

EASTERN DIOCESE COCHUSA – REQUEST FOR PROPOSAL

I. Contact Information

***Event Name:** Eastern Diocese Youth Conference

***Event Host Organization:** Eastern Diocese Church of Christ Holiness U.S.A.

Event Organizer : Eastern Diocese Church of Christ Holiness U.S.A.

***Key Contact Person:** Steven Hill

Job Title: Conference Planner

***Mailing Address Line 1:** P.O. Box 2652

Mailing Address Line 2:

***City:** Wilmington

***State/Province:** DE

***Zip/Postal Code:** 19805

***Country:** U.S.A.

***Phone:** (302) 427-8913 ext. 470

Fax: N/A

Mobile Phone: (302) 981-4924

E-mail Address: smarhill1@yahoo.com

Web Address: www.edcochusa.org

Preferred Method of Communication:

Telephone

Email

Letter

Fax

Other:

Event Organizer/Host Organization Billing Address: Eastern Diocese Church of Christ Holiness U.S.A.

Billing Contact Person: Steven L. Hill

Billing Address Line 1: P.O. Box 2652

Billing Address Line 2:

City: Wilmington

State/Province: DE

Zip/Postal Code: 19805

Country: U.S.A.

Billing Contact Telephone: (302) 427-8913 ext. 470

Contact Information Comments:

II. Event Profile

***Event Name:** Eastern Diocese Youth Conference

***Event Host Organization:** Eastern Diocese Church of Christ (Holiness) U.S.A.

Event Organizer (if different from Host Organization): Eastern Diocese Church of Christ (Holiness) U.S.A.

Event Start Date: Thursday, April 21, 2022

Event End Date: Sunday, April 24, 2022

Event Organizer

Market Segment:

- | | |
|---|---|
| <input type="checkbox"/> Association (International) | <input type="checkbox"/> Fraternal |
| <input type="checkbox"/> Association (National) | <input type="checkbox"/> Government |
| <input type="checkbox"/> Association (Regional, State or Local) | <input type="checkbox"/> Military |
| <input type="checkbox"/> Corporate | <input checked="" type="checkbox"/> Religious |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Social |
| <input type="checkbox"/> Ethnic | |

***Event Type:**

***Event Status:**

***Event Frequency:**

Event Host Overview: Christian Organization – Largest Annual Youth Conference gathering among the 9 Church of Christ (Holiness) USA Diocese. The Youth Conference engages in Community Projects within the City in which we host the Conference to leave a positive impact once we depart.

Event Objectives: Provide opportunity for the of the Eastern Diocese as well as visiting youth from the body of COCHUSA to gather for fellowship, education, and ministry to members of COCHUSA and youth from surrounding communities. They also enable the youth to experience new destinations and leave a lasting positive impact on the communities in which they meet by participating in community projects in that destination.

Attendee Profile

Expected Total Event Attendance: 350 -400

Attendee Demographics Profile:

(Include information regarding demographics, international mix of attendees, fly-in v. drive-in mix, etc.)

Drive in mix

Accessibility/Special Needs:

Handicap accessible rooms

Event History

First Time Event:

If No, attach the APEX Post Event Report (PER)

If a PER is not available, Complete the following for past occurrences:

Facility Name	City, State/Province, Country	Start Day & Date	End Day & Date	Total Attendance	Total Room Nights	APEX Post-Event Report (PER) attached
Crowne Plaza - North	Wilmington, DE	April 25, 2019	April 26, 2019	400	219	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sheraton Reston	Reston, Virginia	April 26, 2018	April 29, 2018	400	152	<input type="checkbox"/> Yes <input type="checkbox"/> No
Holiday Inn Virginia Beach- Norfolk Hotel & Conference Center	Virginia Beach, VA	March 30, 2017	April 2, 2017	450	171	<input type="checkbox"/> Yes <input type="checkbox"/> No
Holiday Inn Virginia Beach- Norfolk Hotel & Conference Center	Virginia Beach, VA	April 21, 2016	April 22, 2016	500	231	<input type="checkbox"/> Yes <input type="checkbox"/> No
Holiday Inn Virginia Beach- Norfolk Hotel & Conference Center	Virginia Beach, VA	April 23, 2015	April 26, 2015	525	226	<input type="checkbox"/> Yes <input type="checkbox"/> No
Double Tree by Hilton, Koger Center	Richmond, VA	April 3, 2014	April 6, 2014	525	166	<input type="checkbox"/> Yes <input type="checkbox"/> No
Crowne Plaza	Hampton, Virginia	April 18, 2013	April 21, 2013	525	158	<input type="checkbox"/> Yes <input type="checkbox"/> No
Crowne Plaza	Hampton, Virginia	April 19, 2012	April 22, 2012	500	137	<input type="checkbox"/> Yes <input type="checkbox"/> No
Embassy Suites	Cary, North Carolina	March 31, 2011	April 3, 2011	425	127	<input type="checkbox"/> Yes <input type="checkbox"/> No
Crowne Plaza	Valley Forge, PA	April 15, 2010	April 18, 2010	350	172	<input type="checkbox"/> Yes <input type="checkbox"/> No

