Georgia Association of Community Service Boards
Annual Conference Venue
Request for Proposal

The Georgia Association of Community Service Boards, Inc. (GACSB) is located at 3150 Golf Ridge Blvd., Suite 202, Douglasville, GA 30135 and was established in 1994 for the following purposes:

- To lead in the development and operation of public disability services (mental health, intellectual & developmental disabilities, and addictive diseases [MH/IDD/AD]) which are community-based and comprehensive in range; involved consumers and their families in their design and governance; and are provided in a cost-effective manner in the least restrictive setting;
- To advocate, initiate, and support actions designed to improve disability services in Georgia;
- For sharing and exchange of information and ideas related to service delivery;
- To develop resources and solutions to problems; and to speak singularly in matters mutually involving and concerning community service boards (CSBs) in the State of Georgia.

The vision is to achieve healthy communities, which assure the highest potential quality of life for consumers of mental health, intellectual/developmental disabilities, and addictive disease services.

The mission is to promote the exchange of information; to represent the community service boards (CSBs) on legislative and administration matters and to advocate for the highest quality of life for consumers of mental health, developmental disabilities, and addictive diseases services.

Purpose of Request for Proposal

The GACSB holds an annual Educational Exchange Conference in which stakeholders involved in each of the Association's member organizations gather to network and discuss ways that CSBs can better serve their communities. The Educational Exchange brings in speakers from all over the Nation to speak to CSB personnel, board members, and individuals serving in various capacities in local and statewide government. The event is comprised of numerous sessions that allow for the whole group to congregate at once in addition to breakout sessions that are typically comprised of individual peer groups meetings. The Association also brings in vendors from all over the Country that would like to work with the CSBs. Other events included in the conference are receptions and meals. The Association seeks an entity that can provide space and amenities for all of the aforementioned events to occur as well as a significant portion of

on-site lodging for conference attendees and audio/visual support throughout the conference. It is also requested that the facilities assist with the set-up, breakdown, and transition in between conference sessions. The hired host facility must coordinate activities and events with the Association's Executive Director. This RFP is to solicit proposals for the host facility for the Educational Exchange in October 2018.

- Responsible for providing facilities to a conference of approximately 325+ attendees, 50 vendors, 15-20 speakers with a large enough room to seat the entire group with stage and audio/visual accommodations as well as four to five other rooms that can seat up to 100 of the attendees with audio/visual accommodations.
- Responsible for providing at least 75% of conference attendees' lodging.
- Responsible for providing meals (food and beverage) for all events for all attendees as approved by the Association's Executive Director.
- Responsible for updating the Executive Director with any changes to the structural or policy components that may affect the activities and/or attendees of the conference.
- Responsible for providing audio/visual support that allows presenters in each of the aforementioned rooms to complete their presentations with ease.
- Responsible for providing free internet access to the attendees.
- Responsible for providing routine and fully detailed communications on progress towards the event set-up.

Evaluation and Proposal

Proposals will be evaluated by the Association with due consideration to the facility, amenities, courtesy of staff, accommodating ability, and price quotations along with other factors and criteria. The compensation proposal will be considered but will not be the controlling factors. The evaluation will generally consider the following criteria:

1. The organization should have the ability to house the event, and subsequent event sessions
2. The organization should have the ability to provide at least 75% of the lodging for the conference attendees (negotiable).
3. The organization should have a good reputation in their local area.
4. The organization should be in a location which is feasible to accommodate the event and attendees' travel.
5. The organization should demonstrate an understanding of conditions set forth by the GACSB.
6. The organization should provide information pertaining to its strength in provisions for conference events.
7. The organization should demonstrate ability to manage communications with the GACSB Executive Director about any items that could potentially affect the event.
8. The organization should provide a list of personnel roles that will be involved in the event (i.e. Two audio/visual personnel to help set-up each of the rooms to accommodate attendees and presenters, five general personnel to provide with general assistance, four food and beverage personnel to facilitate the delivery of meals, etc.)
9. The organization should provide a cost proposal that shows a not-to-exceed amount for the event and the optional extension for a second event to be held the following year.

10. The organization will provide a plan that ensures the safe evacuation of the conference attendees in case of an emergency or general safety provisions.

Proposal Submission

The proposal must be received by the GACSB office, 3150 Golf Ridge, Blvd., Suite 202, Douglasville, GA 30135, in a sealed envelope marked "GACSB Educational Exchange Host Request For Proposal" or via email to Lyly Trinh, Member Services Coordinator, at ltrinh@shpllc.com or before July 30, 2017.

After receipt of said proposal the GACSB will review and evaluate the proposals and qualifications. In the absence of unusual circumstances, the GACSB anticipates appointing the 2018 Educational Exchange host organization no later than August 31, 2017.

The GACSB reserves the right to reject any and all proposals and waive informality to the extent that is lawful and in the best interest of the GACSB. To the extent permitted by law, the GACSB reserves the right to negotiate with qualified host organizations.

Any questions regarding the proposal/process should be submitted via email to Lyly Trinh, Member Services Coordinator, at ltrinh@shpllc.com

Thank you,

Robyn Garrett
Executive Director
Georgia Association of Community Service Boards