



Tennessee State Fair and Exposition Commission
Ellington Agricultural Center | P.O. Box 40627 | Nashville, TN 37204

Notice of Request for Expressions of Interest (EOI) for Potential Sites to Host the Tennessee State Fair Scoring Rubric

Applicant's Name: _____

Reviewer: _____

Date Reviewed: _____

Reviewer Instructions: Please review the Notice of Request for Expressions of Interest for Potential Sites to Host the Tennessee State Fair application and provide feedback for each of the scoring criteria below. Please provide comments in each section's comment box to support your rating as appropriate.

Scoring Criteria: The scoring criteria and maximum points possible for each are summarized below. A total of 100 points are possible. All areas must be addressed to be eligible to receive an invitation to submit a full proposal to host the Tennessee State Fair.

- Criteria 1: Format and Summary (5 points possible)
- Criteria 2: Logistics and Access (20 points possible)
- Criteria 3: Site Area and Infrastructure (25 points possible)
- Criteria 4: Workforce and Volunteers (15 points possible)
- Criteria 5: Community Assets (15 points possible)
- Criteria 6: Site Procurement, Development, and Operating Costs (20 points possible)

Applicant's Name: _____

Reviewer: _____

Date Reviewed: _____

Scoring Criteria 1: Format and Summary – Expression of Interest should be no more than 5 pages in length using 12-point Calibri font. The summary should include an introduction to the applicant and overview of the proposal.

- Does Not Meet (0)
- Approaching (2)
- Demonstrating (3)
- Excelling (5)

Does Not Meet (0 points): The proposal does not include a summary introducing the applicant and proposal and/or does not meet formatting requirements.

Approaching (2 points): The summary provides a basic introduction to the applicant and proposal and meets formatting requirements.

Demonstrating (3 points): The summary includes a thorough introduction to the applicant and overview of the proposal highlighting how the applicant meets the five (5) selection criteria. The proposal meets the formatting requirements.

Excelling (5 points): The summary includes a strong introduction to the applicant and overview of the proposal highlighting how the applicant meets the five (5) selection criteria with evidence of commitment and capability to become a viable long-term home to the Tennessee State Fair. The proposal meets the formatting requirements.

Comments:
Click here to enter text.

Applicant's Name: _____

Reviewer: _____

Date Reviewed: _____

Scoring Criteria 2: Logistics and Access – A desirable site will be centrally-located within the state of Tennessee and in close proximity to the Interstate with adequate roadways to safely and efficiently sustain fair and event traffic.

The site should be easily accessible to a critical population mass. A map showing the location of the potential site, along with population, average household income and median age data within a 30, 60, 90 and 180-minute drive of the proposed site should be included.

- Does Not Meet (0)
- Approaching (10)
- Demonstrating (15)
- Excelling (20)

Does Not Meet (0 points): The proposal does not provide a description of the proposed site's location, proximity to the Interstate or roadway access and/or does not include a map and requested demographic data.

Approaching (10 points): The proposal provides a description of the site's location, proximity to the Interstate and roadway access. A map with demographic data is provided. Location is not centrally-located or easily accessible to a critical population mass.

Demonstrating (15 points): The proposal includes a thorough description of the site location, proximity to Interstate and roadway access. A map with demographic data is provided. The site location, logistics and demographics demonstrate promise in adequately supporting the current needs of the Tennessee State Fair and increasing the potential for success of the event.

Excelling (20 points): The proposal provides a strong description of the site location, proximity to Interstate and roadway access to safely and efficiently sustain fair and event traffic. A map with demographic data is provided. The site location, logistics and demographics demonstrate excellent promise in supporting the current and future needs of the Tennessee State Fair, increasing the potential for the long-term sustainability of the event.

