short narrative describing your resort(s) should be included. Include new developments and/or additions, old favorite or familiar descriptions, lift capacity, resort size, size and major points of interest of adjacent town (if appropriate), distance from nearest gateway, number of restaurants and bars, and other note-worthy facts, including web site references.
2. Please outline your resort/tour conductor's organization structure and list key personnel/positions that will be responsible for implementing a successful bid. For example: overall coordinator, lodging coordinator, party/activity/catering contact, lift ticket contact, etc. All aspects of the organization support, advertisement, public relations capabilities, sponsorship and any other advantages should be included.
3. Include any aspect that will lower the overall cost or improve the pre-trip planning and support of a trip to your area. Joint air and/or ground transportation proposals may be developed and included as part of your bid proposal.
4. Include a map of each bidding property that shows its location to the ski area, and any other area maps your feel would be beneficial. References to a website that provide this information are acceptable.
5. Include information on rentals and ski school programs.

**B. *Lodging Accommodations***

Include lodging capabilities, central reservations, key contact procedures and staff, number of properties, property management policy (if appropriate), special charges or amenities, location, and any other pertinent information. **Specify “star” rating of each accommodation and provide a description of the standard used for the rating.** No change in lodging offered in proposal without written consent of TSC Expedition Coordinator. Be specific regarding the capabilities of your area to handle a group of our size. Close coordination between each lodging property and the resort is imperative. Please **coordinate all lodging requests**. Please follow the Texas Ski Council Lodging Request Procedure outlined in Section V.C. 3.

**When completing the Lodging form the TSC strongly encourages the offering of pro-rated pillow comps by the lodging properties.**

This category should include seven day rates, (where applicable), based on both minimum 2 person occupancy and maximum 4 person occupancy. Approximately 90% of Council clubs prefer minimum occupancy. Minimum occupancy for a two-bedroom condo is 4 persons and maximum is 6 persons. Minimum occupancy for a hotel is 2 persons and maximum is 4 persons. Please supply cost for single supplements also. Because of tightening economical conditions, your area should also include more moderately priced accommodations (35%-50%), along with those accommodations you would normally propose for Texas Expedition consideration. Portage fees (if applicable) should be held to minimum standards, and be included in the bid as a prepaid expense. This will facilitate a smoother check-in/out. Enclosed in Attachment C section is an individual lodging summary exhibit which is required to accompany each participating lodging property bid. In addition, a general lodging summary

sheet should be compiled which shows the key data of all individual lodging summary exhibits. The list of the prime properties with rates and number of pillows is for our clarification, and assists the clubs in making lodging selections. If other pertinent data needs to be included, please include a separate sheet. It is imperative that we know exactly how many pillows are available at a given rate at each property. Use minimum occupancy numbers/unit to determine total pillow count. If known, please state bedding configuration, such as split kings, queen beds in both, etc.

### C. *Policies and Procedures*

The following is a list of recommended guidelines. However, the TSC would prefer, and appreciate, the use of your policies if more lenient than our suggested guidelines. Please indicate your area's ability to comply with these policies and procedures. **If alternate policies are preferred, please outline them clearly in your bid. If any policy box is not checked YES or NO, then it will be assumed you accept the TSC policy for that category structure.**

1. Lodging Deposit Structure (see attached calendar dates by trip)
  - a. **Initial Deposit** \$500 per club due July 1, 2012 for Winter Expedition and October. 1, 2012 for Summer Expedition
  - b. **Second Deposit** 10% of total cost due 90 days prior to arrival
  - c. **Final Payment** Balance due 30 days prior to arrival
  
2. Lodging Cancellation Penalty Structure (see attached calendar dates by trip)
  - a. If cancellation is made **90** or more days prior to arrival no penalty
  - b. If cancellation is made **60** or more days, but less than **100** days prior to arrival, maximum penalty is **10%** of any canceled unit's nightly rate times days canceled
  - c. If cancellation is made **30** or more days, but less than **60** days prior to arrival, the maximum penalty is **20%** of any canceled unit's nightly rate times days canceled.
  - d. If cancellation is made less than **30** days prior to arrival, full penalty.
  