Exhibition Information

The event is or includes an exhibition: Yes No

If Yes,

Type of Exhibition:

- Public
- Private
- Public/Private Combination

**Type of Exhibits
choose all that apply:**

- Custom Fabricated
- Modular
- Portable
- Other:

Number of Exhibits Expected:

Number of Exhibiting Companies Expected:

Exhibitor Demographics Profile:

(Include information regarding demographics, industry focus, special needs, etc.)

Secured Exhibition Area: Yes No

Gross Space Required:

Unit of Measurement: Square Feet Square Meters

Net Space:

Unit of Measurement: Square Feet Square Meters

Exhibitor Kit Provided to Exhibitors: Online Printed CD ROM None Other

General Service Contractor

General Service Contractor (GSC) Selected: Yes No

Future Open Dates

There are future open dates for this event: Yes No

If Yes,

Published Start Date	Published End Date	Comments
April 21, 2022	April 24, 2022	
April 13, 2023	April 16, 2023	

Event Profile Comments:

III. Requirements

***Statement of Need:**

Open to a multiple year contract.

Location Requirements

The event must take place in a specific location: Yes No

- If Yes:
City: _____ State/Province: _____ Country: _____

- If No:
Preferred locations for the event are:

Country	Region, Province or State	City
	Maryland	Open
	New Jersey	Open
	Virginia	Open
	Pennsylvania	Open
	Delaware	Open

Other Location Requirements:

(Describe other requirements relating to location such as Airport, City Center, Resort, Suburban, etc.)

Other Location Requirements Comments: Selecting from among cities in Maryland, Virginia, and North Carolina.

Date Requirements

	Year	Month	Start Day & Date	End Day & Date
Preferred Published Dates				
Alternate Published Dates 1	2022	March/April	March 31 st	April 3 rd
Alternate Published Dates 2	2023	April	April 20 th	April 23 rd

Number of days/hours needed in advance of published event dates for set-up and move-in:

Days Hours

Number of days/hours needed post-event for tear-down and move-out:

Days Hours

Other Date Requirements Comments:

Facility Requirements

- Preferred Facility Type:**
- Conference Center
 - Convention Center
 - Hotel
 - Resort
 - Restaurant
 - Unique Venue
 - Other: Office / Conference Set up

Guest Rooms

- Total Room Nights:185

- Peak Night Room Block: 84

Largest Function Space

- **Minimum Square Footage:**
- **Set-up Type Required:** Theatre w/stage
- **Minimum Capacity:** 350-400
- **Minimum Ceiling Height:**

Exhibit Hall

Gross Space Required:

Recreation Preferences

Recreation Type	Required	Preferred but Not Required	Not Required
(e.g. Beach, Fitness Center, Golf, Pool, Spa)	Pool, Fitness Center	Spa, Basketball and Tennis Court	

Other Facility Requirements Comments:

Guest Room Block Requirements

Guest Rooms are Required for this Event: Yes No

Cut-off Date: 14 Days prior to major arrival date

Reservation Method: {X} Individual Call-in {X} Rooming List

	# of Guests	# of Single-Bedded Rooms Required	# of Double-Bedded Rooms Required	# of Suites Required	# of Accessible Rooms Required	Total # of Rooms & Suites Required
Day (e.g., Monday)						
Thursday		3	10	2		15
Friday		10	70	2	2	84
Saturday		10	70	2	2	84
Sunday	Checkout	Checkout	Checkout	Checkout	Checkout	Checkout
Totals		23	150	6	6	185

Description of Accessible Rooms Requirement:

Room Rate Must Be No More Than: \$99 - \$119 (Flat rate for single, double, triple occupancy requested.)

