

# REQUEST FOR PROPOSALS

Georgia City County Management Association  
2023 and 2024 Fall Conference

The City and/or County Manager must be involved in the proposal submission even if the CVB or any other entity will assist with logistics and planning. Proposals can be submitted for either year or both years and are due to Erica Grier by May 27, 2022.

Please email all information to [epowell@gccma.com](mailto:epowell@gccma.com)

- Proposed conference dates need to be at least three weeks before or after the ICMA conference dates listed below.
  - **ICMA Conference Dates to Avoid:**
    - **Austin/Travis County, Texas**  
October 1-4, 2023
    - **Pittsburgh/Allegheny County, Pennsylvania**  
September 22-25, 2024
- Peak attendance for this meeting is between 125-150 members plus 40-50 company exhibitors that require space for each to have a 6 or 8ft table.

## **Hotel Minimum Requirements:**

- One host hotel (must provide up to 150 rooms).  
Or an additional hotel block to accommodate the rest of the group totaling 150 contracted rooms.
- The hotel must provide meeting/ conference facilities as required, or 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 breaks for a minimum of 175+ attendees.

## **Meeting Requirements:**

- One meeting room which can be set in rounds (crescent rounds preferred) comfortably for 160-180 people with no columns to obstruct view and no outside distractions such as kitchen noise or noise from other group meetings.
- Additional space for 175+ attendees to have breakfast and lunch (must be separate from General Session room)
- Two additional meeting rooms for breakouts to hold 75 set classroom or rounds of 8 per room.
- Adequate space for 40 - 50 exhibitors at (6 or 8ft) tabletop booths. Can be around perimeter of meal room or in prefunction/break areas but must be separate from General Session, but in the same building.
- Meeting room or board room to be used for an executive board meeting from 10:00am-12:00pm on Wednesday (20 people) and to be held the entire conference for pop-up meetings. This room will also be used for program planning breakfast on Friday.
- Provide convenient location and adequate space for conference registration for 150-200 attendees from 7:00 a.m. on Wednesday until 12:00 noon on

Friday.

- AV equipment consisting of two screens, projectors, podium mic, lavalier mic and handheld mics for general session on three days and one breakout space for one day.

**Planned Meals Requirements:**

- Be able to serve (in a room other than the meeting room) planned meals for a minimum of 175+ people for the following meals:
  - Wednesday breakfast and lunch (full buffet service)
  - Wednesday hospitality suite space (for approx. 60 on flow at 5pm-6:30pm, close for dinner and reopen from 8pm – 10:30 pm)
  - Wednesday reception in exhibit space
  - Thursday breakfast (full buffet service)
  - Thursday lunch (full buffet or boxed lunch)
  - Thursday afternoon activities (golf, educational tours, activities to showcase community)
  - Thursday hospitality suite space (for approx. 60 on flow at 5pm-6:30pm, close for dinner and reopen from 8pm – 10:30 pm)
  - Friday breakfast (full buffet service)
- Provide a convenient area for the following refreshment breaks:
  - Wednesday mid-morning and afternoon
  - Thursday mid-morning
  - Friday mid-morning
- Refreshments should include coffee, soft drinks, juice, water, and light snacks.

**Hospitality Requirements for Wednesday and Thursday evenings:**

- Space for approximately 40 – 60 people on flow – this can be at the host hotel and/or conference space

**Community Requirements:**

- Provide options for outside educational or recreational facilities such as golf, educational tours, etc. You will have help planning these but will need to assist in identifying them in your proposal.
- 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.

**The following recommended information must be submitted via email to Erica Powell Grier [epowell@gccma.com](mailto:epowell@gccma.com) by May 27<sup>th</sup>, 2022.**

1. City and/or County manager name, address, phone 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. Visual aids such as brochures, pictures, etc. of the proposed facilities.
4. Menus of meals available including breakfast, lunch, dinner and snacks for breaks.
5. A breakdown of all cost including room rates, meals, audio visual equipment, transportation to any off-site facility, and any other associated cost.
6. Options for dinner and entertainment for a possible Thursday night event. All costs associated with this dinner and entertainment should be listed including transportation, but typically these are paid for by the host community. Food and beverage for the event is covered by GCCMA.
7. 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 – Erica Powell  
Grier [epowell@gccma.com](mailto:epowell@gccma.com) or (678) 651-1015

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

## **GCCMA QUESTIONNAIRE**

1. Name and address of Hotel(s).
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 rooms accommodate set in rounds and classroom?
8. Will other groups be meeting in the same area and at the same time as GCCMA?
9. Provide information on a complimentary hospitality room to accommodate 50 – 60 people. GCCMA pays for the alcohol and food related to this event.
10. Provide information on outside educational or recreational facilities and activities such as golf, tours, shopping, etc. Include locations and all cost involved including transportation.
11. Discuss how you will showcase your local government to the GCCMA attendees.
12. Provide any additional information that would support your bid to host the GCCMA Fall Conference.
13. Other government association groups that have met at your property.
14. Statement of qualifications: