

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

**REQUEST FOR PROPOSAL**



**ANNUAL CONFERENCE  
2011**

Adopted 7/12/00  
Revised 11/08/2009

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:

2010 Colorado Springs, CO

This RFP contains background information on 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 annual meeting two (2) years prior to the conference. Presentations from interested cities 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](http://www.mvdiafc.org). RFP's must be completed and returned by January 1<sup>st</sup> 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, via fax 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 first 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.
4. Traditional dates for the annual conference are the second week of July, Wednesday through Friday.

## **II. BACKGROUND**

The Missouri Valley Division is composed of individuals and organizations of fire and emergency service departments from an eight-state area. 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 Lincoln, Nebraska. 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](http://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 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. 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.

With the opening of the 2001 conference, the sphere of interest is being expanded 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.

#### IV. CONFERENCE STATISTICAL HISTORY

<b>Location</b>	<b>Total Attendance</b>
1995 Sioux City, IA	82
1996 Grand Junction, CO	129
1997 Springfield, MO	140
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

#### 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 fax 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 to be submitted to the Board of Directors no later than January 1<sup>st</sup> (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 January Board meeting.**

### **3. Bid Packet Contents**

While we do not want to limit you're bid response creativity or limit your ability to provide the MVD with full and complete answers on your proposal. Therefore, 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 a fax back to the contact person listed in question #1, usually within 48 hours.

### **5. Selection of Semi-Finalists**

Semi-finalists will be notified via registered letter to the contact person listed in question #1 and will be invited to send no more than three (3) representatives to make a presentation to the Board of Directors of the MVD during the January 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.**

**7. Official Address for All Correspondence Concerning the Site Selection Process**

All communications should be directed to:

Mr. Michael Merwick, Secretary  
Missouri Valley Division  
P.O.Box 80003  
Lincoln, NE 68501

Telephone #: (402) 540-7462  
Fax #: (402) 785-5557  
E-mail – [merwick1@aol.com](mailto:merwick1@aol.com)

**8. MVD Primary Contacts for Questions**

Mr. Michael Merwick, Secretary  
Missouri Valley Division  
P.O.Box 80003  
Lincoln, NE 68501

Telephone #: (402) 540-7462  
Fax #: (402) 785-5557

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

## **VII. CONVENTION CENTER**

### **A. Minimum Requirements**

1. Facility must have 10,000 gross square feet of contiguous exhibit space all located on one level. 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 at least 5 meeting/breakout rooms in proximity to exhibit hall. Of those 5 rooms, 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, 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. Advance registration forms shall be mailed to all *vendors and Association members* four (4) months prior to the conference.
6. Provide a copy of any convention center rules and regulations.

7. Does the facility meet the requirements of the Americans with Disabilities Act?
8. 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 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: Michael Merwick, Secretary  
Missouri Valley Association of Fire Chiefs  
P.O. Box 80003  
Lincoln, NE 68501  
Fax: 402-540-7462

For Office use only:

Date Received: \_\_\_\_\_

Acknowledged: President \_\_\_\_\_ 2<sup>nd</sup> 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 2<sup>nd</sup> Vice President. The 2<sup>nd</sup> 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 30<sup>th</sup>, 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.