

VIRGINIA CHAPTER of NENA

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Request for Proposal

Virginia NENA/APCO Spring Conference
Hosted by: Virginia Chapter of NENA

Current Solicitation:

The Virginia Chapter of the National Emergency Number Association (NENA) is currently soliciting proposals from venues interested in hosting our Annual Spring Conference for the years 2020 to 2022.

About Virginia Chapter of NENA:

The Virginia Chapter of NENA is a non-profit organization for 911 Public Safety Professionals. The organization's purpose is to be a leader in the public safety and emergency telecommunications arena in Virginia, represent its members before communication regulatory agencies and policy making bodies, and strive toward citizens having immediate access to emergency public safety services so that safety of human life, protection of property, and civic welfare are benefited to the utmost degree.

About Event:

The Virginia Chapter of NENA holds the Virginia NENA/APCO Spring Conference and awards ceremony annually in the spring. Our attendees are 9-1-1 professionals, administrators, dispatchers, and vendors (sponsors). Attendance is higher when hotel rates are secured at the State of Virginia per diem rate. Attendees are internet users and often benefit from complimentary access. The board is made up of 8 individuals who often initiate their conference planning one year out at the conference site. We seek creative solutions to menu pricing to help with our costs.

The RFP response should include a separate proposal for each year 2020, 2021, and 2022 with the understanding that it may not be consecutive at any one location. However, we are interested in incentives that are available should we decide signing a multiple year contract is within our members' best interests.

Decision Factors:

State of Virginia per diem room rates, available for weekend prior through the weekend after the conference period for up to 10 rooms per day

Close proximity of meeting space to the Sponsor space

Adequate meeting and sponsor space

Conference site proximity to shopping and other attractions is reasonable (walking distance or within two miles driving)

Conference site location within proximity to reasonably priced restaurant

Complimentary storage of boxes within 3 days of arrival time

Discounts and concessions provided by hotel:

- Free or substantial discount on parking 2 Complimentary Deluxe Suites for duration of the conference
- One Complimentary Sleeping room per 30 room nights
- 5 upgrades to suites at group rate
- Complimentary luggage storage for attendees on Friday
- Hotel bar remains open until midnight
- Complimentary access to internet in sleeping rooms
- 10% rebate on total food and beverage expenditures credited back to master account to help offset the cost of the meeting
- Complimentary pre-planning meeting to include: up to 8 complimentary rooms for 1 night, complimentary meeting room for one day and complimentary continental breakfast in the meeting room
- Complimentary access to the internet in sponsor space
- Complimentary access to the internet in meeting rooms
- Fees waived for use of hotel audio visual, speakers, microphones, tables, etc.

Site Visits:

The Virginia Chapter of NENA Executive Board wishes to view hotel and conference facilities as part of the RFP evaluation. Complimentary accommodations up to 6 rooms for Board members, a tour of the facilities/entertainment space, and sampling of catering menu would be desired as part of this process.

Meeting/Conference Space Requirements:

Meeting space, hotel rooms and such must follow the public accommodation requirements for the Americans with Disabilities Act and any applicable state or local laws in the respective location.

The following room requirements are needed for the duration of the conference:

- Registration area in main flow of conference/meeting area for ease of access to attendees
- Four meeting rooms, capable of holding 50-75 persons seated in chairs
 - Alternative seating strongly desired for these rooms to handle 25-30 persons seated at tables with the remainder seated in chairs to the rear of the room
- Fifth meeting room, capable of handling sponsor display tables/areas, approximate size 10' x 6', totaling up to 12 – 20 sponsors total
 - Ideal sponsor arrangement would be along the flank walls, with the room center open for break and/or meal buffet tables and walking room in between each
- Ballroom area, including a stage area at the head of the room, for use during opening session, awards luncheon, and entertainment night
 - Other uses as indicated by the conference committee
- Board room, or similar style arrangement, needed for use as a “war room” for the entirety of the conference
 - Room must have the ability to be locked, with two access keys issued to the Chapter President and the Conference Chairperson
- Additional room for use as a small store area, with ease of access to conference attendees
 - Room must have the ability to be locked, with two access keys issued to the Chapter President and the Conference Chairperson

Event Information

Event Name: Virginia NENA/APCO Spring Conference, Hosted by: Virginia Chapter of NENA

Event Target Date: Second week of May 2020, 2021 and 2022

Event Duration: 5 days: 2 days Conference Committee Arrival for planning and set up and 3 days for event
(Event pre-conference course and meetings begin on Wednesday 8:00 a.m. and end on Friday at 12 p.m.)

