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## 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	Sound
Podium/mic	Privacy monitor
Additional microphones for panel discussions	Wireless internet
Stage design capabilities (e.g. chairs/tables/ plants)	Slide advancer/speaker timer
Video package; 1-2 large video screens/projectors	Power supply for registration desk
Lighting	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:*

DAY/TIME	FUNCTION	Type	Food #'s	Location
AM	Breakfast	Continental Coffee, tea, water	125	Main Conference Room
AM	Break	Coffee, tea, water refresh	125	Main Conference Room
AM/PM	Lunch	Salads/Sandwiches Tea, water, sodas Cookies	125	Main Conference Room

**Meeting Room Needs:**

DAY/TIME	FUNCTION	SEATING/CAPACITY	SQ FT	SET UP
7 AM	Arrival for setup			Registration Desk, AV- Power Point Slide Deck review and run-through, programs, etc.
8 – 8:30 AM	Registration begins	Need 2x 6 or 8 ft. skirted exhibit tables		Lobby or Entrance to Conference Room
8:30 AM	Sessions Begin	100-150 Round Tables of either 8 or 10		Main conference room
10 – 10:15 AM	Morning Coffee Break	115		Coffee/Continental Breakfast items Buffet in Main Conference Room
10:15 – Noon	Sessions Continue	100-150 Round Tables of either 8 or 10		Main conference room
Noon – 1 PM	Lunch	10-150		Buffet Style – Salads/Sandwiches/Water, tea, soda/cookies
1 – 4 PM	Sessions Continue	100-150 Round Tables of either 8 or 10		Main conference room
4 PM	Forum Ends			
4 – 5 PM	Breakdown			

**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@edconline.org](mailto:kim.woodworth@edconline.org) by June 1, 2020

**BUDGET:**

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