3. Initial Lodging Selection - The TSC requests that you honor the following procedure for initial ski club lodging assignment. Each participating ski club will email your designated lodging coordinator a copy of Attachment G, "TSC Lodging Request", for which lodging property it prefers. The request form should be received no earlier than 9:00 a.m. CDT on **May 7, 2012 for Winter Expedition and October 1, 2012, for Summer Expedition**, and will contain each club's first, second and third choices for hotel/lodging preference. Following receipt of the club requests, you are asked to make lodging assignments based on the efficient utilization of space (not necessarily order of request receipt), keeping each club group at the same location and honoring the club's preferences where possible. No verbal requests or written requests received prior to the designated date should be accepted. Conflicts should be worked out with the TSC Expedition Coordinator. The TSC will expect any lodging property included in the bid proposal to be held until after the **May 7<sup>th</sup> or October 1st** lodging deadline. Lodging arrangements should be handled through an individual club's designated representative. *No arrangements should be made for individual participants not traveling with the club.*

**Lodging assignments should be disclosed to each club within 3 weeks after submission of lodging request so clubs can price and market the trip.** TSC member clubs do not necessarily carry insurance and any lodging property bidding must be willing to waive this clause in their standard contracts. **No lodging substitutions will be allowed without the express permission of the TSC Expedition Coordinator.**

4. Snow Cancellation Policy - If less than **40%** of the resort's lifts are operating, or if less than **40%** of the designated ski trails are open to skiers at any time within a week prior to scheduled arrival, each club will receive a full refund upon cancellation of any participant. Each club will receive a full refund upon cancellation of any lodging and/or any other payments made to any lodging property, tour operator or resort representative no later than **30 days** from the scheduled arrival date.

5. Complimentary Packages

a. Comp Policy - Room comps for clubs should be stated in number of pillows per number of people booked, i.e. 1 comp pillow for every 20 paid participants. The TSC prefers a flexible comp policy such that each club receives at least 1 comp pillow per 20 paid participants and/or a pro-rated comp if the club has fewer than 20 paid participants. For example, 53 participants would include 2.5 comp pillows (50.5 paid participants and 2.5 comps.) This comp is often used as an incentive to recruit trip leaders and serves as an inducement for clubs to participate.

b. TSC Executive Officers - It is requested that the Expedition Coordinator should receive one complete package, (airfare, including fuel surcharges and taxes, lodging, meals and lifts if included in the package). In addition, one additional **land package** comp is requested on a prorated basis for every forty (40) paid participants for TSC Executive Officers (i.e., a 180 participant trip would receive a total of four and one-half (4.5) Executive Officer comps). The TSC Executive Officer comp should include only lodging and lifts. Any monies owed by the TSC Executive Officers will be billed by the resort to the TSC and will not be billed to the clubs.

Unused Comps that the TSC is otherwise entitled to shall remain benefits of the Council. It is requested that the value of these comps be returned to the Trip Expedition Coordinator to enhance the amenities or activities of the trip. Should your comp policy be more lenient, or you are able to offer additional comps without impacting the costs to trip participants, please include details.

6. Excursions/Extensions-As day excursions during a trip and extensions pre & post to the base trip are important aspects of an Expedition trip and need to be factored into the sale of the trip to member clubs, please provide as part of the bid, proposed day excursions and extensions with details. Include proposed lodging descriptions, along with transfer, border crossing information. Also include if booking of day excursions will be done before trip or during trip. **Pricing must be included for each extension and excursion along with detailed information such as guide, transfers, lunch, etc, including mode of transportation, travel time, sites to be seen, and duration of trip, on each extension or excursion.** Merely stating a destination will not be considered sufficient.

- a) VISA/Travel Documents If additional travel documents are required, e.g. a VISA, please include the price of the VISA and the procedure for obtaining same.
- b) **Only one pre-trip and one post-trip extension will be allowed without the vote of the delegates**
- c) **All ground transfers must include luggage capacity sufficient so that no luggage, skis, etc. is placed in the transportation vehicle's aisles.**
- d) **Tour operator must provide working emergency contact information for main trip, pre and post trips, as well as excursions, to the TSC Expedition Coordinator at least 30 days prior to the start of the main trip.**
- e) **Generally identify in bid anticipated TSC specific events and what is included. Firm information on TSC specific events must be provided within 30 days after TSC Winter Expedition Coordinators site inspection.**
- f) **Please explain how you will handle any refunds of overpayment or cancelled excursions, including any cancellation deadlines for excursions.**
- g) **Tour operator representative with full authority to make immediate decisions must be available on the site inspection and on trip. Availability of tour operator representative must be available by phone for pre and post trip excursions if representative is not on pre and post trip excursions.**
- h) **At TSC's Expedition Coordinator's request, tour operator must agree to arrange for communication between TSC's representatives, tour operator and any of tour operator's suppliers servicing the TSC trip.**

