



**Kansas Association of City/County Management (KACM)
Request for Proposal for the 2019 KACM Annual Conference**

GENERAL BACKGROUND AND POLICY INFORMATION

The Kansas Association of City/County Management (KACM) is an organization of local government management officials working together since 1951 to support and promote professional management and high ethical standards for effective democracy in local city and county governments in Kansas. KACM seeks to support member managers, administrators, and assistants through the interchange of ideas and information for professional development and through support of the individual.

The purpose of KACM is to enhance the quality of local government and to support and assist local government professionals in Kansas. To further its mission, KACM:

- Supports and actively promotes council-manager government and professional management in all forms of local government,
- Provides training programs and publications for local government professionals that improve their skills, increase their knowledge of local government, and strengthen their commitment to the ethics, values, and ideals of the profession, and
- Supports members in their efforts to meet professional, partnership, and personal needs.

The League of Kansas Municipalities is the designated provider of administrative services to KACM. For additional information about The League & KACM coordination of this conference, see the final page of this RFP.

Please submit one final proposal for the 2019 conference by mail (United States Postal Service), or by email, to **arrive no later than 5:00 pm on October 27, 2017**. Send your proposal to:

Kate Cooley (kcooley@lkm.org)
Conference & Marketing Coordinator
League of Kansas Municipalities
300 SW 8th Ave
Topeka, KS 66603

Questions about any aspect of this RFP or the response process should be submitted to kcooley@lkm.org.

CONFERENCE DATES AND FORMAT

This RFP addresses the 2019 KACM Annual Conference only.

For **2019**, the open conference dates are November 13-15, or December 4-6.

The conference begins on Wednesday afternoon and concludes on Friday before noon. Conference setup begins on Wednesday late morning. The conference pattern (Wednesday-Friday) is not flexible.

CRITERIA

For 2019, preference will be given to cities that fall in the western or central areas of the state, as this conference rotates regionally.

Host city/county must have a member of KACM in good standing. Should a host city/county, with confirmed contracts for hotels and meeting facility, discontinue its membership for any reason, KACM may cancel the hotel and meeting facility contracts without penalty to KACM.

It is preferred the host city/county be in proximity to an airport with airline access, and possibly have airport to hotel and meeting facility transportation available [within 200-mile range to major airport acceptable]. This ensures quality speakers are able to travel to the meeting site at reasonable rates.

Host city/county must have amenities to accommodate projected conference attendance, and have a variety of restaurants or other catering options, and off-site entertainment options easily accessible from the meeting facility and hotels.

MEETING FACILITY

It is preferred that all meetings be held in a single facility. (Facilities, including hotels, connected to the main meeting facility by covered walkways or similar pathways are considered part of a single facility.)

Below are the minimum requirements for a meeting facility to host the KACM Annual Conference.

| KACM Annual Conference Meeting Room Needs | | | | |
|--|-------------------|------------------------------|---------------------------------|---|
| | # of Rooms | Set-up | # People After Equipment | Notes |
| General Session | 1 | Theater, Classroom preferred | 160 | Minimum stage requirements approximately 8' wide x 4' deep. |
| Meals | 1 | Rounds | 160 | Stage/riser, minimum with podium and microphone |
| Concurrent session | 3 | Theater | 60 | One concurrent session room can be same room as general session |
| Registration | | Two tables | N/A | Centralized location for registration table |

Meeting facility should have adequate daily parking for conference attendees.

Should meeting facility undergo any renovations or remodeling during the dates of the conference, the League or KACM reserves the right to terminate conference contract or be compensated for the inconvenience of both the League or KACM and the conference attendees and exhibitors.

Meeting facility contract should be attached, and made part of the host city/county proposal. Affordable and competitive rates are preferred, or waived if using a city-owned/operated facility. All charges must be disclosed.

HOTEL REQUIREMENTS

Host City/County must secure written hotel room commitment for hotel rooms as outlined below. Hotel contracts should be attached, and made part of the host city/county proposal.

- Wednesday – 100 hotel rooms
- Thursday – 120 hotel rooms

Room commitment should include, for peak night, 120 first-class hotel rooms within close distance (preferably attached) to the meeting facility.

Total room block should be fulfilled by using as few hotels as possible. Final room blocks will be adjusted by League staff according to history and location.

Affordable and competitive rates are preferred. Any additional charges must be disclosed.

If using a single hotel attached to conference center, hotel should provide the League and KACM with complimentary room nights based on room pickup of 1 per 50.

Hotels will not hold the League or KACM responsible for cancellations, no-shows, or other rooms not picked up by conference attendees during the dates of the conference.

CITY/COUNTY COMMITMENT

- Appoint a contact person within the City/County Administrator or Manager's Office to coordinate conference activities with League & KACM staff.
- Provide "Host City/County Welcome" from City/County Administrator or Manager or other City/County Official at opening general session.
- Provide minimum sponsorship support of \$4,500 plus in-kind donations where applicable. Additional community contributions will be considered in the location decision along with other factors. Examples of such contributions include the following:
 - Contacting local vendors the city/county works with to provide monetary support
 - Waiving rental for city/county-owned facilities if used for off-site social events or conference event space
 - Providing bus/trolley service at no cost if public transportation is available
- Appoint a contact person within the local convention & visitors bureau (CVB) if possible to assist the League & KACM staff with directions, registration support, other miscellaneous logistical details.

OTHER

(The following activities are designed to allow host to showcase their city/county and are incorporated within the conference scheduled events)

- Arrange for mobile workshops to city/county facilities/sites for field demonstrations.
- Provide recommendations for off-site social events, preferred caterers, and entertainment.
- Provide welcome bags, visitor guides, or additional support from CVB.

LEAGUE & KACM COORDINATION

The League's conference planner will coordinate and staff all conference events with the assistance of additional League staff and host city/county volunteers where applicable.

SERVICES PROVIDED BY THE LEAGUE

- Work with the KACM Conference Planning Committee to organize the conference curriculum.
- Respond to the Conference Committee to arrange conference topics and speakers for the event.
- Negotiate all contracts related to the conference.
- Solicit sponsorships from organizations that have historically shown interest in supporting the KACM conference.
- Reserve facilities for conference events, social events, and educational tours.
- Select menu and dining options after an assessment of local venues and cuisine.
- Arrange transportation for tours and events as needed.
- Arrange for necessary presentation equipment.
- Handle all aspects of registration.
- Staff all events to assure the conference is beneficial and successful.
- Maintain all accounting records.
- Send out and gather evaluation data.
- Provide a final report to the KACM Board.

FORM OF RESPONSE TO THE RFP

Cities'/Counties' response to this RFP shall be in writing and contain detailed commitments to the criteria contained in this RFP. Proposals may not be modified after the deadline for submitting proposal(s).

Proposals will be reviewed by the League Conference Coordinator, and KACM Board of Directors.

The League Conference Coordinator, in conjunction with the KACM Board of Directors & Conference Committee may reject any or all proposals when awarding the 2019 KACM Annual Conference.

Final decision on proposals submitted will be communicated to the host City/County Manager or Administrator and the appropriate CVB personnel.