



## **Request for Proposal (RFP)** **Facility to Host the 2024 Annual Conference of the Iowa Council for the Social Studies (ICSS)**

The purpose of this RFP is to solicit proposals from conference and/or hotel venues, and any similar facilities, to host a 2-day conference event for the Iowa Council for the Social Studies (ICSS).

**Please read all pages carefully.**

The contents of this RFP include:

- Section 1: Background information about ICSS
- Section 2: Required and Ideal Scope of Services to host the annual conference
- Section 3: Required Proposal Information
- Section 4: Evaluation Criteria & Notice of Award
- Section 5: Questions and Contact

### **Deadline:**

The Iowa Council for the Social Studies (ICSS) will accept proposals until **4:00 p.m., Friday, June 2, 2023**. Only proposals accepted by this deadline will be considered. Proposals received after this deadline will not be considered. ICSS expects to notify all parties no later than Friday, July 14, 2023, of its decision.

ICSS reserves the right to reject any and all proposals, and to accept the proposal which it deems to be in the best interest of the organization, at its sole and absolute discretion.

Upon receipt of your proposal, ICSS may request more information to clarify parts of your proposal. This may include a meeting with facility staff to clarify proposals and/or a tour of the facilities.

All costs incurred in the preparation of a proposal in response to this RFP are the responsibility of the facility and will not be reimbursed by ICSS.

**Submit** your proposal to: Daniel Jones, Vice-President, Iowa Council for the Social Studies  
Via Email: [icssonline@gmail.com](mailto:icssonline@gmail.com)  
Via Mail: P.O. Box 63, Dallas Center, IA 50063

**Iowa Council for the Social Studies' website:** [www.iowasocialstudies.org](http://www.iowasocialstudies.org)

## Section 1: Information About the Iowa Council for the Social Studies (ICSS)

ICSS is a 501(c)3 non-profit organization that promotes, supports, and provides leadership to improve social studies education. The organization envisions that all students have a high-quality social studies education that informs their college, career, and civic life.

ICSS is a volunteer organization with 250-300 members who support strong social studies education in Iowa at all levels. The organization is led by a volunteer Board of Directors, elected by the membership.

Members represent the scope of education in Iowa, from Pre-K - 12 public and private schools; colleges and universities; non-traditional schools; homeschool networks; educational agencies, foundations, and organizations; service providers; museums and cultural institutions; and, in general, any individual who wishes to support social studies education in Iowa.

Website: <https://iowasocialstudies.org/>

## Section 2: Required Scope of Service to host the ICSS Annual Conference

The ICSS conference provides attendees with opportunities to gain new skills, deepen their knowledge, connect with resources to support social studies education, and to network with like-minded individuals.

The following are the IDEAL requirements for a venue to host the ICSS annual conference. If you cannot provide one or more of the items listed, it will not automatically disqualify your proposal, but you must provide ideas for a solution.

- A. When the conference is held
  1. Month:
    - a. Preference is for mid-October.
    - b. Will consider dates between the final weekend of September through the final weekend of October.
  2. Days of the week: Sunday and Monday preferred. (*ICSS **MAY** be open to other days of the week if you can make a strong case for switching. Teachers usually find it almost impossible to be able to get two weekdays out of school.*)
    - a. Day 1: 3-4 pre-conference workshops, exhibitor/vendor set up.
    - b. Day 2: full conference, including keynote, luncheon, concurrent sessions, time to visit exhibitors, snack times, meeting of the membership.
  3. Time required, generally, but negotiable.
    - a. Day 1: 7:00 a.m. - 7:00 p.m.
    - b. Day 2: 7:00 a.m. - 5:00 p.m.
- B. Conference attendance:
  1. Day 1: 40-80 people plus conference exhibitor/vendor set-up
  2. Day 2: 200-300 people
- C. General Site requirements:
  1. Accessible and can accommodate persons of all abilities, in compliance with ADA.
  2. Lodging and rooms - is reserving a block of rooms required?
  3. Parking for all participants (could have as many as 200 vehicles), ideally free parking
  4. A way to identify on the exterior that the ICSS Conference is taking place here. (For example, if your venue has an electronic sign outside, can you put that the ICSS conference is meeting here on it?)
- D. Technology:

1. Wifi in all conference spaces, with capability to handle a typical conference load.
  2. Audio-Visual Equipment (such as: LCD projectors, microphones, screens, etc.)
  3. Tech support to troubleshoot issues.
  4. Not required but would be helpful: recharging stations for mobile devices
- E. Number of Conference Rooms and Space Required
1. Day 1 (Sunday) & Day 2 (Monday):
    - a. Registration space with 4 tables for checking in conference participants.
    - b. Space (one 8-foot table and 2 chairs per booth) for 20-25 exhibitors, ideally near the conference breakout rooms.
  2. Day 1 (Sunday):
    - a. 3-4 rooms for pre-conference workshops, with seating of 25 each.
    - b. Space for 20-25 conference exhibitors/vendors to set up, ideally located near the conference session breakout rooms.
  3. Day 2 (Monday):
    - a. Banquet or large meeting room (capacity 200-250) separate from the other break out rooms for Keynote Address, Plenary session, luncheon with awards presentation, and "Meeting of the Membership."
      - Keynote requires the typical equipment: a stage, microphone, podium, presenter technology (projector, screen), etc.
    - b. 6-7 breakout rooms for conference sessions running concurrently.
- F. Breakout rooms must have:
1. Seating for 25 (at tables) up to 40 (lecture-style)
  2. Presenter technology (screen, projector with cables to connect to presenter's laptop, microphone, podium or table for presenter's laptop, etc.)
  3. Some way of displaying at the entrance to the room which conference sessions will be held inside that room.
- G. Food & Drink Requirements: *Must be able to accommodate dietary variations.*
1. Day 1 (Sunday)
    - a. Lunch: boxed lunch with drinks
    - b. Snacks (PM): Options
  2. Day 2 (Monday)
    - a. Lunch: plated, served with drinks
    - b. A.M. snack: Options for continental-style breakfast snacks with beverage options
    - c. P.M. snack: Options for a mid-afternoon snack break with beverage options
- H. Conference Exhibitor/Vendor space requirements:
1. Each booth must include an 8-foot table and 2 chairs, with access to electricity.
    - a. If there is an additional charge for electricity, please note in the fees section.
  2. Exhibitors/vendors must be able to check in and set up on Sunday afternoon between 1:00-5:00.
  3. Space must be easy for exhibitors/vendors to access as they set up and tear down.
  4. Exhibitor/vendor space must be near the breakout rooms where sessions are presented.
  5. Ideally snacks & refreshments will be served in this area.
  6. The space must be able to be secured and/or monitored by the venue staff overnight. Ideally the space can be locked overnight.
  7. Can exhibitor materials be sent to the venue ahead of the conference? If so, how does that work?

### **Section 3: Required Proposal Information- 4 sections**

To simplify the review process and to obtain the maximum degree of comparability, the proposal must include the following items and be organized in the manner specified below:

#### **I. Venue Profile**

##### **A. General**

1. Name of Venue
2. Address, including city, state, ZIP code.
  - a. Mailing address (If different from above)
3. Website
4. General description of the location and of the community, with map showing where the venue is in the community.

##### **B. Contact information:**

1. Who is the point of contact and how can they be reached?
  - a. Name, title, email, phone number
2. Who is submitting the proposal if it is not the person named above.
3. Alternate: If the primary contact person is absent/on vacation, who is the alternate contact? Phone and Email please.

##### **C. Qualifications**

1. Briefly describe the history of your venue, and your community.
2. Have you hosted conferences of this sort before (educational, non-profit)? If so, provide an example. What makes your organization/venue/location stand out?
  - a. Examples might be:
    - We have a proven commitment to giving back to the community.
    - Our staff are second to none when it comes to attention to detail.
    - Our location has all the charm of being a 100-year-old historic building with all the modern amenities that you would expect.

##### **D. Conflict(s) of Interest & transparency**

1. Disclose any conflicts of interest that your venue may have, or be perceived to have, in providing these services (such as: someone is related to an ICSS board member, etc.)