#### D. *Financial Viability*

Please be advised that upon request of the TSC, you could be required to provide publicly available financial information or tax filings. Further, in order to assure protection of our members' funds you could be requested to arrange an independent third party beneficiary trust for TSC payments and disbursements. **All tour operators will be required to complete a TSC Tour Operator Survey before any proposal will be considered. Please request this survey from the VP of Marketing.**

#### E. *Lift Tickets*

Please include rates for lift ticket packages ranging from **single (1) day to seven (7) days of skiing. Multiple day tickets must be quoted as 3 out of 7, 4 out of 7, 5 out of 7, 6 out of 7 days.** We strongly encourage that Lift Ticket dates be valid from trip beginning date through trip end date, regardless of number of days purchased. The TSC generally prefers that all lift tickets be priced at the same daily rate regardless of package format, since ticket pricing should

be based on the total skier-days generated by the Texas Expedition. If you cannot comply with these requests, please indicate. Again, as with the lodging quote, your bid should quote rates for lifts that are comparable to wholesale rates that are considered the lowest available. Also, include the lift capabilities of your ski area according to the number of skiers daily, and the area's present lift structure. Please indicate your flexibility regarding purchase of tickets - if clubs must pre-purchase tickets, if daily tickets may be purchased during the trip, etc. If your lowest available rate is available only on a pre-purchase basis, then please give the rates available at the area during the week.

**F. *Proposed Standard Activities***

It is required that the Texas Expedition include a minimum of two standard activities or events which are to be included in the total price bid for the trip, including a souvenir pin. Also, it is requested that a credential be provided to use for entry to all official TSC events. We prefer the credentials to be numbered sequentially to be used as an accurate count of participants and to pass out prizes. We would prefer to not use lift tickets as a credential. Organization and conduct of the standard activities is the responsibility of the bidding tour operator or resort, with cooperation from local tourist organizations, hotels, civic officials, etc. All costs associated with the standard activities should be included in the overall bid quote.

1. Welcome Reception/Ceremony - This should be an evening activity scheduled at the earliest time following the arrival of the majority of participating clubs. This reception/party should be primarily a social function for the individual ski clubs to meet and mingle with representatives from the tour operator, hotels, local businesses, tourist officials, etc. Appetizers and refreshments are suggested without additional cost to participants. This event can also be used for orientation, introduction of dignitaries and demonstration of local customs.
2. Farewell Party - This should be a social activity held in the evening prior to the departure from the resort. This dinner party should include a dance in addition to awards, if a race or other competition was held, and for recognition of key TSC and resort officials.
3. Other Activities
  - a. To enhance our common goal of introducing the sport of skiing/snowboarding to more people, areas are requested to organize basic lessons for beginner skiers, preferably at reduced rates. If your area is involved in a never-ever skier program, we ask that our participants be allowed to attend the program.
  - b. Most resorts also quote reduced rates for ski school lessons, race clinics, racecourse self-timer, etc.
  - c. A ski race or special event may also be planned as a mid-week or late week activity. A ski race should be held on an easy to moderate style giant slalom course, thus allowing participating clubs to compete with each other for medals prizes or trophies. Race results of the Texas Expedition will not be included in the Texas Ski Cup Challenge Series. Alternately, other activities could include a picnic, tobogganing, sleigh ride, special tour, or other event characteristic or unique to the local area.

4. Optional Activities - Alternate activities usually involving no fee or reduced charges (not included in the standard activities) include: (a) fun race; (b) sleigh rides/dog sled rides with or without dinner; (c) side tours to adjacent ski areas or tourist attractions; (d) discounts at local stores, restaurants, etc.; (e) snowmobile tours; (f) "Night on the Town"; (g) concerts or other entertainment; (h) or a mountain cookout.

Operators should develop a preliminary list and schedule of activities which best fit the character and facilities of the resort, and meets the requirements of the Texas Ski Council. The final activity schedule will be developed with the TSC Expedition Coordinator once your bid is accepted. For any given activity, the tour operator should confirm that sufficient staff and equipment will be available, and that procedures are clear to all outfitters.