Comments:

[Click here to enter text.](#)

Applicant's Name: _____

Reviewer: _____

Date Reviewed: _____

Scoring Criteria 3: Site Area and Infrastructure – A desirable site will have ample space for fair operations and suitable infrastructure either in place or to be made available. Needs for existing or developable facilities include air-conditioned exhibition space, grandstand, carnival area, RV campsites with full hook-ups, parking, and housing and show facilities for livestock and equine.

A site description including ownership, total site acreage available for development; existing physical infrastructures, their size, vintage, and current use; current activities; on-site tenants (if applicable); available utilities; and estimated costs as a tenant should be included.

Appendices are included in the Notice of Request for Expressions of Interest with current site specifications, a description of facilities needed to conduct current state youth livestock events and additional resources that describe recommendations from previous studies about facility needs to conduct a successful state fair.

- Does Not Meet (0)
- Approaching (10)
- Demonstrating (15)
- Excelling (25)

Does Not Meet (0 points): The proposal does not provide a complete description of the proposed site or explain how the potential site addresses the current and future needs of the Tennessee State Fair.

Approaching (10 points): The proposal provides a description of how the potential site meets the current site and infrastructure needs of the Tennessee State Fair. Site and/or infrastructure described are not adequate for current needs of the Tennessee State Fair.

Demonstrating (15 points): The proposal provides a specific description of how the potential site meets or exceeds the current and future site and infrastructure needs of the Tennessee State Fair. The site and infrastructure described are adequate for current needs.

Excelling (25 points): The proposal provides a strong description of how the potential site meets or exceeds the current and future site and infrastructure needs of the Tennessee State Fair. The proposed site and infrastructure exhibit promise for year-round financial viability and long-term sustainability of the Tennessee State Fair and is expected to meet current and future needs of the fair.

Comments:
[Click here to enter text.](#)

Applicant's Name: _____

Reviewer: _____

Date Reviewed: _____

Scoring Criteria 4: Workforce and Volunteers – The Tennessee State Fair has historically employed more than 200 people and utilized more than 550 volunteers. Employees work as department heads and in ticketing, sanitation, parking, livestock and general fair duties. Skilled volunteers such as Master Gardeners work in specific areas while other volunteers assist in the information booth, livestock activities and other duties. It is important that the potential site be in close proximity to a critical mass of potential employees and volunteers to successfully operate the Tennessee State Fair.

<p><input type="checkbox"/> Does Not Meet (0)</p> <p><input type="checkbox"/> Approaching (5)</p> <p><input type="checkbox"/> Demonstrating (10)</p> <p><input type="checkbox"/> Excelling (15)</p>	<p>Does Not Meet (0 points): The proposal does not describe the potential for successful recruitment of adequate workforce and volunteers at the proposed site.</p> <p>Approaching (5 points): The proposal provides basic information on the potential for successful recruitment of adequate workforce and volunteers at the proposed site for the Tennessee State Fair and year-round operation of the site. The ability to recruit an adequate pool of employees and volunteers is limited.</p> <p>Demonstrating (10 points): The proposal clearly describes and demonstrates promise of the ability to successfully recruit an adequate workforce and volunteer pool at the proposed site for the Tennessee State Fair and year-round operation of the site.</p> <p>Excelling (15 points): The proposal includes strong evidence of the applicant's capability to successfully recruit a robust workforce and volunteer pool for the proposed site for the Tennessee State Fair and year-round operation of the site.</p>	<p>Comments:</p> <p>Click here to enter text.</p>
---	--	--

Applicant's Name: _____

Reviewer: _____

Date Reviewed: _____

Scoring Criteria 5: Community Assets – Community assets such as an adequate supply of medical support facilities, local law enforcement and area hospitality services (e.g., fuel, dining, and lodging) are important for hosting a large number of visitors to the state fair.

List any additional factors (assets/resources/partnerships) that would ensure the long-term success of the Tennessee State Fair and other agriculturally-focused activities at this site.