Total Attendees: 200+

Largest room required: minimum 5,750 Square Feet

Contract Signature location: Virginia

Business Objective: To obtain affordable pricing at a location convenient to those traveling with the best facilities to hold the large number of attendees. To grow the conference by offering the best training available, with the greatest return to the members for their investment.

Destinations under consideration (include but are not limited to): Virginia Beach, Norfolk, Portsmouth, Williamsburg

Additional Information: Pre-conferences classes to be held on Wednesday prior to the conference. Sessions begin on Thursday with a General Session, followed by four concurrent classroom training sessions. Sessions continue through Friday morning. An Exhibit Hall at a minimum of 2,500 SF is required (or the largest space needed to handle 12-20 sponsor booths as listed above). Sponsors setup displays on Wednesday morning, and remain through the end of the entertain event Thursday (approximately 11 PM). A welcome reception is held with hors d'oeuvres Wednesday evening. An awards lunch is served on Thursday which requires plated dining for approximately 250. An entertainment party is held Thursday evening with buffet style hors d'oeuvres for approximately 150-200 people.

Room Block Requirements:

Room Block Requirements

	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Run of the House	5	5	5	10	50	125	125	10	10

Total Room Nights: 345 (Sat. – following Sun.)

Peak Room Nights: 250 (Thur. – Fri.)

Sponsor Exhibit Space Requirements:

- Minimum 2,500 square feet; 10-12 10' x 6' booths
- Electricity and Internet Access at all booths
- AV (either venue or 3rd party vendor)

Audio Visual Requirements (provided by venue or third-party vendor):

- Background music
- Internet wired/wireless

- LCD projectors
- Lecterns
- Staging
- Microphones wired/wireless.

Evaluation Criteria:

The Virginia Chapter of NENA will evaluate proposals based on the specific factors described in this section, in addition to the preferences described above. For completeness, proposing venues should carefully check that all preference factors in this RFP have been addressed in their proposals.

Total Conference Cost – both for the Chapter and for our attendees – are a significant input to our decision-making process. In particular, the Virginia Chapter of NENA will consider the relative cost of hotel rooms, meeting rental fee, catering, internet service, and local labor requirements.

Evaluation Process:

The Virginia Chapter of NENA will review proposals submitted by the submission deadline for completeness and suitability. During this process, we may schedule follow-up calls with responding venues, or request further information in writing to augment the original submission.

Once we have reviewed all timely and complete proposals, we will select a small number of respondents for an initial site visit. Selected venues will be notified of our intent to conduct a visit via email. Once we have completed site visits, we will notify selected venues of our intent to enter final negotiations and request a tentative hold for convention space and hotel rooms.

Venues that are eliminated from consideration will be notified of our decision at various times during the review process.

Proposal Contents:

All submissions should include the following:

- Narrative proposal addressing the preference factors and evaluation criteria described in this document;
- Available event dates, as described herein, by year for the entire period of 2020 through 2022;
- Committable room block by hotel and stacked column chart showing total room block per night, by hotel;
- Meeting space plan with floorplans and hi-resolution photographs, including a detailed proposal for space allocation during the events listed herein;
- Current catering menu and proposed cost;
- Detailed explanation of any restrictions or location limitations for signage, temporary structures, carpet decals or other marketing materials within the convention space;
- Detailed description of local labor policies application to the Virginia Chapter of NENA and chapter-hosted sponsors;
- Hotel/Conference Center parking details;
- Description and photographs of unique local landmarks, venues, or other elements that could be incorporated into the conference theme.

RFP Response:

All proposals are being coordinated through the Virginia Chapter of NENA Executive Board. The Executive Board will gather all proposals and evaluate in accordance with the deadline schedule indicated below:

Response Deadline: Friday, March 1, 2019, 5pm
Site Visits Scheduled: TBD
Intent to Award: June 15, 2019 – July 1, 2019

Proposals must be submitted electronically. Proposals should be prepared in a searchable PDF format and emailed to info@virginia-nena.org.