

REQUEST FOR PROPOSAL (RFP)
NATIONAL CHIEF PETTY OFFICERS ASSOCIATION
ANNUAL NATIONAL CONVENTION

DATES: 1st Choice - The 2nd week (October 13th - Navy Birthday)
 2nd Choice - The 3rd week
 3rd Choice - The 1st week
 Convention dates - Wednesday, Thursday, Friday and Saturday
 Room rates to include the prior Monday and Tuesday and the
 following Sunday and Monday

ROOM BLOCK: Based on average for past three years (2007, 2008 & 2009)
 Monday - 2
 Tuesday - 17
 Wednesday - 29
 Thursday - 31
 Friday - 31
 Saturday - 31
 Sunday - 2
 Monday - 2
 Room block released 30 days prior to the first Monday room block
 date - no charge for sleeping rooms blocked, but not utilized

HOTEL FACILITY REQUIREMENT

- ✓ 1 complimentary sleeping room for every 25 rented
- ✓ 1 complimentary sleeping room for the President of NCPOA
- ✓ **Hospitality Room** - accommodate 50 people
- ✓ **Executive Committee Meeting Room** - accommodate 25 people
- ✓ **President's Reception** - accommodate 70 people
- ✓ **General Meeting Room** - accommodate 50 people
- ✓ **Banquet Room** - accommodate 80 people
- ✓ Not undergoing any renovation or changes during convention
- ✓ Compatible group occupancy
- ✓ Luggage carts available for use by NCPOA as needed/luggage assistance from bellman
- ✓ Elevators, if more than one floor
- ✓ Restaurant on premise - available for three meals each day
- ✓ ADA compliant
- ✓ Outside welcome marquee display "USN CPO ASSOC. CONVENTION"
- ✓ Inside daily bulletin board display of Association events and locations
- ✓ Complimentary parking
- ✓ One to three free parking spaces for large recreational vehicles (rv's will not be occupied)
- ✓ Outside restaurants and shopping centers nearby within walking distance
- ✓ Provide Point of Contact (POC) for local tour agencies

AWARD CONSIDERATIONS

- ✓ Daily room rate and all taxes to include items placed in room and not specifically used such as telephones, safe, etc. Quoted rate to be equal to or less than, any Internet available room rate, including military or government per diem rates.
- ✓ Provide President's Reception Deli Menus (including drink and desert) and/or the cost of carving stations with serving ratio, with total cost per person including taxes, service charges and gratuities with a two (2) hour cash bar with standard bar drinks
- ✓ Provide three (3) served banquet menus (including drink and desert) with total cost per person including taxes, service charges and gratuities with four (4) hour cash bar with standard bar drinks
- ✓ Provisions for breakfast, lunch and dinner during the week
- ✓ Microwaves, coffee pots (with provisions for refrigerator) in sleeping rooms
- ✓ Facility provided transportation from and to airport
- ✓ No minimum room nights requirements
- ✓ No minimum food and beverage requirements

HOSPITALITY ROOM:

Available to NCPOA from 12:00 p.m. on Tuesday though 12:00 pm on Sunday

Facility shall provide the NCPOA at no charge or fee the following:

- ✓ Security - locked at night by the NCPOA
- ✓ Sanitation - four (4) lined trash cans emptied on call
- ✓ NCPOA provides our own snacks, appetizers, beer, wine and liquor with mixes
- ✓ No corkage fees levied by facility
- ✓ Three (3) long covered and skirted tables to show case memorabilia and raffle prizes
- ✓ Three (3) long covered and skirted tables for snacks and appetizers
- ✓ Portable bar [always closed one (1) hour before your cash bar]
- ✓ Two (2) small refrigerators to store our perishables
- ✓ One (1) long covered and skirted table for registration
- ✓ Covered rounds of 8 with chairs to accommodate 50 people - covered rounds of 10 optional
- ✓ Cubed ice in large containers and water in carafes or bottled water (refill on call)
- ✓ Facility provide at no charge, three (3) large ice chests for soda and beer
- ✓ Facility to clean room and dump trash daily
- ✓ US Flag in room - US Navy and Coast Guard Flags if available

EXECUTIVE COMMITTEE MEETING ROOM

Available to NCPOA from 2:00 p.m. through 5:00 p.m. on Wednesday

- ✓ Set up in U Shape to seat 14 people
- ✓ Additional seating for 11 people
- ✓ Lectern
- ✓ US Flag in room - US Navy and Coast Guard Flags if available
- ✓ Note pads, pens and water available

PRESIDENT'S RECEPTION ROOM

- ✓ Available to NCPOA from 5:00 p.m. through 10:00 p.m. on Wednesday
- ✓ Cash bar open from 6:00 to 8:00 p.m.
- ✓ Deli Buffett served at 6:45 pm
- ✓ White covered rounds of 8 with chairs for 72 - covered rounds of 10 optional
- ✓ Replenish buffet until 7:30 p.m.
- ✓ Lectern with microphone (no charge)
- ✓ Trash receptacles
- ✓ US Flag on left side of lectern (facing lectern)
- ✓ US Navy and Coast Guard Flags if available, on right side of lectern (facing lectern)

GENERAL MEETING ROOM

Available to NCPOA from 8:00 a.m. through 12:00 p.m. on Saturday

- ✓ Dias to seat 8 people - two (2) skirted tables with chairs
- ✓ Theater style setup with 50 chairs
- ✓ Lectern with microphone (no charge) to left of Dias
- ✓ US Flag to the left of the lectern (facing lectern)
- ✓ US Navy and Coast Guard Flags if available, to the right of the Dias (facing Dias)
- ✓ Complimentary water in rear of room

BANQUET ROOM

Available to NCPOA from 5:30 p.m. through 10:00 p.m. on Saturday

- ✓ Covered skirted Dias to seat 14 people
- ✓ Lectern with microphone (no charge) to left (or right) of Dias
- ✓ US Flag to left of Dias (facing Dias)
- ✓ US Navy and Coast Guard Flags, if available to the right of the Dais (facing Dais)
- ✓ Cash bar from 6:00 p.m. to 9:00 p.m. (or later at facilities discretion)
- ✓ Props for POW/MIA Service in front of Dias (check-list will be provided by NCPOA)
- ✓ Rounds of 8 with white table cloths with red and white napkins to seat 68 people - rounds of 10 optional
- ✓ One (1) skirted long table to registration with trash receptacle
- ✓ Two (2) skirted long tables for door prizes and awards
- ✓ Schedule
 - 5:30 p.m. - registration table and room ready
 - 6:00 p.m. - guests arrive, cash bar opens
 - 7:00 p.m. - plated dinner served
 - 9:00 p.m. - cash bar option to close
 - 10:00 p.m. - all guests depart