### **G. *Air Transportation***

Indicate all transportation capabilities. This should include major gateways and commuter type transportation. Please indicate any arrangements you may have made or are capable of making with major airlines or other transportation services. It will be extremely important for the TSC and your operation to work together to secure the maximum benefits and cost effectiveness from the transportation industry. Participating air carriers, flight itineraries, and available seat inventories for each departure and arrival gateway should be included in your bid. Connecting air from all TSC member club cities and the additional add-on fares should be listed if appropriate and it should state whether the pricing is actual 2012 pricing or based on prior years. (See Attachment B.) Any deadlines for providing the participant name list should be stated.

Your bid should include the availability and procedure for extensions beyond the basic 7 to 8 day Texas Expedition package. Please describe your reservation/booking procedure for air, including any penalties, etc. Again, we request one key contact to coordinate all air arrangements. If you are able to include special airfare structures, please include fares from Dallas, Houston, Austin, San Antonio, Midland, and Lubbock (as appropriate).

- 1. Any additional fuel surcharge or taxes added to price after acceptance of bid must be documented by a third party, i.e. airline or air ticket vendor. To lock in air pricing a club shall be allowed to lock in ticket price by providing full payment of air tickets and passenger list.**
- 2. Final air pricing, including fuel surcharges and taxes, shall be sent to clubs within 30 days of a club's final payment being made. Tour operator shall identify any cost that will be incurred and cut-off date for name changes.**
- 3. Tour operator will be required to accommodate all TSC participants on dates specified in bid as travel dates, unless participant agrees to a modified travel date or requests a modified travel date. Any expenses incurred as a result of travel date modification by tour operator, even if agreed to by TSC participant, shall be incurred by tour operator and should include reasonable accommodations for the TSC participant if necessary.**

**H. *Resort Transportation***

Include transportation capabilities within the resort area and any special arrangements to move our trip participants to ski base areas and selected activities. Explain any restrictions and/or fees. This should include train and motor coach service to adjacent ski resorts, larger cities and other sightseeing attractions.

**I. *Special Amenities***

Special posters, printed programs, and clothing such as caps, T-shirts, etc., are often provided during Texas Expedition trips. These amenities can be coordinated and/or supported by sponsors and local merchants. The terms "**Texas Ski Council**" and "**Texas Expedition**" are trademarks of the Texas Ski Council, Inc. Use of these names on saleable or promotional merchandise must have prior approval by the appropriate Texas Ski Council Expedition Coordinator and the Executive Committee of the TSC. Ski areas are encouraged to develop other special amenities that are unique to its resort that would otherwise enhance the marketability and value of its bid.

**J. *Tour Operator Capability and Conduct***

Reputation and capability of the bidding tour operator is an important criterion for the bid evaluation and final selection. Please provide a description of the organization and background of your company to include number of years in business, type and size of group tours conducted within the past two years that are similar to the Texas Expedition, resort areas of primary focus, etc. You should provide names, background, and experience level of key operating officers and staff that will be primarily responsible for conducting the Texas Expedition. A list of professional and financial references is also requested. Documentation of support from participating national and local tourist offices, ground transportation companies, local tour operators, air carriers, and financial institutions, should be included to enhance the viability and strength of your bid.

The tour operator must maintain an office in the United States where staff members responsible for the Texas Expedition may easily be reached by phone during normal business hours. The tour operator must maintain an office or location at the resort during the week of the Expedition to provide trip leaders and participants a means of making arrangements for excursions, solving problems, answering questions, and to assure smooth functioning of the Texas Expedition. Depending on the trip size, a site inspection trip by the TSC Expedition Coordinator and club trip leaders is often offered to conduct detailed pre-trip planning, to enhance familiarity with the resort, and to facilitate efficiency in the operation of the Texas Expedition.

**K. *Confidentiality Statement***

Please include a copy of the confidentiality statement form (Attachment A) for each bid to assure that our policy is clear to the recipients of your bid.

## **VI. ATTACHMENT/FORMS**

The attached form file shall be used in completing the RFP. Please make copies of these blank forms as required and prepare separate proposals for each trip you wish to bid on. Thank you.

**Attachment A**

**TEXAS SKI COUNCIL**

*Confidentiality Statement*

Information contained in this proposal is the property of the submitting ski industry organization and the Texas Ski Council, and should be held in the strictest confidence. This information should be restricted to the Texas Ski Council officers, member ski club officers, and those directly involved in bid evaluation or trip planning activities. Dissemination of the contents of this bid to other ski industry organizations or nonmembers of the Texas Ski Council is expressly prohibited.

