



Request for Proposals

*ATIA Board of Directors Retreat
November 4-5, 2020*

TABLE OF CONTENTS

SECTION 1 INTRODUCTION & BACKGROUND	PAGE 3
SECTION 2 SCHEDULE	PAGE 3
SECTION 3 DESCRIPTION: SCOPE OF WORK	PAGE 4
SECTION 4 PROJECT SPECIFICATIONS & TERMS	PAGE 5
SECTION 5 PROPOSAL CONTENTS	PAGE 6
SECTION 6 PROPOSAL EVALUATION	PAGE 6
SECTION 7 CONTACT INFORMATION	PAGE 6

I. INTRODUCTION & BACKGROUND

The Alaska Travel Industry Association (ATIA) is the leading non-profit, member-based trade association for the travel industry in Alaska. With over 650 tourism business members and partners, ATIA is the leading industry organization promoting Alaska as a top visitor destination, communicating and promoting the Alaskan tourism industry as one of the state’s major economic forces, and the respected voice of the industry for the growth of the industry, while remaining attentive to care for the environment, recognition of cultures and Alaska’s unique quality of life.

ATIA is governed by a member-elected Board of Directors and up to four appointed board directors. The ATIA Board guides the Association’s priorities as the state’s leading nonprofit membership association for the Alaska travel industry. The Board of Directors approves ATIA’s annual budget and acts on issues important to tourism businesses and partners.

ATIA holds Board elections annually. The ATIA Board is made up of members representing small and large tourism businesses and different sectors of the travel industry. The ATIA Board is also comprised of regional representatives, including elected directors from the Arctic, Interior, Southwest, Southcentral, and Southeast regions of the state. Directors also are elected to At-Large and Outside seats. Additional information on our organization can be viewed on our website at www.alaskatia.org.

Each fall, following the annual ATIA industry convention and trade show, the incoming or new ATIA board of directors gathers for an annual team retreat. Typically, the board retreat is hosted in an Alaska community and/or destination.

ATIA is seeking a location and property to host the November 2020 ATIA Board of Directors and team retreat. The dates are November 4-5, 2020. Attendees include the ATIA Board of Directors, ATIA staff, contractors and representatives from the membership and public.

The scope of the retreat logistics are detailed further in this Request for Proposal (RFP).

II. SCHEDULE

<u>DATE</u>	<u>EVENT</u>
November 22	RELEASE OF REQUEST FOR PROPOSAL
December 13	PROPOSAL SUBMISSION DEADLINE
December 18	FINAL AWARD ANNOUNCED

III. DESCRIPTION: SCOPE OF WORK

Purpose

To host with adequate meeting space, catering and accommodations the annual ATIA Board of Directors and team retreat.

Overview

The annual ATIA Board of Directors retreat gathers the leaders in our industry to set the vision and/or goals and strategies for the upcoming year. Bidding properties and communities are encouraged to host transportation, tours, receptions or other events that would highlight your community and/or business, involve member participation or anything else that would enhance the meeting for the ATIA Board of Directors.

The annual retreat location must include these components:

Meeting Requirements

a. Meeting space available on November 4-5 for up to 50 (maximum) attendees. The ATIA staff will need access to the meeting room for set-up by 7:30 a.m. and the room must be available until 6:00 p.m. both days.

b. The typical set-up for the room is a u-shaped table for 30 seated with theater style seating for 20. An extra side table and 2-3 chairs are needed for the ATIA staff to use during the meeting; and a small table is needed inside the U-Shape for a telecom and/or projector.

c. Equipment needs may include:

- Projection Screen
- Projector
- Extension Cords
- Flip Charts, easels and markers
- Telephone with adequate speakers for call-in capabilities
- Wi-Fi Access

Catering Requirements

Day 1: Light breakfast, coffee and tea service, vegetarian options (average meal cost \$15-\$18 per person). Available approximately 8:00 a.m.-10:00 a.m.

Buffet lunch (average meal cost between \$25 -\$30 per person), vegetarian options.
Available approximately 12:00-1:30p.m.

