**REQUEST FOR PROPOSALS**

for a SERVICE

for the ILLINOIS ASSOCIATION OF FFA

1. **BACKGROUND**

The Illinois Association of FFA is a career and technical student organization for Illinois students enrolled in agricultural education. Each year, the organization hosts conferences around the state focusing on leadership development of FFA members. During the conferences, advisors of the students take part in professional development activities as well.

At this time, Illinois FFA is soliciting proposals for host sites for Middle School Conferences in the 2023-2024 school year. A basic scope of the event is included below.

1. **SCOPE**

**Conference Dates:**

November 7-8, 2023

April 22-26, 2024

\*Conferences will be held as single day events within these ranges. Hosts should indicate which dates they have available within these ranges.

**Conference Capacity:**

1 room for 100-150 students at table groupings of 8-10 participants

1 room for ~20 advisors classroom style

**Schedule:**

1 registration/HQ area ~2 tables – 7am-7pm

1 room for 100-150 students set banquet style– 7am-6pm

* A/V – 2-3 microphones (FFA will bring projectors, screens, and power cords)

1 room for ~20 advisors classroom style – 7am-6pm

Wifi for all participants

Lunch and snack in same rooms above

**Catering Needs:**

Lunch and Afternoon Snack Break

1. **REQUIREMENTS AND FORMAT OF PROPOSAL**

Part 1 – Letter of Transmittal

A letter of transmittal, signed by an individual authorized to initiate contracts on behalf of the bidding agency, should include:

 Length of time the proposal will remain valid after the deadline for proposals

 Name, title, address, telephone number, and email for project contacts

 Name, title, address, telephone number, and email for those signing contract

Part 2 – Bids for event

Please submit bids including food and beverage options/suggestions, meeting space, and audio/visual pricing. Detailed cost estimates should be developed including any special offers or partnerships with your college or the city convention and visitor’s bureau.

Please include any unique opportunities available on your campus for students that attend (ex: simulators, lab tours/experiences, drone presentations, etc.). We are still working on conference schedules and would like to include opportunities for students to experience what your institutions offer as possible.

All agreements must include an “Act of God” clause that relieves Illinois Association FFA and facility of performance should severe weather, etc. preclude holding the convention or preclude travel to the convention by a large portion of attendees.

 **PROPOSAL EVALUATION CRITERIA**

Illinois FFA reserves the right to not select the lowest bid. Illinois FFA will evaluate proposals and select a host site to complete the service based upon the following factors:

* Quality and detail of bids
* Reasonableness of cost
* Conference Center’s track record of successful completion of similar events
1. **TIME FRAME**

Proposals are due to Illinois FFA no later than July 24, 2023.

Please include any additional information not specifically requested if it may be helpful in proposal evaluations.

Illinois FFA may request any additional information necessary after review of initial proposals.

Those submitting proposals will be contacted in late August with information regarding the proposal selection process.

1. **SUBMITTAL INFORMATION**

Please submit proposals including the elements outlined above to Illinois FFA by end of business (4:30 p.m. CT) on July 24, 2023. Proposals should be emailed to Patti Davis, Illinois FFA Center Special Projects & Events Specialist – pdavis@illinoisffa.org.

\*\*Note: files sent via email must be a word document or PDF.

Any questions may be addressed to Patti Davis (pdavis@illinoisffa.org – 217-753-3328 ext 107) or John Edgar (jedgar@illinoisffa.org – 217-753-3328 ext 102).

Thank you for your interest in working with Illinois FFA.