A logo for a council

Description automatically generated

|  |  |  |
| --- | --- | --- |
| **<Name of Conference>**  **Request for Proposals** | | |
| **<First Contact Information>**  Name  email  phone number | **<First Contact Information>**  Name  email  phone number | **Contact Info**  <address>  <website> |
| **Send submissions and questions to <contact>** | | |

|  |  |
| --- | --- |
| **Decision Schedule** | |
| RFP Distribution: | <insert date> |
| **Proposal Submission Deadline:** | <insert date> |
| Semi Finalists Announced: | <insert date> |
| Site Visits Performed: | <insert date> |
| Selection Announced/Approved: | <insert date> |
| Contract Finalized: | <insert date> |

**Cities Receiving this RFP**

**<list all cities receiving RFP>**

**Submission Guidelines**

**Individual Properties:** Please ONLY submit if your property can house the entire conference, both in meeting space and sleeping rooms. Submissions for sleeping rooms only NOT submitted as part of a package will be declined.

**Bureaus:** incomplete submissions, submissions without preferred/secondary dates or confirmed sleeping room rates, and those received after the submission deadline cannot be considered. If you do not intend to submit a bid, please let us know that, too. **Please be sure to submit your best offer within your original proposal; there may not be any opportunity to revise bids.**

**Submission Requirements**

**Overview**

* City overview
* <name of group> Questionnaire (see last page)
* Estimated Pricing, Rental and any Concessions/Rebates
* Information on any property or nearby construction planned that may impact our event
* Information on any other groups currently contracted at hotel during or within 1 day before and after our conference dates.
* Information available regarding DEIA Initiatives in the City

**Housing**

* Individual Hotel Proposals (including floor plans, rates, concessions, etc)
* Information available regarding DEIA Initiatives at hotel

**Meeting Space**

* Grid of meeting space (date/time, size, purpose, cost)
* Floorplans
* Wireless Internet offerings
* A current sample license agreement and current policies/procedures

**Notices**

The contents of this Request for Proposal (RFP) are confidential and are provided to help prospective bidders submit proposals. This information may not be disclosed to others without expressed written consent of <component> staff.

<component> will not be liable for any expenses incurred by prospective vendors in the preparation of proposals. <component> reserves the right to change the general terms, conditions or specifications of the RFP.

<component> provides this RFP as a request for information and is not an intent to enter an agreement with any provider.

Properties and other vendors shall not offer gratuities, favors, or anything of monetary value to any staff member of <component> for the purpose of influencing consideration of this proposal.

No <component> contractor or board members should be contacted regarding this RFP.

Any hotel proposed will not offer to the general public, including on a website of its own or to travel agents, room rates during the conference dates that are lower than the conference rates. No other organization may host affiliated meetings at the property in the proposal without permission from <component>.

<component> has typically only contracted one city at a time. However, we understand that there are multiple examples of partnership between properties in various cities we are open to “multiple-meeting concessions.”

**About <Component>**

< Include what is important about your component, who your members are, a link to your past conference if you have, any information that will help cities understand more about your attendees and group>

**Meeting at a Glance**

|  |  |
| --- | --- |
| **Name of Meeting** |  |
| Attendees |  |
| Purpose |  |
| Attendees |  |
| Pattern |  |
| 2025 Dates |  |
| Total Room Block |  |
| Peak Nights |  |
| Peak Arrival |  |
| Peak Departure |  |
| Load-in |  |
| Move out |  |
| Largest Meeting Session Room |  |

**Meeting Space**

|  |  |
| --- | --- |
| <Dates you need space> | * <Insert what you are looking for in space> |

**Food and Beverage**

|  |  |
| --- | --- |
| **Expected F&B Spend** |  |
| Tuesday | <include what food expenses you have every day of your event> |
| Wednesday |  |
| Thursday |  |
| Friday |  |

**Room Block**

|  |  |
| --- | --- |
| **Total Room Block Requested** |  |
| Pricing Model |  |
| Cut-off |  |

**Historical Data**

< Insert any historical rooming block data>

**Attendance History**

< Insert any historical attendance data>

**Considerations**

<Component> would like to secure as many of the following considerations as possible. Proposals that can provide all or most of the following will be evaluated more favorably.

|  |  |
| --- | --- |
| **Meeting space needs** | |
| REQUIRED | DESIRED (in addition to required) |
| * All items incidental to and typically required for, convention‑type meetings, such as risers, skirting, tables/linens, chairs, easels, lecterns, etc. - complimentary * No charges for standard meeting set-ups/changes * No charges for room turns that include F&B |  |
| **Room Block** | |
| REQUIRED | DESIRED (in addition to required) |
| * 1:40 Comp, Cumulative * 25% Attrition, Cumulative * Ability to decrease or increase room block by 15% 24 months out * Room block review following event * Comped WiFi in sleeping rooms | * Comped fitness center access * Confirmed rates |
| **Additional room comps (above and beyond comped) for duration of convention** | |
| REQUIRED | DESIRED (in addition to required) |
| (1) presidential suite (1 bedroom, Club Lounge)  (Monday-Saturday)  (1) Additional suite (1 bedroom, Club Lounge)  (5) 50% rate staff/vendor rooms | (12) 50% rate staff rooms (for Board of Directors) with Club Lounge access |
| **VIP Treatment** | |
| REQUIRED | DESIRED (in addition to required) |
| (3) Welcome amenities | (4) VIP Roundtrip Airport Transfers to hotel |
| **A/V** | |
| REQUIRED | DESIRED (in addition to required) |
| * Complimentary WiFi in meeting space and Exhibit Hall * No charge to use outside vendor for any meeting space * 20% discount on in-house A/V |  |
| **Food and Beverage** | |
| REQUIRED | DESIRED (in addition to required) |
| * 20% discount for F&B * Complimentary water stations in meeting space |  |
| **Planning** | |
| REQUIRED | DESIRED (in addition to required) |
| (4) Comped room nights for planning, based on availability  Meeting Room Comped | Parking/ Breakfast |
| **Miscellaneous** | |
| REQUIRED | DESIRED (in addition to required) |
| * Comped storage and delivery of registration materials sent from <components> |  |

**Evaluation Factors**

<Insert Bullet Points on what you will be reviewing /evaluating most on ( cost of room, walkability, etc)

**How to Win This Bid**

**The following information is provided as narrative to help those interested think about how to best position their proposals.**

**Example:**

* ADA compliance is a requirement—but just because it meets ADA standards, having space across five floors is not adequate.
* This organization places high value on diversity and social justice, hosting diversity breakfasts and receptions throughout its convention. Expressing commitment to these issues is vital.
* **This is the 21st Century – WiFi is looked upon by academics as a given, not as an optional item.**

**<Component> Questionnaire**

|  |  |
| --- | --- |
| Average temperature in city on <date of event>? |  |
| Cab fare from airport to and from hotel? |  |
| Alternatives to cab and their rates? |  |
| Is free WiFi provided in meeting space/exhibit hall? |  |
| Please elaborate on any construction planned at or near any of the properties/centers in this proposal? |  |
| Current cost of a gallon of coffee in hotel? |  |
| Is your hotel providing at least a 1:40 cumulative comp and 80% attrition? |  |
| Has your hotel agreed to offset housing bureau costs? |  |
| How close is the nearest Starbucks to the hotel? |  |