

WASHINGTON STATE NCSL 2015 HOST COMMITTEE

**REQUEST FOR PROPOSAL FOR
EXECUTIVE DIRECTOR
2015 NCSL LEGISLATIVE SUMMIT**

**for
Washington Host Committee**

For additional information, please contact:
Melinda Ellis-McCrary
Washington State Legislature
Phone: 360-786-7385 Email: melinda.mccrady@leg.wa.gov

Firm Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Telephone: _____ E-mail: _____

Signed: _____ Date: _____

Print Name
and Title: _____

**REQUEST FOR PROPOSAL FOR EXECUTIVE DIRECTOR
NCSL 2015 LEGISLATIVE SUMMIT**

The Washington Host Committee (Host Committee) seeks to contract with an Executive Director for the purpose of providing planning and management services for the National Conference of State Legislatures (NCSL) 2015 Legislative Summit to be held in Seattle, Washington, August 4-7, 2015.

Proposals must be submitted no later than March 14, 2014.

General Information:

The NCSL Annual Legislative Summit will take place in Seattle, Washington August 4-7, 2015.

This will be NCSL's 41st Legislative Summit. The Legislative Summit Meeting has been held in cities and states across the nation and invites legislators, legislative staff, lobbyists and others from all 50 states as well as US territories and commonwealths. The average attendance of the Legislative Summit is approximately 6,000 people, and includes exhibits with approximately 300 companies and 1,000 exhibitors. Delegates will attend approximately 160 sessions at the Washington State Convention Center (WSCC), while family members participate in planned activities and tours throughout the city. The Host Committee will review and approve the social event venues and guest and children programs, manage the Washington volunteers (typically legislative staff members), and coordinate transportation for the conference.

Purpose:

The Executive Director (ED) will provide management and event planning services to the Host Committee in conjunction with NCSL's 2015 Legislative Summit meeting to be held in Seattle. The executive director will work with the Host Committee, NCSL, contract fundraiser, and the designated convention and tourist groups in Seattle in completing the scope of work described below:

Scope of work:

1. Coordinate an opening and a closing event for 4,000-6,000 at the 2015 event in Seattle: handle theme development, menu preparation, procurement of entertainment, budget management, and the hiring of subcontractors in the coordination of events.
2. Arrange and negotiate site contracts for special events.
3. Coordinate an exhibition booth and a promotional event for the 2014 NCSL Annual Summit in Minneapolis.
4. Coordinate with the dedicated fundraiser to meet fundraising and budget goals to cover the cost of all host committee activities.
5. Assist, as requested, in the design, production, and distribution of promotional materials to attract participants to the Legislative Summit. (i.e., invitations, activity guide, logo, and brochures.)
6. Manage an exhibit and distribute related promotional items for the Host Committee at the WSCC in Seattle.
7. Working with NCSL, arrange and coordinate tours, learning programs, and other activities for guests and children attending the conference.

8. Arrange and coordinate the efficient operation of a transportation system including, but not limited to, shuttle services between the airport, hotels, meetings, special events, and tours, as may be directed by the Host Committee.
9. Create and maintain a master schedule of events for the conference.
10. Distribute thank you letters to sponsors and other special guests, as needed.
11. Integrate and coordinate staff effort among NCSL staff, the Host Committee, legislative staff and the City of Seattle to develop a structure for volunteer participation to support hospitality and event activities.
12. Manage all aspects of the Host State volunteers for the Legislative Summit (200-300 people) for the week of the program, including but not limited to overall volunteer placement, scheduling, training, special event staffing, etc.
13. Provide information and make presentations regarding the status of the social events, transportation, and guest/children programs.
14. Work within budget estimates for social events, transportation, and children and guest programs
15. Work with corporate sponsors to create in-kind contribution opportunities to supplement projected budget activities.
16. Create, maintain, and finalize meeting budget.
17. Working with NCSL and the Host Committee:
 - a) Compile a comprehensive event itinerary, provide copies to NCSL and the Host Committee prior to the event; and
 - b) Provide a comprehensive final report to NCSL and the Host Committee within 30 days of the conclusion of the meeting

Proposal Preparation and Submission:

A proposal must be prepared in accordance with this request for proposals and include this document and photocopies thereof with an original signature on each. *ONE ORIGINAL AND SIX COPIES* must be submitted on or before the closing date indicated on page 1.

