



Request for Proposals Economic Development Association of North Dakota Summer Conference 2010

Introduction

EDND is dedicated to helping economic development professionals improve the quality of life in their communities. Our members represent all levels of government, development organizations, consultants, chambers of commerce, finance professionals and business executives.

Annually, EDND holds a summer conference the second full week of June and an Annual Conference in Bismarck each even numbered year when the legislators schedule their orientation meeting usually the first full week in December. For legislative years [odd-numbered years] the annual conference is advertised for another location and dates can be set in the fourth quarter.

There are benefits to hosting the EDND Summer and Annual conferences. The economic impact of the conference itself can be extremely valuable for any North Dakota community. Host communities benefit from the recognition and increased visibility that comes as a result of new visitors coming into the area and learning from a community's achievements. Sometimes word of mouth is the best way to market ones assets.

This RFP details the requirements for hosting an EDND Summer or Annual Conference and provides guidelines for submitting a formal expression of interest. The EDND Board of Directors will act as the EDND Site Selection Committee and will make a recommendation for the location of the 2010 Summer Conference. Board members will review the expressions of interest in January. The board, at its discretion, may decide to seek formal proposals from a single community or multiple communities or decline all proposals from prospective host communities.

Deadline for Submission

The deadline for submission is January 15, 2010. Your expression of interest may be emailed [preferred], mailed or express mailed but must be received on or before January 15, 2010.

General Information

1. The expression of interest to host the EDND Summer or Annual Conference must be submitted by an organization or organizations that are current EDND members.
2. Any location in the state of North Dakota may submit an expression of interest for the EDND Conference.
3. Dates that will be considered by the site selection committee include June 15, 16 & 17 or June 22, 23 & 24, 2010.

Host Committee

The selected location will be expected to form a local Host Committee. The Host Committee will be composed of persons from the region with a high interest in and knowledge of economic development and the region. Participation of EDND board members and/or from EDND's general membership in the region is encouraged. There is no set number of Host Committee members.

The local Host Committee is responsible for the following:

PLANNING: The Host committee will work with EDND Board to plan the program for the summer conference. In order to meet deadlines for the mailing of promotional brochures, the program must be substantially complete by April 1, 2010.

Through monthly or weekly meetings, the Host Committee will collaborate with EDND in the following areas:

- Development of theme
- Conference program
- Identify speakers
- Educational tours
- Special workshops
- Identifying local venues & vendors
- Other

FUNDRAISING: The EDND summer conference is one of education/training, networking and fun. It is an opportunity to showcase North Dakota communities large and small. The two conferences are also a source of operating funds for EDND. As such, it is critical that the maximum amount of sponsorship contributions be realized. The Host Committee agrees that it will raise a minimum of \$2,000 in cash in local sponsorships or net this amount after all expenses are paid. EDND will solicit additional sponsorships from state resources as is often the case when training dollars are needed or a specific speaker is desired. Unless other arrangements are made in advance, all sponsorships and conference registrations will be invoiced by and funds remitted directly to Carissa Richter at:

Economic Development Association of North Dakota
PO Box 2639
Bismarck, ND 58502
701-222-0929
800-382-1405
Fax 701-222-1611

The Host Committee has the responsibility of encouraging local businesses as well as sponsors to be exhibitors, if exhibits are to be included in the conference theme.

Location Requirements

The EDND summer conferences are held anywhere within the state of North Dakota. Conference events begin on a Tuesday and conclude Thursday the same week. Proposed dates must avoid all government holidays and religious observances.

The expression of interest must include a list of hotels that can provide up to 50 guestrooms on the Conference peak night(s). There is not a requirement for the hotel(s) to be attached to the meeting facility; however, preference would be to have the hotel co-located with the meeting facility and/or a restaurant.

Evaluation Criteria

Expressions of interest will be evaluated by the EDND Site Selection committee on a range of factors including but not limited to:

- The strength of the proposing member organization and the proposed Host Committee;
- The transportation accessibility of the community;
- The attractiveness, reputation, and accessibility of the community;
- The quality of the hotel(s) and meeting location(s);
- The level of community as a learning laboratory and its ability to showcase projects that represent state of the art economic development approaches or issues;
- Any additional factors that the Site Selection Committee may deem important during their review.

Submitting a response to the Request for Proposals

Expressions of interest in hosting the 2010 Summer conference must be received by close of business January 15, 2010.

Expressions of interest may be submitted electronically or in hard copy. If electronically, it should be sent to Carissa Richter, EDND administration, at carissa@ndchamber.com. If in hard copy, mail to:

Carissa Richter
Economic Development Association of North Dakota
PO Box 2639
Bismarck, ND 58502-2639

Please include:

1. A formal letter from the EDND member organization submitting the response and acknowledging and agreeing to undertake the actions and responsibilities detailed in this document;
2. The dates proposed; Month: _____ Days: _____ in 2010
3. Other organizations that will participate as members of the Host Committee [i.e. Chamber exec, Ambassador rep, etc];
4. Information about the proposed hotel/meeting facility or facilities;
5. A written statement responding to the Evaluation Criteria listed above;
6. Any other materials that would support and reinforce the community's competitive position in the selection process.