

**MISSOURI VALLEY DIVISION
of the
INTERNATIONAL ASSOCIATION OF
FIRE CHIEFS**

REQUEST FOR PROPOSAL



**ANNUAL CONFERENCE
2019**

A DIVISION OF THE IAFC

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1. Introduction

This is a request for proposal (RFP) and is being utilized to assist cities and/or Fire Service Organizations to bid on hosting the Missouri Valley Division (MVD), Annual Conference and Exposition. MVD is a division of the International Association of Fire Chiefs.

The MVD will consider all locations within the Missouri Valley Division, provided the specific criteria contained herein are met. The States included in the Division are Colorado, Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota and Wyoming. Current annual conferences are:

2016	Springfield, MO
2017	Breckenridge, CO
2018	Davenport, IA

This RFP contains background information about the MVD, its annual conferences including attendance, exhibit sizes, and past conference locations. It outlines specific criteria, which must be addressed in order to be considered in the bidding process, and the procedures, which will be used in the selection process.

The Board of Directors will receive proposals for hosting the Annual Conference at its Winter Board meeting two (2) years prior to the conference. Presentations shall not exceed thirty (30) minutes. Cities desiring to submit a proposal shall request a "Request for Proposal" form from the Secretary/Treasurer of the Association, or may obtain the RFP from the Association's web site at www.mvdiafc.org. RFP's must be completed and returned by January 1st of the year the city will make its presentation to the MVD Board of Directors.

The Missouri Valley Division Program Planning Committee will assist the selected city or organization with the educational program.

Important Dates To Remember

1. Confirm participation, by email or mail, with support of local Fire Chief and Organization.
2. Completed RFP's should be submitted to the Board of Directors no later than January 1 of the year the presentation will be made, two years before the annual conference. (See Appendix A for complete date checklist)
3. Official announcement of the selected city will be made at the July Board meeting, two years prior to the conference. Unofficial notification may be made before the July Board meeting.
4. Traditional dates for the annual conference are the second week of July, Wednesday through Friday.

II. BACKGROUND

The Missouri Valley Division is comprised of individuals and organizations of fire and emergency service departments from an eight-state area (Colorado, Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota and Wyoming). The Missouri Valley Division was founded in 1927. The MVD's mission is to enhance the professionalism and capabilities of career and volunteer chief fire officers and allied professionals throughout the Division through cutting edge educational opportunities.

The MVD Secretary is located in Emporia, Kansas. The association has a 14 member volunteer Board of Directors. The operating budget is approximately \$40,000 annually.

Missouri Valley Division members represent a broad range of fire and emergency service departments from rural volunteer departments to fully paid, career, urban departments. The largest numbers of members are chiefs from mid-size population fire departments.

The MVD fosters networking among its members through the annual conference, exhibition, special seminars, and other sponsored training opportunities.

The voice of the Association is its quarterly newsletter, *Fire Link*, which highlights Fire and emergency service issues and communicates important information on Association activities. The Association also hosts a web site at www.mdiafc.org.

III. MVD CONFERENCE HISTORY

The MVD has held an annual conference every year since 1935. Traditional events surrounding the conference include: an exhibition of fire and emergency apparatus, equipment and services; educational workshops and seminars addressing leadership, management, operational and administrative issues applicable to the fire service industry; business meetings; and, social events for members and spouses highlighting the local area cultural, entertainment and tourist attractions.

In addition to the quarterly newsletter, *Fire Link*, the conference is one of the most significant benefits for MVD members.

The conference has traditionally been held on the second Thursday and Friday of July. Dates have been adjusted recently to allow for changes in Fire Rescue International dates. The educational and business portion extends for three days while the conference and exhibition runs consecutively for two days. Average attendance for the past five years has been approximately 125 attendees.

The sphere of interest in conference programming has been expanded in recent years to attract a larger audience. Exhibits are being enlarged, educational programs are being increased and additional concurrent conferences and professional development courses are being added. Activities before and after the main conference period will be promoted to create more interest

in the overall program. Some host departments have opened some educational activities to individuals who are not members of the Association at a reduced fee. Those individuals are not invited to the business meetings and do not have a vote on business items.

IV. CONFERENCE STATISTICAL HISTORY

Location	Total Attendance
1998 Omaha, NE	109
1999 St. Charles, MO	110
2000 Joplin, MO	129
2001 Casper, WY	171
2002 Castle Rock, CO	131
2003 Kansas City, MO	142
2004 Sioux City, IA	82
2005 Columbia, MO	122
2006 Omaha, NE	102
2007 Rapid City, SD	112
2008 Joplin, MO	92
2009 Overland Park, KS	177
2010 Colorado Springs, CO	165
2011 Wichita, KS	124
2012 Independence, MO	135
2013 Colorado Springs, CO	129
2014 Cedar Rapids, IA	79
2015 Sioux Falls, SD	112

V. GENERAL INFORMATION

Conference Month	July
Rotation	Wednesday through Friday
Approximate Attendance	130 (including exhibitors)
Minimum Exhibit Space required	10,000 contiguous gross square feet
Sleeping Rooms required	75- 150 total room nights
Set-Up Begins (expand)	Wednesday evening
Exhibit Days	Thursday and Friday
Exhibit Tear down	Friday afternoon

VI. RESPONSE PROCEDURES

1. Initial Confirmation

Bidding cities must confirm commitment, via electronically or mail, with support from local Fire Chief and the Organization to the Secretary of the MVD.

2. Final Bid Packet deadline

Bidding entities must return the entire packet of information in three copies (or complete electronic submissions) to be submitted to the Board of Directors no later than January 1st (in the year that a presentation will be made to the MVD Board of Directors.) , **two years prior to the annual conference being bid on. A presentation by the bidding city (cities) will be made at the March Board meeting.**

3. Bid Packet Contents

We do not want to limit your bid response creativity or limit your capability to provide the MVD with full and complete answers on your proposal. However, please ensure that your responses are accurate, concise, and clearly stated. Organize your responses for ease of reading and clarity of information.

Please keep your answers in the numerical sequence of the bid questionnaire. When you are answering questions, the following format should be used:

Example: How close is the convention center to a basic life support ambulance?

A city fire department basic life support ambulance is located three blocks to the west of the convention center at 4'h & Central.

All questions must have answers, even if your answer is "not applicable" or "no response."

4. MVD Acknowledgment of Receipt of Your Materials

The receipt of your initial confirmation and final bid packet by the Secretary of the MVD will be acknowledged by email back to the contact person listed in question #1, usually within 72 hours.

5. Selection of Semi-Finalists

Semi-finalists will be notified and will be invited to make a presentation to the Board of Directors of the MVD during the March Board Meeting.

6. Notification of Final Selection

The MVD Board will make the final selection at the next available conference and notify the selected entity by July 31, **two years before the annual conference. Unofficial notification may be made sooner.**

7. Describe your department's activity in the Missouri Valley Division for the past 5 years?

8. Do you, as the Chief officer, anticipate being in office during the year that you are requesting the conference? YES NO

9. Conference Organizational Chart

The organizational framework must include, but not limited to, representatives from: fire department, Chamber of Commerce and/or Conference and Visitor's Bureau, Conference Center, and Hotel. Please list all contact information.

10. Official Address for All Correspondence or Questions Concerning the Site Selection Process

All communications should be directed to:

Chief Jack Taylor
Missouri Valley Division
P.O Box 928
120 E. 5th
Emporia, KS 66801

Telephone #: (620) 343-4230
E-mail – jtaylor@emporia-kansas.gov

VII. CONVENTION CENTER

A. Minimum Requirements

1. Facility must have sufficient exhibit space all located on one level to accommodate all vendors in one area. Outside exhibit space shall also be available. Adequate security shall be provided.
2. Facility must be completely equipped with fully automatic fire alarm, smoke detection and sprinkler systems.
3. Facility must have sufficient numbers of meeting/breakout rooms to accommodate conference activities in proximity to exhibit hall. Of those rooms, one (1) must have capacity to be set for a minimum of 150 people classroom style with a podium and table at the front of the room and a table and water station in the rear. Must have adequate facility for general session, with seating for up to 150. A meeting room for twenty (20) persons shall also be provided at the conference hotel/motel for the Board of Directors at no cost. This room shall be available for four (4) days.
4. Provide complimentary room set-up for all breakout rooms.
5. Provide complimentary easels, audio/visual equipment, message boards, and water services.
6. Provide parking spaces at the convention center for MVD use.
7. Provide complimentary water service for each breakout room.

B. Convention Center Information

1. What is the available Sq. Ft. for exhibit space? Inside Outside
2. The host Chief shall set all exhibit fees to be approved by the Board of Directors.
3. Appropriate inside exhibit space shall be provided within walking distance of the headquarters motel/hotel. Please provide a floor plan/layout of the center and a map of the city blocks around the facility.
4. The program shall provide time to visit exhibits. Exhibitors shall be invited to attend all entertainment functions including the banquet.
5. The program shall allow for a MVD business meeting to take place immediately following the opening ceremonies and a final business meeting to close the conference. In the event of a contested campaign for office, sufficient time shall be given at the beginning of the final morning for the candidates to give a short speech.

6. Advance registration forms shall be mailed to all *vendors and Association members* four (4) months prior to the conference.
7. Provide a copy of any convention center rules and regulations.
8. Does the facility meet the requirements of the Americans with Disabilities Act?
9. Does the facility have built-in AV in the major meeting rooms? If so, describe: What complimentary AV services and set up services are provided per meeting room?
9. Is parking adjacent to the facility? If not, what is the distance?
10. Cost of facility parking: \$_____per hour \$_____per day.
11. Are there in and out privileges per day?
12. Number of parking spaces available: _____ cars _____ trucks
13. Does the convention center/exhibit hall have a public address system? Is this system separate from meeting room space?
14. Are there restaurants at the center (not inclusive of concessions?) If not, where are they located?
15. Does the convention center staff/management practice/review disaster drills with local fire department and law enforcement? How often? Examples of drill?
16. What is the decision-making authority of the assigned event coordinator?
17. What events/conferences will be utilizing your facility prior to, during and following MVD conference? Considering the other events, do you anticipate any difficulty in meeting the MVD Conference requirements?
18. Will the center provide air conditioning and lighting at no additional cost during move-in?

19. Describe the exhibit area security. Additional security must be provided by Host City if needed
20. How close is the convention center to the nearest fire station?
21. Does the convention center have an emergency action plan in the event of fire or other major catastrophe?
22. How close is the nearest emergency room?
 24 hour availability? Yes No

 Is it a Level I or 2 emergency or trauma center? Yes No
23. What and how far is the nearest airport to the Conference site?
24. Will the city or conference center be willing to provide complimentary shuttle service from the airport to the convention center and back?
25. How close is the nearest quick copy center (Kinkos, PIP, etc.)? Provide name, address and telephone number.
26. What major construction/renovation projects are expected to take place during the length of this contract?
27. What inconvenience to the conference can be expected through any planned construction?

VII. HOTELS

A. Minimum Requirements

1. At least 125-150 total sleeping rooms must be available at the facility for the annual conference. Hotels must be fully equipped with automatic fire alarm, smoke detectors, and fire sprinkler systems and must comply with all federal, state, and local fire ordinances.
2. The host Chief shall provide six (6) rooms at the conference hotel/motel for the Division

Executive Board and pay all costs of same. Rooms shall be available for four (4) nights. A meeting room for twenty (20) persons shall also be provided at the conference hotel/motel for the Board of Directors at no cost. This room shall be available for four (4) days.

B. Hotel Information

1. List the hotels you select which are within 10 minutes walking distance of the convention center? Attach complete hotel information. Please list any other hotels/motels that might be considered for the convention. (Packet should include floor plans, menus, athletic facilities, meeting room sizes and capacities, food facilities and hours of operations, sleeping room amenities, concierge level amenities, and parking facilities/arrangements.)
2. Are suites available for dealers or other persons requesting them?
3. List hotels that do not meet the Americans with Disabilities Act requirements.
4. List hotels that do not have full-service (breakfast, lunch and dinner) restaurant facilities.
5. What hotels offer complimentary van or shuttle service to/from the airport? (Indicate the frequency of service.)
6. Do the hotels provide complimentary parking for hotel guests? If not, what is the cost for parking? Please indicate the parking rates for each of the hotels suggested for the MVD block.
7. Does hotel/motel have facilities to host the annual banquet?
 - a. Room for annual banquet up to 200 persons with round or other types of tables to accommodate 8 persons or more per table?
 - b. Raised head table for up to 20 persons?
8. Are restaurant facilities adequate to handle any overflow created by the conference?

