

## **Request for Proposals: WACD Annual Meeting Facilitation and Coordination**

Washington Association of Conservation Districts  
711 Capitol Way South  
Suite 707  
Olympia, WA 98501

### **Procurement Contact Person:**

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Interim Executive Operations Director  
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### **1. Background/Introduction -**

The Washington Association of Conservation Districts (WACD) is a voluntary non-governmental association serving as the collective voice of the state's 45 conservation districts. WACD promotes the role of conservation districts in helping individuals, businesses, and communities to be good stewards of our natural and working landscapes. Our Executive Office is located in Olympia, Washington, with a satellite office at our Plant Materials Center Nursery in Bow, Washington.

As part of our work each year we organize and host a two-day Annual Meeting in coordination with the Washington State Conservation Commission and our member districts. The intent of the Annual Meeting is to provide an opportunity for our Association members from throughout the state to attend sessions where great examples of state conservation work are showcased, hear from speakers representing important partners, participate in training sessions, and conduct our annual business meeting where our full membership discusses and votes on any proposed changes to our bylaws, policies and resolutions to guide the work of the Association.

This year's annual conference is December 3 and 4 at the Tacoma Convention Center, with accommodations at the Murano Hotel. We anticipate 200+ attendees from across Washington state. Attendees will include conservation professionals and leaders representing the state's diverse natural and working lands. This year's event will also draw people from tribal, federal, state and local government; academia, non-profits, and businesses in the Puget Sound Region.

WACD has already begun the work of forming a Planning Committee to help shape the Annual Meeting theme and schedule. Some draft ideas have already been developed as to some potential speakers and session topics.

### **2. Project Goals and Scope of Services**

WACD is seeking assistance with the planning and coordination of its Annual Meeting including the following tasks:

- Facilitating the development and finalization of the Annual Meeting schedule, including topics to focus on, number of sessions, balance of plenary sessions with breakout sessions, identifying and inviting speakers and session leaders, timing for meals, social networking time, and meeting layout (locations for plenary sessions, breakout sessions, partner/sponsor tables, etc.).

- We envision the facilitator working closely with WACD staff, the WACD Executive Committee and Board, and the WACD Annual Meeting Planning Committee to craft and finalize the schedule. This will entail scheduling and facilitating a series of committee teleconference calls and working with people in-between calls to ensure action items are completed, such as inviting and confirming speakers and session leaders.
- Designing an Annual meeting program to post on our website and to provide as print copies to registered attendees.
- Work with WACD staff to coordinate the meeting schedule and logistics during the actual event. WACD staff will be responsible for sending materials out to the membership, for managing event registration, creation of name tags, and distribution of meeting materials to meeting attendees.
- Work with conservation districts and other partners to secure sponsorships.

### **3. Anticipated Selection Schedule**

We need this assistance as soon as possible and will be working quickly to review proposals and select the successful proposal by no later than July 26th.

### **4. Time and Place of Submission of Proposals**

Please submit a PDF of your proposal by email to Ryan Baye at [Rbaye@wadistricts.org](mailto:Rbaye@wadistricts.org) by noon on July 19.

### **5. Timeline**

- July 11 RFP released by WACD
- July 15 noon questions about RFP submitted to Ryan Baye
- July 17 noon answers to questions posted to WACD website
- July 19 noon proposals due

### **6. Elements of Proposal**

- Name of primary contact with email and phone number
- Name of company/organization
- Address of company/organization
- Description of how the proposer will provide assistance to complete the tasks outlined in 2. Project Goals and Scope of Services. Include all staff assigned to the tasks, what role each staff member will play, their billing rates and estimation of how many hours each staff member will spend on each task.
- Description of previous experience of primary staff assigned to the project that is relevant to this work and a demonstration of previous work (event agenda, sponsorship letter, conference packet, etc.)
- Three references who can speak to their experience working with primary staff on similar projects.
- Overall proposed budget including explanation of assumptions in estimating cost.

## **7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Previous relevant experience 40%
- Proposed method of completing the scope 30%
- References 20%
- Proposed budget 10%

## **8. Budget**

WACD has a maximum of \$ 10,000 we can award to the successful proposer.