



Request for Proposals for the 2020 (51st) Annual NCDA Conference

General Background

NCDA is a national non-profit member organization comprised of over 400 local governments across the country that administer federal community development, affordable housing, and economic development programs, principally, the following federal programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Program, Section 108, Continuum of Care, and the Emergency Solutions Grant (ESG) Program. NCDA is an association of people committed to assist local governments achieve high quality, locally-responsive programs for making communities better places in which to live, particularly for low- and moderate-income people.

The NCDA Annual Conference provides a forum in which participants can learn about community development, affordable housing, and economic development issues of importance to local governments. It also provides a venue for networking with other community development professionals, meeting with vendors who provide services and products to local governments, hear from national speakers, and exchange ideas.

The NCDA Annual Conference attracts over 200 community development professionals from across the country providing an economic boost to the host community's local economy and providing the opportunity for the host community to showcase local projects and attractions.

2020 will be the 51st Annual Conference. The host community must be a member of NCDA (or join the Association prior to submitting the proposal, if not currently a member).

Please submit your proposal online to Vicki Watson, Executive Director, NCDA, at vicki@ncdaonline.org with a copy to Steve Gartrell, Conference Planner, at sgartrell@ncdaonline.org, by **COB, Friday, December 14, 2018**.

Preferred Conference Dates

There will be three all-day preconference training sessions on Tuesday. The conference begins on Wednesday and concludes on Saturday morning.

2020 – The preferred conference dates are June 16th (Preconference Training) and June 17-20, 2020 for the conference.

NCDA Conference RFP for 2020

Host Community

The host community must be accessible by an airport with major airline access and have airport to hotel transportation options. The host community must have amenities to accommodate projected conference attendance, and have a variety of cultural attractions, entertainment, and restaurants within close proximity to the meeting hotel.

Please provide additional details that will assist with the selection process, including but not limited to:

- List of hotels to receive RFP
- Distance from airport to hotel
- Major airlines servicing the area
- Transportation options from the airport to the hotel
- Local attractions
- Parking options/possible discounts for conference attendees at the hotel

Host Community Commitment

Proposals should contain acknowledgement that the host city/county's mayor/executive, council, and city executive are aware of the proposal and support the proposal to host the 2020 annual conference.

At a minimum, the host community shall manage the following:

Sponsorships (through monetary donations or in-kind services) of the following events and items:

- Host welcome reception (and transportation, if necessary) on Tuesday night before the start of the conference
- A Wednesday evening event/reception, including transportation if necessary
- Thursday afternoon Bus tour of local projects (CDBG and/or HOME funded) with an optional preliminary plenary presentation introducing local accomplishments
- Design and printing of conference program, folders, and materials
- Gift bag and giveaways for conference participants

In addition, the host community will provide the following:

- Volunteers to help staff registration/information table throughout the conference and to help stuff folders, gift bags and name badges
- Mayor/County Executive to welcome the group on Wednesday morning
- In person welcome or welcome video from Congressional delegation (House Member, Senators)

Please provide additional details that will assist with the selection process, including but not limited to:

- Sponsorship plan
- Ideas for Host welcome Tuesday evening reception venue and estimated costs
- Host City CDBG & HOME accomplished projects and potential projects to be visited on the bus tour
- Ideas for Wednesday evening social/cultural/recreational event

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NCDA Commitment

- NCDA will also raise sponsorship funds to help cover the cost of the NCDA reception and other associated costs
- NCDA will manage the financial aspects of the conference – all funds will be funneled through NCDA and NCDA will pay all invoices
- NCDA will oversee aspects of conference management including:
 - With the Hotel:
 - Signing agreement with the hotel,
 - Management of the meeting rooms and audio-visual requirements,
 - Management of on-site sponsor needs
 - Management of Thursday reception (NCDA's own reception is always held at the hotel on Thursday night in order to meet the hotel's food & beverage minimum)
 - Management of the Hospitality Suite
 - Management of pre-conference and on-site conference registration

Hotel Requirements

The host community should develop (in coordination with the NCDA Conference Planner) and issue an RFP for a host hotel. After evaluating responses to the hotel RFP, the host community should include its recommendation for the host hotel in its response to this conference RFP. The hotel's responses to your hotel RFP should be included. Many cities have a convention and visitors bureau that will help to put out the RFP. There are also private firms that will develop and manage an RFP for you for free. They are paid a commission by the winning hotel. **Please review the attached "Things to Consider When Selecting an NCDA Conference Hotel."**

The hotel should be of high-quality; newly built or renovated to provide a comfortable, pleasant experience for conference participants. It should be in close proximity to restaurants, shopping, and community attractions. The hotel should have the capability to accommodate the following number of sleeping rooms and meeting room space. The host community must secure written commitment of the specified number of hotel rooms and meeting room space and include it with the proposal. The meeting room space should be free of charge.

Sleeping Room Block - minimum:

- Saturday and Sunday prior to events – 10 rooms
- Monday night before pre-conference training – 90 rooms
- Tuesday night before conference - 150 rooms
- 1st & 2nd (Weds./Thurs.) conference night - 150 rooms
- 3rd conference night (Friday) - 75 rooms
- Saturday and Sunday after events – 10 rooms

Hotel rates should be economical and in line with the federal government per diem rate. The hotel should provide NCDA with complimentary room nights to accommodate two staff for each conference night and a discounted rate for 5 additional staff. The hotel should provide free Wi-Fi to all guests and meeting rooms. The hotel should provide a complimentary hospitality suite for Wednesday, Thursday and Friday nights.

The hotel surcharges should be as low as possible since these costs add greatly to overall budget.

NCDCA Conference RFP for 2020

Please provide additional details that will assist with the selection process, including but not limited to:

- Complimentary Hospitality Suite
- Hotel rates
- Accommodation of sleeping rooms/meeting rooms
- Free meeting room space
 - Tuesday – 3 rooms holding 40 – 50 people
 - Weds. – Friday – Each Day:
 - One Plenary Session room – holding at least 200 people
 - Three Break Out Rooms – holding at least 60 people each
- Free Wi-Fi in sleeping rooms and in meeting rooms
- Discounted A/V rates
- Free display space for vendors
- Hotel surcharge/taxes

NCDCA Selection of Host Community

The NCDCA Planning and Professional Development Subcommittee will review the proposals at the January 2019 Winter Meeting and will forward its recommendation to the NCDCA Board of Directors for approval at the Board meeting during the Winter Meeting. The selected host community will be contacted shortly thereafter will further details.

2021 Annual Conference

If your City/County is not selected for 2020 and/or would be interested in hosting the 52nd Annual Conference in 2021, please let [Steve Gartrell](#) know.

Questions and Assistance

Steve Gartrell, sgartrell@ncdaonline.org, NCDCA's conference planner is available to answer questions and to assist, when appropriate.