Government Per Diem Rates Required: Yes No

If Yes,
Number of Rooms Requiring this Rate

Reduced Staff Room Rates Required: Yes No

If Yes,

Number of Rooms Requiring this Rate: _____ 7 _____

Rebates Will Be Paid on Room Rates: Yes No

If Yes

Describe rebate, assessment or commission requirements associated with this RFP: (\$7) Rebate on Rooms

Method of Reservations: Select All That Apply: Rooming List Individual Reservation

Other Guest Room Block Requirements Comments:

Function Space and F & B Requirements

Function Space (including for exhibits) is Required for this Event: Yes No

If Yes,

The following chart/schedule outlines function space requirements for the event.

DATE	TIME (FROM - TO)		FUNCTION	# PPL	SET-UP	MEETING ROOM:
<u>Thursday:</u>						
4/21/22	10AM	11:59PM	Registration Setup Room	15	(8) 6-ft tables draped & skirted	
4/21/22	12noon	11:59 PM	Executive Treasurer Office	5	Conference	
4/21/22	12noon	11:59 PM	Executive Board Room	20	Conference	
4/21/22	10:00 PM	11:59 PM	Move-in and Set-up	400	Theater	
<u>Friday:</u>						
4/22/22	12:00 AM	11:59PM	Registration Setup Room	15	Existing	
4/22/22	12:00 AM	11:59 PM	Executive Treasurer Office	5	Existing	
4/22/22	12:00 AM	11:59 PM	Executive Board Room	20	Existing	
4/22/22	6:30AM	10AM	Breakfast	30		
4/22/22	8:00AM	11:59 PM	Registration / Vendor's	10	(10) 6-ft tables draped & skirted	Pre-function Area of Ballroom
4/22/22	10AM	11:59PM	Children's Zone	35	(2) 6ft tables draped & skirted	
4/22/22	10AM	11:59PM	Teen Zone	35	(6) 6ft tables draped & skirted	
4/22/22	12noon	11:59PM	AV Sound Setup, Choir Rehearsal, Concert	400		
4/22/22	12noon	11:59PM	AV Sound Setup, Choir Rehearsal, Concert	400		
<u>Saturday:</u>						
4/23/22	12:00 AM	11:59PM	Registration Setup Room	15	Existing	
4/23/22	12:00 AM	11:59 PM	Executive Treasurer Office	5	Existing	
4/23/22	12:00 AM	11:59 PM	Executive Board Room	20	Existing	
4/23/22	6:30AM	10AM	Breakfast	400		
4/23/22	8:00AM	11:59 PM	Registration / Vendor's	10	Existing	Pre-function Area of Ballroom
4/23/22	12AM	11:59PM	Children's Zone	35	(2) 6ft tables draped & skirted	
4/23/22	12AM	11:59PM	Teen Zone	35	(6) 6ft tables draped & skirted	
4/23/22	8:00AM	12PM	General Session	400	Existing	
4/23/22	6:00PM	10PM	Banquet	210	Rounds	
<u>Sunday:</u>						
4/24/22	12:00 AM	3:00PM	Registration Setup Room	15	Existing	

*RFP For (Supplier Name):

*Respond To (Key Contact Name):

4/24/22	12:00 AM	3:00 PM	Executive Treasurer Office	5	Existing	
4/24/22	12:00 AM	11:59 PM	Executive Board Room	20	Existing	
4/24/22	6:30AM	10AM	Breakfast	400		
4/24/22	8:00 AM	1:00PM	Sunday School, Worship Service	400	Theater	
4/24/22	1:00PM	3:00PM	Move Out			

Function Space and Audio/Visual Comments (e.g. rear screen projection needs, production requirements, etc.): Complimentary podium and microphone for general session room, complimentary Projection Screen, Complimentary Board & Easel with Large Pad and markers for General Session Room. Group will bring their own A/V at no additional charge.

Overall Food & Beverage Budget: \$5500 (indicate currency type)

Includes Tax: Yes No

Includes Service Charges: Yes No

Includes Gratuity: Yes No

Other Function Space and Food & Beverage Requirements Comments: Requesting cost for adults to be \$26 inclusive and children 12 and under \$18 inclusive

Concessions Desired

- *(1) Complimentary room night for every 35 occupied rooms cumulatively
- *Two (2) Complimentary one bedroom Suites for Bishop and President for Duration of Conference
- *(1) Complimentary Room for the Planner for Duration of Conference
- *Guest Rooms: Breakfast per day included in the rate (up to (4) people)
- *(7) staff rooms at 50% off Group rate
- *Complimentary parking for hotel guest, with unlimited in-and-out privileges
- *Complimentary use of hotel fitness facilities
- *Meeting Space Complimentary
- *Complimentary Internet Access in Guestrooms, Break-out Rooms, and Ballroom

Insurance:

In order to host this event, what are your specific insurance requirements of my organization?