<input type="checkbox"/> Does Not Meet (0) <input type="checkbox"/> Approaching (5) <input type="checkbox"/> Demonstrating (10) <input type="checkbox"/> Excelling (15)	<p>Does Not Meet (0 points): The proposal does not provide adequate evidence of the site's access to medical support facilities, local law enforcement and area hospitality services to support the hosting of a large number of visitors to the state fair.</p> <p>Approaching (5 points): The proposal provides basic information about or the proposed site offers a minimal supply of medical support facilities, local law enforcement and area hospitality services to support the hosting of a large number of visitors to the state fair and other activities at the site. Minimal additional assets, resources or partnerships are identified.</p> <p>Demonstrating (10 points): The proposal provides a thorough description of the site including a detailed listing of the supply of medical support facilities, local law enforcement and area hospitality services to support the hosting of a large number of visitors to the state fair and other activities at the site. Services are adequate to support the current needs of the state fair. Additional assets, resources and partnerships increase the potential of success for the Tennessee State Fair and year-round operation of the site.</p> <p>Excelling (15 points): The proposal provides a detailed listing of the supply of medical support facilities, local law enforcement and area hospitality services which support the hosting of a large number of visitors to the state fair and other events. Significant services, additional assets and partnerships are expected to meet the current and future needs of the Tennessee State Fair and increase the long-term potential viability of the state fair.</p>	<p>Comments: Click here to enter text.</p>
--	---	---

Applicant's Name: _____

Reviewer: _____

Date Reviewed: _____

Scoring Criteria 6: Site Procurement, Development and Operating Costs - The need to invest upfront capital costs and sustain ongoing operational costs will be a factor in the site selection process. Lower costs and the potential of incentives or leveraged resources to offset costs will be considered. Applicant description and its capabilities to support the location of the Tennessee State Fair at its recommended site should be included. A plan for use of the site when not in use for the Tennessee State Fair to maintain the financial viability of the site is imperative.

<input type="checkbox"/> Does Not Meet (0) <input type="checkbox"/> Approaching (10) <input type="checkbox"/> Demonstrating (15) <input type="checkbox"/> Excelling (20)	<p>Does Not Meet (0 points): The proposal does not describe investment needs, operating costs, incentives, leveraged resources and/or a plan for use of the site when not in operation for the Tennessee State Fair.</p> <p>Approaching (10 points): A basic description of investment needs, operating costs, incentives, leveraged resources and/or a plan for use of the site when not in operation of the Tennessee State Fair is provided. The plan is incomplete or does not adequately meet the needs of the Tennessee State Fair.</p> <p>Demonstrating (15 points): A detailed description and estimate of investment needs, operating costs, incentives, leveraged resources and/or a plan for use of the site when not in operation of the Tennessee State Fair is provided. The plan demonstrates promise for adequately meeting the needs of the Tennessee State Fair.</p> <p>Excelling (20 points): A strong description and estimate of investment needs, operating costs, and plan for year-round use of the site is provided, which is expected to meet or exceed the needs of the Tennessee State Fair and help ensure long-term viability of the fair and the site. Evidence of the applicant's capability to provide incentives and leveraged resources is presented.</p>	<p>Comments: Click here to enter text.</p>
---	--	---

Applicant's Name: _____

Reviewer: _____

Date Reviewed: _____

Scoring Summary Table		
Scoring Criteria	Points Possible	Points Awarded by Reviewer
Criteria 1: Format and Summary	5	
Criteria 2: Logistics and Access	20	
Criteria 3: Site Area and Infrastructure	25	
Criteria 4: Workforce and Volunteers	15	
Criteria 5: Community Assets	15	
Criteria 6: Site Procurement, Development, and Operating Costs	20	
Total	100	

Final Recommendation and Reviewer Comments
Based on the review of the application, the reviewer makes the following recommendation for the application to be considered for further evaluation as part of the site selection process.
<input type="checkbox"/> Recommend for Full Proposal <input type="checkbox"/> Do Not Recommend for Full Proposal
Additional Comments: Click here to enter text.