*Attachment B*  
**TEXAS EXPEDITION**  
*Bid Summary Sheet*

AREA: \_\_\_\_\_  
 DATES: \_\_\_\_\_  
 BIDDING ORGANIZATION: \_\_\_\_\_

**LODGING BID:**

CLASS <i>(Alternate Designation)</i>	NUMBER OF BEDS	INCLUSIVE TOUR PRICE <i>(U.S. Dollars per person Double Occupancy)</i>
5 Star		
4 Star		
3 Star		
2 Star		
Other		

TOTAL NUMBER OF BEDS: \_\_\_\_\_  
 What date does the guarantee on these room rates expire? \_\_\_\_\_  
 Exchange rate basis: \_\_\_\_\_  
 Is U.S. Dollar tour price fixed or guaranteed? \_\_\_\_\_  
 If no, set out proposal: \_\_\_\_\_

**TOUR PRICE INCLUDES:**

Airfare  Yes  No  
 Participating Carriers: \_\_\_\_\_  
 Departure Cities: \_\_\_\_\_  
 Destination (Gateway City): \_\_\_\_\_

Ground transportation:  Yes  No

Hotel  Yes  No      Type of Meal Plan? \_\_\_\_\_

Lift Tickets  Yes  No      Provide Lift Ticket information on Attachment D

Equipment Rental  Yes  No

Standard Activities  Yes  No      (Welcome Reception, Farewell Party, Special Event)

Other Events  Yes  No      Specify: \_\_\_\_\_

Departure/Airport Taxes, Tariffs, etc.: \_\_\_\_\_

Other Information: \_\_\_\_\_

# TEXAS EXPEDITION

Bid Summary Sheet -Page 2

## DEPOSIT/PAYMENT SCHEDULE:

	<i>U.S. Dollars or %</i>	<i>Date Due</i>
Initial Payment	_____	_____
Second Payment (if applicable)	_____	_____
Final Payment	_____	_____

## CANCELLATION SCHEDULE\*:

	<i>Penalty U.S. Dollars</i>	<i>or % of Trip Price</i>
More than 60 days _____	_____	_____
60 days to 30 days _____	_____	_____
Less than 30 days _____	_____	_____

\* Substitute appropriate periods if different than shown.

If any policy box is not checked, then it will be assumed you accept the TSC policy for that category structure.

## PARTICIPANT NAME LIST

Final name list due: \_\_\_\_\_

Name change penalty policy: \_\_\_\_\_

## TRIP COORDINATOR COMPS

Will you provide for a pre-trip on-site meeting for the TSC Expedition Coordinator?  Yes  No  
Site inspections shall occur prior to August 31, 2012 for Winter Expedition and by November 1, 2012 for Summer Expedition.

Will you comp the TSC Expedition Coordinator?  Yes  No

Will you honor the TSC Comp Policy (section V.C.5a) for each club?  Yes  No

Will you honor the TSC Pro-rated Comp Policy (section V.C.5a) for each club?  Yes  No

Will you honor TSC Executive Officer's comp policy (section V.C.5b)?  Yes  No

## ADD-ON AIRFARE (if applicable)

Austin \_\_\_\_\_ Beaumont \_\_\_\_\_ Dallas \_\_\_\_\_ Houston \_\_\_\_\_  
Lubbock \_\_\_\_\_ Midland/Odessa \_\_\_\_\_ San Antonio \_\_\_\_\_

Is add on airfare based on prior year pricing or 2013? \_\_\_\_\_

## PARTICIPATING ORGANIZATIONS IN BID PROPOSAL:

\_\_\_\_\_

**Page 3 Bid Summary**

**KEY CONTACT FOR OVERALL TOUR**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

**ALTERNATE CONTACT FOR AIR TRAVEL *(if applicable)***

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

**ABOVE BID PROPOSAL AGREED AND SIGNED BY**

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_

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

*Attachment C*  
**TEXAS EXPEDITION**  
*Individual Lodging Summary Exhibit*

RESORT: \_\_\_\_\_  
 DATES: \_\_\_\_\_  
 BIDDING ORGANIZATION: \_\_\_\_\_  
 HOTEL PROPERTY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 KEY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CLASSIFICATION: (4 Star, first Class, etc.) \_\_\_\_\_  
 APPLICABLE TOUR PRICE: \_\_\_\_\_  
 HOTEL BIDS INCLUDED IN BID: \_\_\_\_\_

