

REQUEST FOR PROPOSALS
Georgia City County Management Association
Fall Conference 2010

The Georgia City County Management Association is seeking proposals from member jurisdictions to host the 2010 Fall Conference. The three day meeting will be held in late October or up to the middle of November, we prefer not to meet the first week of November due to elections.

There are usually 75-90 members in attendance at this meeting. The meeting begins with a luncheon on Wednesday and ends at 12:00 noon on Friday after the close of the general session. The following requirements must be met to qualify to host this conference:

Hotel/ Motel Minimum Requirements:

- One hotel/ motel must provide up to 75 rooms.
- The hotel/ motel must provide meeting/ conference facilities as required, are within walking distance of these facilities, or have transportation to these facilities available.
- The meeting/ conference facilities must be able to accommodate planned meals and refreshments for breaks a minimum of 75 attendees.

Meeting Requirements:

- One meeting room which can be set classroom style comfortably for 75-100 people with no columns to obstruct view and no outside distractions such as kitchen noise or noise from other group meetings.
- Meeting room to be used for an executive board meeting from 9:00am-12:00pm on Wednesday
- Provide convenient location and adequate space for conference registration for 75-100 attendees from 11:00 a.m. on Wednesday until 12:00 noon on Friday.

Planned Meals Requirements:

- Be able to serve (in a room other than the meeting room) planned meals for a minimum of 75 people for the following meals:
 - Wednesday lunch
 - Wednesday dinner/banquet
 - Thursday breakfast (full service)
 - Thursday lunch
 - Thursday reception
 - Thursday dinner/ banquet with entertainment
 - Friday breakfast (full service)
- Provide a convenient area for the following refreshment breaks:
 - Wednesday mid afternoon
 - Thursday mid morning
 - Thursday mid afternoon
 - Friday mid morning
- Refreshments should include coffee, soft drinks, juice, bottled water, and light snacks.

Hospitality Requirements:

- Provide a large complimentary hospitality room to accommodate 40 – 50 people with a full bathroom and the ability to bring in own alcohol.
- Quality customer service by all hotel staff.

Community Requirements:

- Provide options for facilities outside of the hotel and meeting facilities where the Thursday night banquet might be held. This facility should be outstanding in that it provides historic, educational, interesting, etc. value.
- Provide options for outside educational or recreational facilities such as golf, tours, etc.
- Consideration will be given to jurisdictions that can locate sponsors to help defray the cost of golf and/or other recreational activities (It is understood that not all jurisdictions will be able to offer this service).
- Provide bus transportation to off-site activities

Five copies of the following information must be submitted to and received no later than 5:00 pm, August 19, 2009 to Jean Lord, Carl Vinson Institute of Government, 201 N Milledge Avenue, Athens, GA 30602-5482.

1. City and/or County manager name, address, phone number, fax number, and email address, or the name, address, phone number, fax number and email address of any other principal contact in your local government for this proposal.
2. Statement of qualifications to meet the aforementioned requirements for hotel/ motel accommodations, meeting requirements, planned meals requirements, hospitality requirements, and community requirements.
3. Responses to the attached questionnaire.
4. Visual aids such as brochures, pictures, etc. of the proposed facilities.
5. Menus of meals available including breakfast, lunch, dinner and snacks for breaks.
6. A breakdown of all cost including room rates, meals, transportation to any off site facility, and any other associated cost.
7. Options for dinner and entertainment for the Thursday night dinner. All costs associated with this dinner and entertainment should be listed including transportation.
8. Provide information on any prior conferences similar in scope that your local government has hosted in the last four years.

Questions concerning this RFP may be addressed to – Jean Lord, lord@cviog.uga.edu or via telephone at, 706-542-9534.

Thank you for your interest in this proposal. We look forward to hearing from you.

GCCMA QUESTIONNAIRE

1. Name and address of Hotel.
2. Room rate per night
3. Name and address of training facility if different from hotel.
4. Distance of training facility from hotel.
5. Transportation arrangements to training facility and/ or any other off site events.
6. List all costs associated with using the training facility. Include facility rental, charges for A/V equipment, skirted tables, easels, risers, podiums, internet access, etc.
7. How many people will the training room accommodate in a classroom style setting with an unobstructed view?
8. Is the training room located in an area away from distracting noise such as kitchen noise and noise from other conferences?
9. Will other groups be meeting in the same area and at the same time as GCCMA?
10. Where is the registration area located relative to the meeting/ training room
11. Where is the banquet area located relative to the meeting/ training room?
12. How many people will the banquet space seat at round tables with space for a buffet line?
13. How many people will the banquet space seat at round tables at a sit down full service meal?
14. Provide an estimated cost per person for each meal, reception, and refreshment break as stated in the planned meal requirements in this RFP. This may be provided a separate attachment. Sample menus should also be attached.

15. What is the cost to provide alcoholic beverages and servers for the Wednesday night and Thursday night receptions?
16. Provide information on a complimentary hospitality room to accommodate 40 – 50 people with a full bathroom and adjoining bedroom.
17. Provide information on outside educational or recreational facilities and activities such as golf, tours, shopping, etc. Include locations and all cost involved including transportation.
18. Discuss how you will showcase your local government to the GCCMA attendees.
19. Provide any additional information that would support your bid to host the 2010 GCCMA Fall Conference.