

03.05.2021

**RFO: Timing and Data Services for ECA Canoe Sprint and Paracanoe Competitions  
2022-2024**

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**REQUEST FOR OFFER**

for

**TIMING AND DATA SERVICES**

for

**ECA CANOE SPRINT and PARACANOE EUROPEAN CHAMPIONSHIPS**

**during the term 2022-2024**

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**1 Purpose of this Request for Offer (RFO)**

The purpose of this document is to provide basic information, detailed and technical requirements stipulated by the European Canoe Association (ECA) in order to appoint the official Timing and Data Service provider (TDSP) for certain ECA Canoe Sprint and Paracanoe competitions in the period 2022-2024.

Interested companies wishing to be considered for this appointment should construct their offer carefully as indicated in this document and in strict compliance of the ICF and ECA rules and confirm their interest in writing by September 15<sup>th</sup>, 2021 by submitting their final Offer to ECA.

The successful candidate company will have the exclusive right and obligation as per contract to provide the timing and data services at ECA Canoe Sprint and Paracanoe championships 2022-2024 named below.

**2 Basic information about the racing format**

Canoe Sprint & Paracanoe competitions are defined in the ICF Canoe Sprint Competition Rules.

**3 Partners involved**

**3.1 European Canoe Association (ECA)**

ECA is the governing body of the sport of Canoeing in Europe and has 45 member National Canoe Federations.

ECA is also a part of the International Canoe Federation and is responsible for staging of European canoe Championships as well as the Olympic and Paralympic Movements.

ECA follows ICF rules and regulations for the practice of the sport in all its forms, but also sets specific European rules for the sport.

The role of ECA (as it relates to the TDSP) is to ensure that the agreements made with the Organising Committees of ECA competitions include clear regulations on the requirements to be fulfilled by the Organising Committees, thus ensuring that Service Provider can provide the Services as agreed upon in the corresponding Service catalogues.

**3.2 Organising Committees (OC)**

Under the provisions of multiple Organisation Agreements, ECA has appointed and will appoint during the Term, an Organising Committee (OC) for each of number of competitions included in this tender.

The costs of the services provided by the TDSP are the responsibility of the relevant OC and are to be paid directly to TDSP.

The OC is required by ECA to organise the competition in strict compliance with the ICF and ECA rules, which include its Statutes, Competition rules, related Bye-laws and Organisation Regulations - as any of these may be updated from time to time.

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### 3.3 Timing and Data Service Provider (TDSP)

Throughout the term of its appointment the TDSP shall provide:

- Entry process management,
- Accreditation Management,
- Draw for the ICF progression system,
- Start list production,
- Team leaders meeting management,
- Timing and data services,
- Results production,
- Progressions and new start lists production,
- Online results platform,
- Phone app,
- Protocol feed for TV graphics,
- Online portal for accommodation and travel info for Local Organising Committee to use (optional).

Any such timing and data services provided by TDSP shall be in full compliance with the latest technical standards and the technical requirements defined by ECA on behalf of itself, its television partners and TV Graphics partners.

### 3.4 TV Graphics Production Partners

ECA will inform and provide contact information to TDSP of each TV Graphics provider in advance to each competition (not later than 6 months).

TDSP must provide the data output protocol to the hired 3rd party TV graphics supplier in advance to the competition (not later than 4 months) and be ready to provide some adjustments if needed.

## 4 ECA Competitions

2022	ECA Canoe Sprint Junior&U23 European Championships
2023	ECA Canoe Sprint Junior&U23 European Championships*
2023	ECA Canoe Sprint & Paracanoe European Championships**
2024	ECA Canoe Sprint & Paracanoe European Championships
2024	ECA Canoe Sprint Junior&U23 European Championships

\*possibly including paracanoe, pending European Games decision on Canoe Sprint

\*\*pending European Games decision on Canoe Sprint

## 5 Competition descriptions

### 5.1 Canoe Sprint & Paracanoe European Championships

A competition held every year except in the year of the European Games (provided Canoe Sprint is confirmed in the program) usually taking place beginning of June (in 2022 this competition will be held within the multisport European Championships in August).

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It is currently held over 4 days in 29 Canoe Sprint events raced over 200, 500,1000 and 5000m and 12 Paracanoe events raced over 200m only.  
Competition days can operate for up to 12 hours per day.

**5.2 Canoe Sprint Junior & Under 23 European Championships**

A competition held every year usually taking place end of June or beginning of July.  
It is currently held over 4 days in 18 Junior and 18 U23 events over 200, 500 and 1000m.  
Competition days can operate for up to 12 hours per day.

**6 The TDSP Services required by ECA**

ECA and TDSP shall mutually agree upon the detailed Services to be provided for ECA Championships.

Any such Services and the requirements to be fulfilled by the individual Organising Committees shall be mutually agreed in writing for ECA Championships in a Service catalogue.

The approved Service catalogue shall become Annex to the appointment agreement and an integral part thereof.

Annex 2 attached to this RFO specifies a draft service catalogue including all Services which should be available from TDSP for any such Championships.