<b>HOTEL CONFIGURATION</b>	<b>Number of Rooms</b>	<b>Number of People</b>
Double Bedroom w/bath:	_____	_____
Single Bedroom w/bath:	_____	_____
Double Bedroom w/o bath:	_____	_____
Single Bedroom w/o bath:	_____	_____

Other:  
 Meal Service Plan: \_\_\_\_\_  
 Amenities: \_\_\_\_\_  
 Location to (Village, Ski Base, Ski Transportation, Train station): \_\_\_\_\_  
 Other(Room Taxes, Service, Gratuities): \_\_\_\_\_

Are your comp, deposit and cancellation policy consist with tour conductor's overall proposal?  
 Yes  No If not, list policies:

\_\_\_\_\_

*Attachment D*  
**TEXAS EXPEDITION**  
*Lift Ticket Proposal*

Name of Ski Area/Mountain\*: \_\_\_\_\_

\* If more than one mountain or area available but requiring separate lift tickets, please complete Attachment D for each mountain/area.

<b>Lift Ticket by days</b>	<b>Price</b>		<b>Lift Ticket Multiple Day**</b>	<b>Price</b>
2 Day	_____		2 out of 7 days	_____
3 Day	_____		3 out of 7 days	_____
4 Day	_____		4 out of 7 days	_____
5 Day	_____		5 out of 7 days	_____
6 Day	_____		6 out of 7 days	_____
7 Day	_____		7 out of 7 days	_____

\*\* Participants often use this trip to also see the sights, so multiple day lift tickets are preferable.

- Does lift ticket include local bus or train transportation necessary to reach and return from base area? Yes No If not, explain how participants will reach ski area and provide cost of transportation to base area.  
 \_\_\_\_\_
- Are lift tickets included in inclusive tour price proposal? Yes No
- Will you honor comp lift ticket policy (section V.C.5a) for each club? Yes No
- Will you honor prorated lift ticket policy (section V.C.5a) for each club? Yes No
- Will you honor the TSC Executive Officer Comp lift ticket policy(section V.C.5b)  
Yes No

***Attachment E***  
**TEXAS EXPEDITION**

***Please mail bids to the following Texas Ski Council Bid Proposal Pre-selection Committee Representatives prior to January 9, 2012. If no e-mail address is supplied it is because that committee member prefers a hard copy of your bid be sent to their listed address.***

***Tere Mayne***  
TSC VP Marketing  
5203 Cloudcroft Dr  
Austin, TX 78749  
Cell: 512-775-5928  
[tere2ski@sbcglobal.net](mailto:tere2ski@sbcglobal.net)

***Christine Mason***  
Houston Ski Jammers  
12401 Pepper Creek Lane  
Pearland, TX 77584  
[christine.mason26@yahoo.com](mailto:christine.mason26@yahoo.com)

***Tim Cowing***  
Capital Downhill Skiers  
9601 Sandstone  
Austin, TX 78737  
[tcowing@austin.rr.com](mailto:tcowing@austin.rr.com)

***Sandy Ellison***  
At Large Member  
1311 E. 49th  
Odessa, TX 79762  
[cassandraellison@holloman.com](mailto:cassandraellison@holloman.com)

***Lisa Biddle***  
Lone Star Ski Club  
7324 Grayson Drive  
Plano, TX 75025  
[tsc.lisab@yahoo.com](mailto:tsc.lisab@yahoo.com)

***Peggy Montgomery***  
At Large Member  
15416 Swiss Alps Ct  
Austin, TX 78738  
[peggymont@att.net](mailto:peggymont@att.net)

***Steve Janes***  
Los Amigos  
11300 Expo Blvd #2010  
San Antonio, TX 78230  
[canook90@satx.rr.com](mailto:canook90@satx.rr.com)

*Attachment F (Page 1 of 2)*  
**TEXAS EXPEDITION**  
*TSC Member Club Contacts*

**If your Bid is selected for final presentation at the TSC Annual Bid Meeting, please mail one copy to each of the following clubs before March 2, 2012.**

