



National Association of COMMISSIONS FOR WOMEN

January 31, 2018

TO: NACW Member Commissions
FROM: Kristin Garvey, Conference Planning Team Leader
RE: ***Call for Intent to Bid Proposals for 2019 and 2020 Annual NACW Conference and Business Meeting & Contents of NACW Bid Proposal Packet***

The National Association of Commissions for Women (NACW) is seeking Bid Proposals for the 2019 and 2020 **Annual NACW Conference and Business Meeting**.

During the course of almost 40 years, NACW members have traveled to exciting venues and enjoyed productive and informative conferences. If your Commission is interested in serving as the Host Commission for an upcoming conference, please read the following instructions and complete the necessary requirements.

Step 1: Submit a notice of Intent Bid to host the 2019 conference by sending an email to NACW at nacw@nacw.org by **February 15, 2018**. The ***Intent to Bid*** should state the 1) desired conference year, 2) partnership with local convention and visitor's bureau, 3) potential collaboration with any other local women's commissions or organizations and, 4) *demonstrate a commitment and capacity by commissioners/staff to organize and meet conference local/regional planning and fundraising*. Please include a list of commissioners and staff with contact information.

All potential Host Commissions submitting an email indicating interest to host a conference will receive the NACW Conference and Business Meeting Planning Guide.

Step 2: Prepare **Conference Bid Proposal Packet**. Thoroughly review the enclosed **Contents of the NACW Conference Bid Proposal Packet** information. **IMPORTANT:** *Final selection will be determined by a rating of each item.*

Step 3: Send the **Conference Bid Proposal Packet** by March 31, 2018, to NACW at nacw@nacw.org. Early submissions are welcome. Bid Proposals received after the deadline may not be considered.

Contents of NACW Conference Bid Proposal Packet

The required contents of the conference bid proposal package as identified below is 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:

- Availability of trainers/speakers in the immediate vicinity of the proposed city
- List potential local/regional sponsors
- Marketing plan to promote local/regional attendance
- Availability of Commission Board members to support the conference
- Commissions in the metropolitan area or region, if any
- Local area restaurants and attractions within walking distance of proposed conference location/hotel.
- Prepare a preliminary/draft conference agenda outline (refer to Conference Planning Guidelines, chapter 3, pages 12-13)

2. Written documentation (e.g. support letter, etc.) that the Mayor, Supervisor/Commissioner or Governor supports the bid.

3. Additional cover letters of endorsement from any of the following: Commission Chair, Governor, Mayor, City Council/Chair, County Chair, Convention and Visitors Bureau to engage into a partnership with a site-services company to identify potential conference hotels and to generate a Hotel Comparison Summary Report.

4. Contact NACW Office (1-855-855-703-6229) to be introduced to a site-services company, affiliated with NACW that will assist your commission to identify potential conference hotels and to generate a Hotel Comparison Summary Report. This service is provided to assist the potential Host Commission with important hotel information required in the bid. The Hotel Comparison Summary Report that will be provided by the site services company will include the following information:

- Capacity of hotel to accommodate approximately 100 attendees
- Availability in the months of May, June, July, August, September
- Room night rates (not to exceed Federal Government per diem)
- Room night % performance
- Resort Service Fee and other additional fees
- Deposit policy
- Liability insurance requirement
- Final contract signing date
- 2-3 COMP rooms for VIP/ reduced rates
- Number of room nights required for complimentary room
- Conference room night rated extension (3 days before, 3 days after)
- Internet access (registration, meeting rooms, banquet room, guest rooms)
- Hotel parking
- Food and beverage minimum

- Meeting, banquet, exhibit room rental charges
- Airport shuttle/other transportation availability
- Cancellation policy
- Workroom/storage space availability
- AV Services
- Meeting room supplies (linens, water, etc.)
- Final meal guarantee date
- Group cancellation policy
- Final Program Agenda deadline (room space adjustment)
- Proximity to area restaurant and local attractions

More Information to Know:

- Host Commissions are encouraged to ask for assistance from other commissions in their state.
- A bid proposal with Multiple Host Commissions is required to include a partnership agreement amongst the potential host commissions.
- The NACW Conference Team will meet with the Host Commission on an ongoing and regular schedule to offer guidance and assistance with conference planning.
- NACW and the Host Commission will approve and sign a Memorandum of Understanding outlining NACW conference responsibilities and Host Commission conference responsibilities.
- The NACW Annual Conference is a fundraiser for NACW. The Host Commission and NACW Resource Development Team agree to raise local/regional funds and national sponsorships respectively, needed for conference expenses and to benefit NACW. The NACW Resource Development Team will provide oversight and collaborate with the Host Commission on strategies/action plans to meet fundraising goals.
- The NACW Conference Team will provide the Host Commission with Conference Planning Timelines/deadlines for a successful conference.
- The selected 2019 Host Commission will be announced at the 2018 Annual NACW Conference and Business Meeting so it is important to have someone attend the conference to provide a presentation to the conference attendees. The 2020 Host Commission may also be announced if the information is readily available.



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NACW Conference Bid Process Deadlines & Process

<p>January 31, 2018</p>	<p>Conference Bid Process opens.</p> <p><i>NACW announces Intent to Bid process and provides Conference Bid Proposal Outline and instructions at annual conference and on www.nacw.org and disseminate to member commissions through email system.</i></p> <p>Discuss Intent to Bid with your commission to determine if there is interest in, and financial support for, hosting NACW Conference. Be sure to include all appointing authorities (Governor, Mayor, etc.) and engage in open conversations with the local Chamber of Commerce and Conference/Visitors Bureau.</p> <p>The Host Commission Board of Directors should hold a formal vote and obtain approval.</p> <p>IMPORTANT: Submit verification of authorized approval(s) when submitting your <i>Intent to Bid</i> email notice.</p>
<p>February 15, 2018</p>	<p>Send <i>Intent to Bid</i> email notice to the NACW Conference Planning Team Chair at nacw@nacw.org by the January 31st deadline. <i>Intent to Bid</i> notices received after the deadline may be considered with Executive Committee approval.</p> <p>The <i>Intent to Bid</i> email notice of interest should include the following:</p> <ul style="list-style-type: none">• desired year of conference• documentation indicating potential partnerships with such entities as the local Chamber of Commerce and/or Visitors Bureau• collaboration with any other local commissions or women’s organizations• potential regional/local sponsorships• verification of authorized approval(s) from Commission Board of Directors and/or other authorities <p>IMPORTANT: list 2-3 hotel sites that NACW and/or the NACW-contracted hotel site selection service can follow up with.</p>

	<p><i>Commissions submitting an Intent to Bid notice will be sent Contents of the Conference Bid Proposal Packet within ten business days. Thoroughly review and complete the instructions. Begin work on your proposal as the October 31 deadline is just round the corner! Proposals received after the deadline may not be considered.</i></p> <p>A hotel site selection service approved by the Executive Committee will have the exclusive responsibility to research the 2-3 hotel sites identified in the <i>Intent to Bid</i> submissions. The NACW Executive Director will provide them with a “tentative” conference agenda and estimated room-block needs. They will begin preliminary negotiating and complete a hotel summary-comparison report that incorporates NACW requirements (room nights, meeting room accommodations, food and beverage costs, AV needs, hotel amenities, etc). The completed hotel summary-comparison reports will be provided to Commissions that submitted an <i>Intent to Bid</i> notice for inclusion in their Final Bid Proposal packet.</p>
March 31, 2018	<p>Submit Final Conference Bid Proposal packet, including the hotel summary-comparison report, to the Conference Planning Team Chair to nacw@nacw.org. Proposals received after the deadline may not be considered. Please do not send Conference Bid Proposals by mail.</p>
May 31, 2018	<p>The Executive Committee will announce the final decision of Conference Host Commission. The NACW President will send a letter to all Commissions submitting a conference Bid proposal. An announcement will be made through NACW communications. A formal presentation will be made by the 2019 host commission at the 2018 NACW conference.</p> <p>With the approval by the Executive Committee, the hotel site selection service will inform the selected hotel and proceed with negotiating a preliminary Group and Event Sales for presentation to the Executive Committee for review, discussion and final approval.</p> <p>The selected host commission will designate one person to participate in monthly NACW Conference Planning Team meetings to observe conference planning for the immediately upcoming conference and submit status reports as needed.</p>
August 2018	<p>NACW Executive Committee to approve and sign the Final Hotel Group and Event Sales contract and will submit the final signed contract to the host conference hotel.</p>
August 2018	<p>The 2019 Host Commission makes formal presentation to membership at annual conference.</p>