#### **II. Scope of Services**

Refer to Section 2 for the ideal conference requirements.

Provide itemized information in response to each of the categories, in the order listed in Section 2.

If you cannot provide the items in that listing, it will not automatically disqualify your proposal, but you must provide ideas for a work-around solution. If that includes working with a 3rd party vendor, please list their name, company name, contact information, description of services provided, and fees.

Also specifically include these points in the proposal

- 2 date options between late-September and November 1, 2024.
- Map(s) showing the facility layout with these areas marked:
  - Registration space
  - Location of pre-conference workshop rooms
  - Designated exhibitor space
  - Large ballroom/meeting room

- Conference rooms with room capacities clearly labeled and alternative seating arrangements (lecture-style vs. classroom-style with tables)
  - 3-4 rooms for Day 1 (Sunday)
  - 6-7 rooms for Day 2 (Monday)
- Restrooms
- Snack/refreshment areas

In an appendix, please include menu options and snack options with fees.

### **III. Fees, Compensation, Required Documents**

ICSS requires that the venue/organization provide an itemized list of fees for the services provided, to match Section 2: Scope of Service. If gratuity is required, you must mention that in the proposal.

ICSS is a 501(c)3 organization and may therefore tax-exempt. Documentation will be provided by ICSS if required.

Do you require any additional documentation from ICSS? For example, do you require proof of insurance for organizations renting the venue?

3rd party vendors:

If your facility is not able to provide a certain service and your proposed solution involves a 3rd party, please provide the contact information for that 3rd party and the fees for service(s) provided.

Examples of this might be:

- Your facility works with a preferred company to provide IT services.
- Your facility does not have on-site cooking but works with a preferred caterer.
- Your facility works with an outside vendor to provide tables and chairs for exhibitors/vendors.

Clearly specify the method and schedule for payment.

Examples:

- Do you require a deposit? If so, how much?
- When is the deposit due?
- When is the final payment due?

Note in the proposal if there are any special circumstances regarding your itemized fees.

Examples:

- If ICSS were to purchase \$XXXX in food and beverages, the fees on technology will be waived.
- Parking is usually \$XXX per day but will be waived for participants who come only for the day.

### **IV. Other**

Provide in this section any additional information that you think will be helpful and beneficial as the Conference Committee makes its decision.

## Section 4: Evaluation Criteria and Notice of Award

The proposal will be evaluated based upon the following areas. Therefore, it is vital that your proposal be responsive to the information requested.

1. Capabilities of proposed location
2. Competitiveness of fees
3. Completeness of the proposal
4. Expertise/Uniqueness: Is there something that makes this facility stand out above all others?

Upon receipt of your proposal, the Iowa Council for the Social Studies (ICSS) will respond via email that it has been received.

ICSS may request further information after receiving proposals. This may include requesting meetings with representative(s) of the facility and/or tours of the facility.

ICSS reserves the right to make an award without further discussion of the proposals submitted.

ICSS also reserves the right to reject any and all proposals received in response to this RFP.

ICSS will ensure that all proposals will be kept confidential and only shared with the committee making the selection and asks for the same level of confidentiality on the part of the venue submitting proposals.

### Notice of award:

ICSS expects to select its 2024 location and to notify all parties no later than **Friday, July 14, 2023**.

Upon conclusion of the process, ICSS will notify the venue in ~~writing~~. Via email.

By submitting a proposal, the venue/facility agrees to all the terms and conditions as set forth in this Request for Proposals (RFP).

## Section 5: Questions and Contact for ICSS

Contact: Dan Jones, Vice President, Iowa Council for the Social Studies

Email: [icssonline@gmail.com](mailto:icssonline@gmail.com)

*No phone calls please.*

### Below: For Administrative Use Only

Final version dated: 1 April 2023

Posted: 23 April 2023

RFP Received: \_\_\_\_\_

Acknowledgement sent: \_\_\_\_\_

Board informed: \_\_\_\_\_

Board decision & Date: \_\_\_\_\_

Date of notification to the venue: \_\_\_\_\_