*Evening and meal options: Previous retreat locations have offered to host community and member receptions, provided up to 2 drinks or hosted wine; suggested dinner ideas, offered tours, etc.

Day 2: Light breakfast, coffee and tea service, vegetarian options (average meal cost \$15-\$18 per person). Available approximately 8:00 a.m.-10:00 a.m.

Buffet lunch (average meal cost between \$25 -\$30 per person), vegetarian options.
Available approximately 12:00-1:30p.m.

Accommodation Needs

ATIA's 25-member board of directors and 8 team members, along with contractors, partners and guests are invited to attend the retreat. ATIA normally brings 30-50 (maximum) attendees to retreat locations. ATIA reviews, among other components, rate information based on budget and reasonable cost to board members and guests who may be traveling to and participating in the retreat.

All reservations will be on an individual basis except for ATIA staff, whose reservations will be made by ATIA's Administrative Manager (direct bill). Please provide rate information which should be made available at least 2-day pre and post to the meeting date(s). ATIA encourages retreat participants to stay longer to experience the community and/or destination as part of their retreat experience.

IV. PROJECT SPECIFICATIONS AND TERMS

Contract term

The term of the contract will be November 2, 2020 through November 7, 2020, unless the awarded bidder requests otherwise.

Expenses

All catering, meeting room rental and equipment costs and staff rooming will be done by direct bill to ATIA. ATIA's Administrative Manager will work with the selected accommodation and/or site to provide a list for accommodation reservations to be included in the direct bill.

Board members and partners and other retreat participants will make their own individual accommodation reservations, based on the information provided in the bids.

Communication

The main point of contact at ATIA is ATIA's Administrative Manager.

Request for Proposals (RFP) qualifications

ATIA reserves the right to accept any proposal submitted for consideration. ATIA reserves the right to reject any and all proposals in whole or in part, to award in part, to waive technical defects, irregularities, and omissions, if in its discretion, the best interests of ATIA would be served. A proposal must be valid for a period of sixty (60) days from the deadline for submission of proposals. ATIA reserves the right to amend or cancel this RFP. ATIA reserves the right to correct inaccurate awards resulting from its clerical errors. ATIA is not responsible for any costs incurred by any party in responding to this RFP. ATIA reserves the right to contract with more than one proposer in association with this project. Anything included in the proposal may become part of the final contract.

V. PROPOSAL CONTENTS

All proposals must follow the format outlined below, and all of the requested information **must be submitted by email to Alicia Reando at areando@alaskatia.org by 5:00pm AST on December 13, 2019.** Incomplete proposals or proposals arriving after the deadline will be automatically disqualified from consideration.

- a. Cover email / letter: Include the name and contact information of the primary person authorized to commit to the terms specified in the proposal and who will be the main contact working with ATIA to plan for the retreat.
- b. Provide clear information that is specific to the components outlined in the scope of work.
- c. Identify the individual expenses of meeting rooms, equipment costs, catering (per person meal estimates) and accommodation rates.
- d. Include any discounted accommodation rates or catering rates.
- e. Highlight any additional or enhanced events or tours the community is prepared to host.
- f. Include appropriate direct bill information and/or application.

VI. PROPOSAL EVALUATION

As per ATIA's Board of Directors' approved purchasing policy, proposals for services between \$5,000 and \$50,000 require three bids (in writing). ATIA will research Alaska or local vendors first, then outside vendors.

ATIA's President & CEO will share completed bid information with ATIA's executive committee of the Board of Directors. With guidance by ATIA's executive committee, final approval is given by the ATIA President & CEO.

ATIA reserves the right to reject any and all bids if they are determined not to have met the RFP or bid requirements and/or based on funding availability.

Additionally, ATIA is looking for, among other topics, information included in the potential bids:

Creativity, accessibility, ability to provide local transportation (if necessary), retreat-like settings, enthusiasm to showcase your community and/or business, and reasonable rates per budgetary guidelines.

VII. CONTACT INFORMATION

For any questions regarding this RFP please contact:

Attn: Alicia Reando, ATIA's Administrative Manager

Phone: (907) 646-3322

Email: areando@alaskatia.org