**Armadillo Ski Club**  
Roger Devillier  
5835 Townhouse  
Beaumont, TX 77707  
rogerdevillier@gt.rr.com

**DFW Young at Heart**  
Charles Chapman  
15720 Wine Point Drive  
Dallas, TX 75248  
[cc@chapmanhext.com](mailto:cc@chapmanhext.com)

**Austin Skiers**  
Doug Jordan  
4732 Country Club  
Lago Vista TX 78645  
doug@djordan.org

**Texas Twisters Ski Club**  
Rollo Gurss  
1120 Slaton  
Lubbock, TX 79404  
[rgski@nts-online.net](mailto:rgski@nts-online.net)

**Clear Lake Ski Club**  
Keith Zimmerman  
4910 Widerop Ln  
Friendswood, TX 77546  
keith.d.zimmerman@nasa.gov

**Texas Ski Rangers**  
Terry Douglas  
1711 Larkspur Dr.  
Arlington, TX 76013  
terryL27@sbcglobal.net

**Club St Bernard**  
Kip Kiplin  
12735 Cranes Mill  
San Antonio, TX 78230  
[lckiplin@sbcglobal.net](mailto:lckiplin@sbcglobal.net)

Space City Ski Club  
Jim Hodges  
218 Whispering Ridge Ter  
Houston, TX 77094  
jehodgesjr@sbcglobal.net

**Dallas Ski Club**  
Tony Arthur  
5731 Mapleshade Ln  
Dallas, TX 75252  
tony.arthur@sbcglobal.net

**Please note that Clubs that have representatives on pre-select are not included in the above list as they have previously been provided the bids.**

*Attachment F (Page 2 of 2)*  
**TEXAS SKI CUP CHALLENGE SERIES**  
**TSC Officers**

**If your Bid is selected for final presentation at the TSC Annual Bid Meeting, please mail one copy to each of the following TSC Officers before March 2, 2012. *If no e-mail is provided, individual has requested bid by mail only.***

Cheryl Mann  
Past President  
18704 Sagewood Drive  
Dallas, TX 75252  
cheryllmann@yahoo.com

Mike Morris  
President  
1311 E. 49th  
Odessa, TX 79762  
msmorris@cableone.net

Andrea Yowman  
TSC VP Fall Roundup  
510 Silver Leaf Ct  
Houston, TX 77071  
aryowman@aim.com

Linda Raymer  
TSC VP Winter Shootout  
6709 Poncha Pass  
Austin TX 78749  
lraymer@austin.rr.com

George Kelly  
Treasurer  
16901 Old Pond Dr  
Dallas TX 75248  
georgekelly@sbcglobal.net

Marsha Lutz  
TSC VP Final Showdown  
11541 Village Place  
Houston, TX 77077  
marsha.lutz@comcast.net

Christine Augustine  
Summer Expedition Coordinator  
21 Worthsham Dr.  
San Antonio, TX 78257  
cha@satx.rr.com

Ross Baker  
Secretary  
4401 Tilson Lane  
Houston, TX 77041  
rossbakertsc@gmail.com

*Attachment G*  
**TEXAS EXPEDITION**

*Texas Ski Council Lodging Request*

*Due May 7, 2012 for Winter Expedition and October 1, 2012 for Summer Expedition*

SKI AREA: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**FOR TEXAS EXPEDITION 2009**                      **DATE:** \_\_\_\_\_

**CLUB NAME:** \_\_\_\_\_ **TRIP LEADER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: DAY \_\_\_\_\_

\_\_\_\_\_ PHONE: NIGHT \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ARRIVAL DATE @ RESORT:** \_\_\_\_\_ **# of PEOPLE:** \_\_\_\_\_

**DEPARTURE DATE** from RESORT: \_\_\_\_\_

***LODGING OPTIONS: Please select 3 different lodging properties in order of preference***

***Choice #1*** Name of property: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ # Needed: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ # Needed: \_\_\_\_\_

***Choice #2*** Name of property: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ # Needed: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ # Needed: \_\_\_\_\_

***Choice #3*** Name of property: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ # Needed: \_\_\_\_\_

Size of Unit: \_\_\_\_\_ # Needed: \_\_\_\_\_

**Special Requests of Comments:** \_\_\_\_\_

Lodging choices are based on the most efficient space utilization and then club preference on a first come, first served basis where possible. Lodging locations will be discussed and confirmed with you as soon as possible after receipt of this request form. This form must be received by both the tour operator/resort and the TSC VP or Expedition Coordinator prior to being considered received.