

REQUEST FOR PROPOSALS
Lodging Rooms and Conference Space
for the
National Tribal Forum on Air Quality, May 2016

The Institute for Tribal Environmental Professionals (ITEP) of Northern Arizona University (NAU) is soliciting proposals from hotels & meeting facilities in your area to serve as the location for the 2016 National Tribal Forum on Air Quality (NTF). The NTF is an annual gathering of tribal and federal government professionals. This event is supported by federal grant dollars managed by NAU-ITEP, which places some restrictions on how the funds can be used (details below). ***As the parent body of NAU-ITEP, the Arizona Board of Regents (ABOR) will be the contract signee, however NAU-ITEP shall be the point of contact for the event planning.***

Successful proposals will be those that satisfactorily meet the following requirements, as determined by a selection committee:

Timeline: The deadline for *facility proposals* is **September 16, 2015**. Contracts are reviewed and approved by NAU’s Office of Contracting and Purchasing Services, which requires a minimum of 30 business days to process a countersigned agreement. Proposals must accommodate this timeline in order to be eligible.

Preferred Dates: May 16-20, 2016; please indicate your facility’s availability on these dates, or the alternate dates in the month of May.

Lodging Room Reservations: An online booking/reservation service or room block code specific to the group is preferred, if available; if not, an on-site, dedicated reservation specialist with direct phone number is requested.

The Group Room block will be split into “pay-on-own” (individual is responsible for room rate and reservations) and “direct-billed” rooms (NAU-ITEP is responsible for room rate and reservations), with the estimated numbers in each group detailed below. NAU-ITEP will furnish a rooming list for direct-billed rooms only at least 30 days prior to the start of the conference. NAU-ITEP will commit to payment of room and tax charges only for direct-billed rooms. ***Any deposits for incidentals shall be waived or incidentals “turned off” (no-post) unless approved by the individual at check-in for all guests under the Group Block.*** If the hotel is unable to accommodate the entire group for lodging, please provide information on nearby hotels available for overflow rooms.

Date	Pay on Own	Direct Billed	Total Rooms
Sunday	50	5	55
Monday	100	50	150
Tuesday	100	50	150
Wednesday	100	50	150
Thursday	50	40	90

Lodging Room Rates: Room rates should be at or below the prevailing federal lodging per diem rates for the area. NAU-ITEP will be responsible for costs of **room and tax only** for reservations made under the Direct Bill.

Transportation and distance from major airport: Please describe the availability and cost estimates of shuttle services (or other transportation options) to the nearest major airport.

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Meeting Space Requirements:

- One general session room for approximately 200 audience members (setup in rounds or half-rounds) as well as a stage with seating for up to 12 presenters, and three 8-foot tables to hold raffle item displays.
- Four (4) Breakout session rooms with a minimum capacity of 50 persons per room (seated, theatre style).
- One large meeting room on Wednesday ONLY, for approximately 30 exhibitor tables with skirting and power/internet available upon request (alternately, this session may be set up in the General Session room if there is adequate space for *both* exhibitors and general assembly in set as specified above set)
- Staging room and/or secured storage area for supplies and boxes with card or keypad access for conference organizers.
- Registration area setup with minimum of three (3) 8-foot tables near main meeting area.
- All meeting spaces should be available starting Monday at 7 am for setup, and preferably available without interruption (24-hour hold) through 7 pm on Thursday.
- All meeting rooms should have customized signage provided to indicate agenda sessions.
- Specify applicable room rental fees if Food/Beverage minimum not met (if applicable).
- Provide a property map showing hotel **and** meeting space layout.

Exhibitor Space:

- Dedicated spaces for 15-20 exhibitor tables in pre-function, foyer or other appropriate space adjacent to main meeting rooms throughout duration of conference (this is in addition to the 30 exhibitor spaces indicated above for Wednesday only)
- Power/internet available upon request.
- Please specify any requirements, restrictions, forms, etc. required of outside vendors or exhibitors (note: some vendors may wish to sell jewelry or other items if allowed).

Reception/Entertainment:

- Capacity to hold a reception or dinner for approximately 150 people on Tuesday evening.
- Light refreshments will be provided for breaks.
- One luncheon will be provided for up to 200 people on Wednesday.
- One luncheon will be provided for up to 50 people on Tuesday.
- Provide menus and cost breakdown of catering services including: Breakfast, Lunch, Dinner, Per Diem Menu (if available), Reception/Hors d'Oeuvres, A la Carte/Breaks.
- Specify a Food/Beverage minimum purchase, if applicable.
- If food concessions are available for the event, please provide details on requirements/options.

A/V Needs:

- Presenter lectern or table setup in each room.
- Presentation Screens available in each room.
- Good sound quality, with wireless microphones available.
- High-speed internet should be available in all meeting spaces, wireless preferred.
- NAU-ITEP wishes to utilize some of its own A/V equipment (laptops, projectors, cords); please indicate if there are restrictions or charges related to using own equipment.
- Provide complete A/V Price list and any related requirements/policies; also, please specify any unique A/V scenarios for the meeting space (ie. multiple screens required for large meeting room, fixed screens in breakout rooms, limit on number of microphones, additional/incidental fees not specified in price list, etc.).

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Miscellaneous Items:

- Provide details (hours, capacity, etc.) on available dining options on-site.
- Advise whether on-site breakfast retailer(s) be able to realistically accommodate a large group (approx. 100+ people) for breakfast between the hours of 6-8 am, if not, can the facility operate a breakfast concession or provide other options?
- List availability of informal gathering spaces, restaurants, shops, and entertainment within walking distance for attendees during off-hours.

Sustainability Focus: As an environmentally-focused organization, NAU-ITEP strives to carry out its mission by encouraging recycling and sustainable, eco-conscious business practices. Please include any initiatives, programs, or goals your business employs that strive for lower environmental impact (examples include reduction in energy & water usage, recycling services, the use of local foods/products, etc.) *We request that recycling receptacles be provided at the meeting venue if available.*

Fire Safety: As this event will be funded by federal funds, we must comply with the Hotel & Motel Fire Safety Act (PL 101-391, as amended). Please verify that your property meets this requirement.

Contract language: The use of federal funds precludes the payment of deposits or financial penalties such as those found in most Cancellation and Attrition Clauses. The preference is a contract without these types of clauses. Historical information regarding the continued success of this conference can be provided upon request.

Payment: Payment will be made in full for lodging rooms (direct-billed), banquet, A/V and other agreed-upon charges after the event via Purchase Order. In order to facilitate payment, it is requested that the final invoice received by NAU-ITEP stipulate “Lodging Expenses” in one line and “Meeting Expenses” in a second line (meeting expenses to include catering, A/V, service charges, etc.). An itemized breakdown of all charges is also requested as a separate document.

Please submit all proposal packets (email is acceptable) to Christy Nations at the information below no later than **September 16, 2015**. Proposals will be reviewed and a property will be selected by committee no later than October 14, 2015.

Christy Nations, Administrative Assistant
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