**7 Rights that will be granted to TDSP by ECA**

- i) Upon the appointment agreement TDSP will be granted the exclusive right to use the title "Official Canoe Sprint Data Service Provider" of the European Canoe Association (ECA). This title may be used worldwide in writing and in combination with ECA logo (either black/white or colored) during the entire duration of the resulting agreement.
- ii) ECA will support TDSP's business activities by mediating contact to ECA's appointed OC's and by making any such OC aware of the fact that TDSP is available to provide proposals for services, including but not limited to timing and data services

**8 ECA's timing and data sponsorship rights, Intellectual Property Rights**

- i) TDSP acknowledges and agrees that ECA has the sole and exclusive ownership and control of the data collected by TDSP or received from ECA and displayed by TDSP in connection with the competitions. Such data displaying is capable of a protection by a copyright, patent, trademark or other intellectual property protection; any such right and protection shall be the sole property of ECA. The protection and future licensing of such right(s) shall be under the sole responsibility of ECA.
- ii) TDSP acknowledges that the Results layout, content and presentation of the timing and data information are subject to prior consultation and the written approval of ECA and shall (or may) be updated by TDSP from time to time on a request by ECA without additional costs.
- iii) For each competition, TDSP shall ensure that the name and/or logo of ECA, logo of competition and ECA and/or local OC sponsors to be inserted as on-paper or PDF identification commensurate with the specifications (including design, frequency and location) and other information provided in respect of the same by ECA.

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**9 Insurance**

The TDSP shall be responsible to procure and maintain throughout the term of an agreement with ECA, the following insurances:

- i) its own Employees and Workers liability insurance;
- ii) an electronic equipment insurance.

ECA shall include a provision in the individual Organisational agreements requesting the individual OC to procure and maintain theft insurance for equipment stored at the venue and a liability insurance explicitly covering any damage to TDSP caused by the OC.

**10 Power Requirements and set-up etc.**

All applicants should clearly state their detailed power-requirements and their proposed positions for the power supply at the Venue.

**11 Human resources**

All applicants should clearly state and list in detail all personnel on site required to provide the services.

**12 Logistics provided by Organising Committee/ECA**

- i) The OC will provide all on-site power and internet connections in accordance with the needs of the TDSP.
- ii) The OC will provide direct access to all start systems hardware for start signal impulse data.
- iii) The OC will provide all logistic requirements in respect of accessing the Start towers, Finish Tower and Intermediate timing huts.
- iv) The OC will ensure 24h security patrol for the entire TDSP equipment at the venue.

**13 Deadlines for Tender-Bidding-Period**

**By September 1<sup>st</sup>, 2021**

All tenderers must provide their Preliminary Bids

**Between September 1<sup>st</sup> and September 15<sup>th</sup>, 2021**

Tender Process clarifications, requests for additional information from ECA and/or Tenderers

**By September 15<sup>th</sup>, 2021**

All tenderers must provide their Final Bids to ECA

**By October 3<sup>rd</sup>, 2021**

ECA to evaluate Bids and select potential Final Candidate and discuss details if necessary

**By October 15<sup>th</sup>, 2021**

ECA to appoint TDSP. Appointment is subject to a contract.

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**14 Conditions of this RFO Process Legal Provisions**

Each interested company, when responding to this Request for Offer, unconditionally accepts the terms and conditions stated in this document, which does not constitute an offer to enter into any negotiation.

All costs relating to responding to this Request for Offer document by any interested company shall be the responsibility of that company alone and no claim shall be made against ECA for any reimbursement.

Furthermore, ECA shall be under no obligation to appoint a company if it considers that no proposal received meets its expectations.

The decision as to which company shall be appointed (if any) shall be by ECA alone and such decision shall be final.

The successful company will be required to sign an agreement which will govern the appointment. That agreement will contain detailed terms and conditions, including a list of the services to be provided, nature of the relationship, confidentiality, copyright ownership, reporting, warranties, conflict of interest and other customary and appropriate provisions.

A contractual relationship will only be formed upon the signature of an agreement between ECA and the company selected to provide the services.

ECA reserves the right not necessarily to accept the lowest or any offer.

All conflicts connected with this tender shall be governed and construed in accordance with the Laws of England for which the Courts of England shall have sole and exclusive jurisdiction.

**15 Appendices**

1. Competition Calendar 2022 – 2024 (as currently known)  
<https://www.canoe-europe.org/documents#calendar>
2. Service catalogue  
<https://www.canoe-europe.org/documents#sprint>
3. Obligations of ECA/The Competition Organiser  
<https://www.canoe-europe.org/documents#sprint>
4. Compilation of start/result sheets and/or other default layouts  
<https://www.canoe-europe.org/documents#sprint>

**16 Please submit your offer to:**

**European Canoe Association**  
Kneza Mislava 11, Zagreb  
HR-10000, Croatia  
Email: [ecaofficezagreb@gmail.com](mailto:ecaofficezagreb@gmail.com)

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