Request for Proposal

Contact: Kim Woodworth, Operations Director
Phone: 720.371.8997
Email: kim.woodworth@edcconline.org

Purpose: The Economic Development Council of Colorado (EDCC) is looking for a detailed proposal to provide a meeting facility for the EDCC’s 2020 Regional Economic Development Forum.

1. **Event Profile:** The Regional Economic Development Forum is a bi-annual event which convenes 100-150 economic development and non-profit organizations, elected officials and businesses who work closely with these entities to gain knowledge, tools, and connections that foster a growing Colorado economy.

2. **Dates:**
   - February 2021
   - May 2021

3. **Arrival/Departure Pattern:**
   This is a one-day forum that typically starts at 8 a.m. and ends at 4 p.m.

4. **Hotel needs:**
   We will need a hotel that is in close proximity to the venue for attendees that will be coming in from other parts of the state. A discounted rate would be appreciated and will help with attendance.

5. **Reservations:**
   Reservations will be made by the individual under the EDCC’s room block. A link to reserve a room under our room block is strongly encouraged. It helps the registration process on our end.

   **Note:** we cannot guarantee the number of rooms to be reserved and will not be able to enter into a contract.

6. **Tentative A/V needs not limited to:**
   - Stage/Draping
   - Podium/mic
   - Additional microphones for panel discussions
   - Stage design capabilities (e.g. chairs/tables/plants)
   - Video package; 1-2 large video screens/projectors
   - Lighting
   - Sound
   - Privacy monitor
   - Wireless internet
   - Slide advance/speaker timer
   - Power supply for registration desk
   - On-site AV tech crew

7. **Billing Instructions:**
   Economic Development Council of Colorado
   Attn: Kim Woodworth, Operations Director
   PO Box 816, Palisade, CO 81526
Proposals will be evaluated on the following information:
- Completeness of the proposal, are all the areas addressed
- ADA compliant
- Site inspection
- Sleeping room rate
- Ability to meet food and beverage needs within budgetary guidelines
- Meeting room rental charges
- Audio/visual needs
- Parking fees, if applicable
- Pre/Post-Conference tour options

Food and Beverage Needs:
*Please provide sample menus for the following:

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>FUNCTION</th>
<th>Type</th>
<th>Food #'s</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>Breakfast</td>
<td>Continental Coffee, tea, water</td>
<td>125</td>
<td>Main Conference Room</td>
</tr>
<tr>
<td>AM</td>
<td>Break</td>
<td>Coffee, tea, water refresh</td>
<td>125</td>
<td>Main Conference Room</td>
</tr>
<tr>
<td>AM/PM</td>
<td>Lunch</td>
<td>Salads/Sandwiches Tea, water, sodas Cookies</td>
<td>125</td>
<td>Main Conference Room</td>
</tr>
</tbody>
</table>

Meeting Room Needs:

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>FUNCTION</th>
<th>SEATING/CAPACITY</th>
<th>SQ FT</th>
<th>SET UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 AM</td>
<td>Arrival for setup</td>
<td></td>
<td></td>
<td>Registration Desk, AV-Power Point Slide Deck review and run-through, programs, etc.</td>
</tr>
<tr>
<td>8 – 8:30 AM</td>
<td>Registration begins</td>
<td>Need 2x 6 or 8 ft. skirted exhibit tables</td>
<td></td>
<td>Lobby or Entrance to Conference Room</td>
</tr>
<tr>
<td>8:30 AM</td>
<td>Sessions Begin</td>
<td>100-150 Round Tables of either 8 or 10</td>
<td></td>
<td>Main conference room</td>
</tr>
<tr>
<td>10 – 10:15 AM</td>
<td>Morning Coffee Break</td>
<td>115</td>
<td></td>
<td>Coffee/Continental Breakfast items Buffet in Main Conference Room</td>
</tr>
<tr>
<td>10:15 – Noon</td>
<td>Sessions Continue</td>
<td>100-150 Round Tables of either 8 or 10</td>
<td></td>
<td>Main conference room</td>
</tr>
<tr>
<td>Noon – 1 PM</td>
<td>Lunch</td>
<td>10-150</td>
<td></td>
<td>Buffet Style – Salads/Sandwiches/Water, tea, soda/cookies</td>
</tr>
<tr>
<td>1 – 4 PM</td>
<td>Sessions Continue</td>
<td>100-150 Round Tables of either 8 or 10</td>
<td></td>
<td>Main conference room</td>
</tr>
<tr>
<td>4 PM</td>
<td>Forum Ends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 – 5 PM</td>
<td>Breakdown</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Selection Process:
Entries will be presented to the board. Once a decision has been made you will be notified if you received the bid.

Additional Considerations:
1. Is the presenting organization a member of the EDCC?
2. Would the venue waive venue fees?
3. Availability of dates?

Deadline for all responses:
Response emailed to kim.woodworth@edcconline.org by June 1, 2020

BUDGET:
Not to exceed $5,000 (includes venue, AV, AV tech, and food and beverage charges)