9. What are the guaranteed rates for:
 - a. Rooms
 - b. Suites

10. Who will handle the material for hotel/motel reservations?

IX. CITY/COUNTY/STATE INFORMATION

1. What are the primary airlines servicing the host city? Please identify if this is a "hub" city for any particular airlines.

2. List major tourist attractions in the area. (Furnish a detailed map of the downtown area, and a regional map showing attractions.) Please indicate attractions within 10 miles of the convention hotel and those greater than 10 miles from the convention hotel.

3. Is there light-rail/other public transportation convenient to recommended hotels and convention center? If so, what is the cost per day/trip?

4. Are recreational vehicle hook-ups available at the convention center or a hotel? Specify location, type of hook-up and rates.

X. CONVENTION AND VISITOR'S BUREAU

1. Maintain the agreed upon financial terms for the length of this agreement. Registration fees will be set by the host Chief and approved by the Board of Directors. Financial support cannot be requested from the Association and the Association assumes no liability for the conference.

2. The conference is designed to be self-supporting and also assist the Association with its expenses. A minimum of \$3,500 shall be returned to the Missouri Valley Division within 45 days of the last day of the conference. All monies received in excess of the actual expenses of the conference shall be returned to the MVD.

3. Provide a booth and two representatives to promote the city at each prior year's MVD conference.

4. Provide for conference registration services. Area to be utilized and equipment that will be provided.

5. Provide the MVD with copies of any publication that was utilized to advertise or promote the conference. (Local newspaper, highlighting local events, activities and attractions).

6. City:
Convention and Visitors Bureau Address:

Phone:

Fax:

Primary Contact Person and Title:

11. Provide a representative for the conference planning committee.

XI. AVAILABILITY

The preferred schedule for the annual conference is the second week in July, Wednesday through Friday. Using this timeframe, indicate your city's availability. State the proposed dates.

Are there other open dates that might be of interest to the MVD?



HOST CITY APPLICATION

Host City: _____

Host City Fire Department: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Desired Year to Host Conference: _____

Please accept this application notice as a sincere intent to secure the ability to host the Annual Conference of the Missouri Valley Division of the International Association of Fire Chiefs in the year _____. Our Host City Conference Planning Team will endeavor to supply the MVD all requested information and work closely with the Program Planning Committee.

DATE: _____ Fire Chief Signature: _____

Printed Name: _____

Please mail or fax this completed form to: Jack Taylor, Secretary
Missouri Valley Association of Fire Chiefs
P.O. Box 928
Emporia, KS 66801
Email: jtaylor@emporia-kansas.gov

For Office use only:

Date Received: _____

Acknowledged: President _____ 2nd V.P. _____

Date Approved: _____

Appendix A

Host City Check List for Annual Conference

- January, 2 years prior to conference: Host city submits RFP to Division Secretary and presentation to Board of Directors at annual planning conference.
- July, 2 years prior to conference: Board and membership approve host city at Annual conference.
- July, 2 years prior to conference: Board appoints Program Planning Committee at Annual conference, to include current 2nd Vice President. The 2nd VP will continue to be a Board liaison until the conference.
- January, 1 year prior to conference: Post location on MVD web site with host city contact person, link to host city web site (if possible).
- July, 1 year prior to conference: Status report for Board of Directors on host city activities.
- January prior to conference: Host City to provide report for the Board of Directors. Report may be provided by the Host chief or by the respective State Vice President. Report should include speakers, registration fees, and conference program.
- March, prior to conference: Host city to have vendor's committed for conference.
- March 10, prior to conference: Host city to mail out registration forms to all MVD members.
- May, prior to conference: Division Secretary to develop Business Session Agendas.
- June 1, prior to conference: Host city to submit new member orientation program to Board liaison for approval.
- June 1, prior to conference: Host City to review memorial program and opening ceremonies with Division Secretary.
- June 1, prior to conference: Host city to review banquet seating and program with Board liaison and Division Secretary.
- September 30th, after the conference: Host city to provide final accounting of funds for conference. Host city to send final check to Division Secretary along with list of names, addresses of all attendees, and vendors names and addresses.