Please submit the proposal and six copies to:

Melinda Ellis-McCrady
Washington State Legislature
PO Box 40600
Olympia, WA 98501
Phone: 360-786-7385
Email: melinda.mccrady@leg.wa.gov

The person signing the proposal must be authorized to commit the applicant and to conduct negotiations or discussions if requested or required.

The Host Committee reserves the right to reject any or all proposals, to waive any informalities or minor irregularities, and to make the award in the best interest of the Washington Host Committee, with or without further discussions or negotiations.

The Host Committee assumes no liability for any costs incurred by applicants in the preparation and delivery of a proposal in response to this request for proposals, or attendance at any subsequent meetings relative to responding to this request for proposals.

The applicant may modify a proposal at any time, in written form, before the closing date listed on page 1. A proposal may be withdrawn at any time, upon written notice to the Host Committee.

The applicant's response to this request for proposals will be the primary source of information used in the evaluation process. Therefore, each applicant is advised to be as complete as possible in the initial response. The Washington Host Committee may contact any applicant to clarify any response, contact any current users of the applicant's services, solicit information from any available source concerning any aspect of the proposal, and seek and review any other information it deems pertinent to the evaluation process.

Publicity:

No announcement concerning the award of the contract as a result of the RFP may be made by the successful applicant without the prior written approval of the Host Committee. Additionally, the successful applicant shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of the Washington Host Committee, except as specifically authorized in the contract awarded.

Evaluation of Proposals:

The Host Committee will evaluate the proposal, but reserves the right to delegate the review of proposals to NCSL or a subcommittee thereof. The Host Committee will evaluate each such applicant and proposal on the following factors, without limitation, which are not listed in relative order of importance:

1. Responsiveness of proposal to request for proposal;
2. Functional and technical merit of proposals, including:
 - a) Qualification of the vendor;
 - b) Qualification of the assigned staff (if any);
 - c) Prior experience with similar projects/events;
 - d) Working plans for the project; and
 - e) Demonstration of understanding of the requirements of the contract.

3. Cost; and
4. Oral presentation, if any.

Project Records:

The contractor agrees that the books, records, documents, and accounting procedures and practices of the contractor relevant to this agreement are subject to inspection, examination, audit, and copying by the State of Washington, at reasonable times and with reasonable notice.

Any reports, studies, photographs, or other documents prepared by the contractor in the performance of its obligations under this agreement are the exclusive property of NCSL and the Washington Host Committee and all such materials must be remitted to NCSL by the contractor upon completion, termination, or cancellation of this contract.

The contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of the contractor's obligations under this agreement with the prior written consent of the Host Committee.

RFP Application:

Instruction: Please complete all information requested in the following application. Provide any additional information regarding your company that would be helpful to us in evaluating your proposal. Additional pages may be added if necessary. **Please submit one original hard copy of your proposal, with others submitted electronically.**

Completed application must be submitted to

Melinda Ellis-McCrady

Washington State Legislature

PO BOX 40600

Olympia, WA 98501

Phone: 360-786-7385 Email: melinda.mccrady@leg.wa.gov

1. **Applicant Summary Information:**

Name:

Contact person:

Address:

Telephone:

Federal Tax ID#:

Email:

Website:

2. Description of Company:

Describe your company, including organizational structure, locations of offices, experience, financial stability, and qualifications of key personnel to be assigned to the project.

3. List of Owners:

Provide a complete list of owners.

4. Project Work Plan

The proposed work plan must include a detailed plan and time schedule identifying the activities that must occur, and responsibilities of the applicant.

5. Current references

List a minimum of five references, including the name of a contact person, name of company, address and telephone number. The references must include a least 3 specifically related to the applicant's experience as an events coordinator.