- Commercial General Liability Insurance, including blanket contractual liability
 - *With respect to the commercial general liability protection, if the amount exceeds \$1,000,000, what the limits can be provided by primary and excess/umbrella coverage.
- Commercial Automobile Liability Insurance for owned, non-owned and hired vehicles
- Workers' Compensation Insurance as required by statute.
- Employers' Liability Insurance.

Other Specific Requirements:

General Session/Worship Services Meeting Room Requires: 40x20 stage at front, center of room, Podium w/mic on stage facing theatre style set up. 15x30 area for musical instruments at side of the stage. (2) 6ft table on the floor in front of the stage with 4-6 chairs

Additional Request/Comments:

*Request Hotel provide (1) pre-planning meetings for the Eastern Diocese President and Committee members (20 people) (meeting will be based on hotel availability).

Request hotel provide:

*Complimentary Conference Room for one day pre-planning session

*Complimentary overnight accommodations for President & Planner

* Complimentary Deli luncheon for 20 board members

*Accommodations for committee members at 50% of group rate

*Group is exempt from sales tax in most states and will provide qualified certificate upon request

*Meeting planner Rewards number will be included in final contract

IV. Proposal Specifications

The RFP issuer expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person named in Section I.

Questions:

Direct all questions and requests for additional information regarding this RFP to the contact person designated in Section I (Contact Information).

Decision Making Process: Site Visit will be conducted by planner based on hotels selected from proposal submissions- so please submit your most competitive proposal. Planner will notify selected hotel(s) of the decision for site visits and will work with each hotel to set up the site visit arrangements.

Final Decision Maker: Steven L. Hill , Meeting Planner

There will be a preliminary cut with a second review of finalists: Yes

Timeline:

- *RFP Published Date:
- RFP Distribution Date:
- Proposal Due Date and Time: As soon as possible
- Preliminary Cut Date:
- Proposal Presentation Dates (if required):
- *Decision Date: within a month of receipt
- Approximate Date of Site Inspection (if required): Open
- Number of Site Inspection Attendees (if required): 2

Decision Notification Method:

- Telephone Call
- Email
- Letter
- Fax

Key Decision Factors:

Selection is based on the following criteria, rated by how they will play a role in proposal evaluation (1 is critical, 3 is important, and 5 minimally important):

Decision Factor	Rating
Ability of vendor to provide high level of service	5
Age and types of equipment to be provided	5
Amount of equipment owned by the vendor	5
Availability of required equipment	3
Comp Meeting Space	1
Information provided in the response to the RFP	1
Proposal in the response to the RFP is in the proper sequence	3
Room Rate	1
Recommendations from previous and existing clients	3
Staff Experience	3
Travel/shipping costs if equipment is trucked or flown in	5
Location	4
Other:	

Required Attachments (select all that apply):

- Standard sales kit for the facility
- Insurance Requirements
- The facility's APEX Site Profile
- Exclusive and/or Preferred Vendor List
- Price List(s)
 - Resort Fees
 - Parking
 - Valet Parking
 - Fitness Center
 - Porterage & Baggage
 - Internet Access & Accessories
 - Room Drops
 - Corkage - Wine & Beer Fees
 - Shipping & Receiving
 - Labor Policy
 - Cleaning/Trash Removal Policies
 - Utilities

Gratuities Policy

Other:

Other:

Instructions for Responding:

- Each proposal responding to this RFP must include the information requested in Section V (*Proposal Content*) of this RFP (in the order presented).
- Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor.
- The proposal with the lowest dollar amount will not necessarily be considered as the best proposal.
- Incomplete and/or late responses will not be considered.
- Accepted Formats for Response: Mail Fax Email Courier Other:
- Other instructions:

Proposal Specifications Comments:

V. Proposal Content

Each proposal responding to this RFP must include the following information (in the order presented here).

Facility Name: Radisson Baltimore Hotel

Mailing Address Line 1: 101 W. Fayette Street

Mailing Address Line 2:

City: Baltimore

State/Province: Maryland

Zip/Postal Code: 21201

Country: USA

Web Site: www.radissonbaltimore.com

Primary Sales Contact:

Full Name: Pat Palmere

Job Title: Area Sales

Employer: Crescent
Hotels & Resorts

Response to Requirements:

Dates & Guest Rooms

Start Day & Date	End Day & Date	Single Occupancy Room Rate	Double Occupancy Room Rate	Extra Person Charge	Suite Rate Range	Availability
4/21/2022	4/24/2022	107.00	107.00		259.00	<input checked="" type="checkbox"/> 1st Option <input type="checkbox"/> 2nd Option
						<input type="checkbox"/> 1st Option <input type="checkbox"/> 2nd Option
<i>Additional options as necessary</i>						

Currency Type: USD

Function Space

Complete the following chart for each function outlined in Section III:

Day & Date	Function Type	Start Time	End Time	Setup	Function Room Name	Maximum Capacity for Setup Indicated	24-Hour Hold Available	Availability
							<input type="checkbox"/> Yes <input type="checkbox"/> No	x 1 st Option <input type="checkbox"/> 2 nd Option
Thurs-Sun 4/21-24/2022	Registration & Exhibits (10)	7AM	8PM	Registration	Promenade	Flow	Yes	Yes
Thurs-Sun 4/21-24/2022	Treasurer office	7AM	8PM	Office	Fayette	Conference (5)	Yes	Yes
Thurs-Sun 4/21-24/2022	Exec Board room	7AM	8PM	Office	Fayette	Conference (20)	Yes	Yes
Thurs-Sun 4/21-24/2022	General Session/Worship	6AM	11PM	Theatre/Stage	International ABC	Theatre 400	Yes	Yes
Thurs-Sun 4/21-24/2022	Meals	6AM	11PM	Rounds	International DEF	Rounds	Yes	Yes
Thurs-Sun 4/21-24/2022	Children's Zone	6AM	11PM	Special setup	Poe	Special setup	Yes	Yes

Thurs-Sun 4/21-24/2022	Teen's Zone	6AM	11PM	Special Setup	Mencken	Special Setup	Yes	Yes
	<i>Additional functions as necessary</i>							<input type="checkbox"/> 1 st Option <input type="checkbox"/> 2 nd Option

Food & Beverage

F&B Function Type	Average Per Person Price
Morning Break	\$16
Afternoon Break	\$16
Reception	\$40
Plated Breakfast	\$20
Buffet Breakfast	\$23
Continental Breakfast	\$16
Hot Plated Lunch	\$32
Cold Plated Lunch	\$30
Buffet Lunch	\$33
Plated Dinner	\$34
Buffet Dinner	\$38

Currency Type: _____ US Dollar _____

*RFP For (Supplier Name):
 *Respond To (Key Contact Name):

Standard Tax %: _____ 6.00 _____ %

Standard Service Charge %: _____ 22.00 _____ %

Concessions Offered: \$7 rebate, 1 per 40 comps, 80% attrition, free Wifi,

Guest Rooms: Queen/Queens

Food & Beverage: \$5,500

Other Concessions: Complimentary room rental based on 100% guestroom pickup

Insurance Coverage:

Indicate the types and levels of insurance the company carries:

- Errors & Omissions Insurance: _____ US Dollar _____ (indicate currency type)
- Workers Compensation Insurance: _____ US Dollar _____ (indicate currency type)
- Commercial Liability Insurance: _____ US Dollar _____ (indicate currency type)
- Commercial Automobile Liability Insurance
- Other - _____: _____ (indicate currency type)

References:

Provide three references for events similar in size and scope to the one outlined in Section II (*Event Profile*) of this RFP: References will be provided based on hotel selection.

	Reference 1	Reference 2	Reference 3
Event Name			
Event Start Date	mm/dd/yyyy		
Event End Date	mm/dd/yyyy		
Event Type			
Event Host			
Given Name			
Middle Name			
Surname			
Job Title			
Employer			
Phone			
E-mail Address			

Attachments:

The following are attached to this proposal:

Standard sales kit for the facility

- Insurance Requirements
- The facility's APEX Site Profile

Exclusive and/or Preferred Vendor List

Price List(s)

~~Resort Fees~~

XX Parking – Self parking is \$25/daily

~~Valet Parking~~

XX Fitness Center – 24/7 complimentary

x Porterage & Baggage

XX Internet Access & Accessories – free wifi

x Room Drops

XX Corkage - Wine & Beer Fees, negotiable

x Shipping & Receiving

XX Labor Policy – Radisson is a Union Hotel

Cleaning/Trash Removal Policies

Utilities

XX Gratuities Policy – 22% Banquet service fees

Other: menus

Additional Comments:

Radisson Baltimore Hotel is located in downtown Baltimore. The International Ballroom is ideal for this event and there are no obstructions in the Ballroom. The Promenade area located outside the International Ballroom is ideal for Registration and exhibits.