

Contents of the NACW Conference Bid Proposal Package

The required contents of the conference bid proposal package as identified below are critical to your bid proposal. The omission of any information may cause your Commission to be excluded from the bid process. Please, take special care to review and include each item in your professional proposal. Thank you.

1. The bid proposal package must include narrative sections addressing each of the following site solicitation criteria:

- Capacity of hotel(s) to house entire conference based on 100 projected attendees
- Proximity of government and other women's agencies (federal, state, municipal, and local) within and surrounding the proposed city
- Comparative cost of services /products in the area
- Access to various means of transportation
- Availability and location of trainers/speakers in the immediate vicinity of the proposed city
- Potential level of corporate sponsors (include the business names, addresses, and points of contacts)
- Marketing plan for the national conference
- Availability and number of willing Commission members (and staff) to support the conference
- Commissions in the metropolitan area or region
- Local, area restaurants and attractions within walking distance of proposed conference location/hotel

2. Cover letters of endorsement from: Commissioners, Governor, Mayor, City Council/Chair, County Judge-Executive, and Convention and Visitors Bureau.

3. A draft agreement with proposed hotel and /or convention center. This draft agreement should include:

- Hotel name, city, state, contact name, telephone number, fax number, and email address
- Proposed conference dates (Month of July, usually three-four days, dates flexible)
- Guest room commitment (breakdown by day/date, type of room, total room nights, etc.)
- Room rates that do not exceed the prevailing Federal government per-diem rates, if at all possible. Same rates for single or double room.
- Reduced rates for suites
- Complimentary accommodations and services; VIP amenities; Internet service
- Meeting rooms and exhibit space at no cost (include sheet detailing room details and facilities, floor plan(s))
- Banquet facilities (include seating capacity and menus)
- Insurance requirements (if necessary)
- Security requirements (if necessary)
- Audio-visual services available and cost sheet
- Transportation services, to and from airport, in-town, etc.
- Parking services: valet, self-park
- Cancellation clause
- Reservation policy and procedure, Hotel web site, toll-free number
- Special concessions Hotel will provide NACW
- Entertainment venues within walking distance of Hotel
- Local sites of interest/historical/educational and of distinction to the city