



Society of Government Meeting Professionals

Expand Your Expertise

Request for Proposal

The Society of Government Meeting Professionals [SGMP] seeks a meeting planner contractor to support the National Board of Directors in planning, managing/executing and handling post-conference responsibilities for the Society's 2020 National Education Conference [NEC].

About SGMP

Mission:

- To enhance and promote the expertise of government meeting professionals

Objectives:

- To improve the quality of, and promote the cost-effectiveness of, government meetings.
- We expand our members' expertise by delivering our membership value of education, resources and networking through 21 chapters.

Conference History:

2018 Norfolk, VA – Norfolk Waterside Marriott and Sheraton Norfolk Waterside Hotels
Attendance: 478

2017 Fort Lauderdale, FLA – Ft. Lauderdale Convention Center; Hilton Fort Lauderdale Marina and Hyatt Regency Hotel. Attendance: 448

2016 San Diego, CA – Town & Country Hotel and Conference Center.
Attendance: 480

Meeting attendees:

- Government / Contract Meeting Planners and Suppliers/Associate Suppliers [hotels & businesses] providing services to the government market.

SGMP holds its annual conference at different locations across the United States. The National Education Conference [NEC] is the largest annual event in the government meeting industry and is where government professionals from across the country come together for education, resources and networking. The meeting attracts between 450 – 600 attendees and is held over two and a half days, exclusive of pre-conference education sessions. Conference registration fees currently range between \$405 - \$590 for Planners and \$790 - \$2,200 for Suppliers.

The conference consists of:

- pre-conference trainings
- general sessions
- concurrent education breakout sessions,
- Exhibit showcase.

Meal functions include:

- one (1) opening reception,
- two (2) breakfasts
- two (2) lunches
- one (1) reception and awards dinner.

Most functions are held in the selected conference venue [hotel and/or convention center].

Scope of Work:

Contract:

July 1, 2019 – June 30, 2020 with first year option to renew 2021, should both parties agree.

Dates:

- 2020 NEC, May 19-21, 2020 in St. Louis, Missouri
 - Pre-Conference May 16-18, 2020 **3-day CGMP Class, plus 1 morning (for testing)**
 - **4 NEC Pre-conference sessions**
 - **2 Post Conference transition meetings (National Board; Gilmer Trustees)**

Venue

- Marriott St. Louis Grand and the America's Center Convention Complex, St. Louis, MO.

Scope of Work

Reporting to the NEC Board Liaison, the meeting planner works under the guidance of the SGMP National Board of Directors and Executive Director. Duties include but are not limited to:

A. Conference Management

1. Execute and manage all pre-conference logistics with meeting venues and contracted vendors.
2. Manage two (2) conference housing blocks [planners and suppliers].
3. Manage reservations/rooming list [approx. 50] for SGMP National Board, Gilmer Institute Trustees, Speakers Staff, Scholarship recipients and in-kind sponsors representatives, as requested.
4. In conjunction with NEC Sponsor Liaison, work with conference sponsors prior to and during the conference.
5. Serve as onsite point of contact with all conference vendors.
6. Work with SGMP Gilmer Institute of Learning Trustees and Director of Education regarding conference room sets for pre-conference sessions and breakouts.
7. Order food for meal functions inclusive of breakfasts, lunches, breaks, reception and dinner.
8. Write RFP, solicit proposals and recommend Audio Visual Company; serve as liaison/manager of A/V company.

9. Write RFP, solicit proposals and recommend Conference Decorator; serve as liaison/manager of Decorator company.
10. Write RFP, solicit & review proposals and recommend conference Mobile App; serve as liaison/manager of Mobile App firm.
11. Order conference signage and programs.
12. Attend two [2] SGMP National Board meetings (which include site visits).
13. Identify volunteer needs.
14. Participate on monthly/bi-weekly NEC Task Force planning calls.
15. Prepare and manage Conference Run of Show.
16. Solicit Color Guard and National Anthem vocalist.

B. Registration

1. Work with SGMP Conference registration system along with National Board Liaison.
2. Manage onsite registration including volunteer staff and distribution of conference materials.
3. Prepare meeting materials – conference badges, conference bags with sponsor inserts and program addendums.
4. Write RFP, solicit & review proposals and recommend conference Mobile App; serve as liaison/manager of Mobile App firm.

C. Exhibit Management

1. Manage exhibit hall.
2. Sell booth spaces [approx. 70] to SGMP Supplier Members (SGMP markets the exhibit space).
3. Follow up with conference sponsors regarding booth assignments and registration for booth staff.

Proposal Guidelines:

1. Response to proposal should include information on qualification and expertise as a meeting professional.
2. Overview of how work will be accomplished and how much time it will require.
3. Indicate number of clients requiring similar services the firm/company currently has under contract and the number of employees involved in providing services.
4. Include fees for service as well as travel and lodging for onsite conference management.
5. Cost for two [2] 2-day pre-conference site visits.

Response Submission Deadline:

1. April 12, 2019 5 pm Eastern Daylight Savings Time (EDT).
2. **Questions:** email membership@sgmp.org with subject line “Contract Planner RFP Questions”.
No Phone calls please.
3. **Submit proposal to:** SGMP Headquarters at membership@sgmp.org.
4. Please include a list of three references, [and contract information] with similar size and scope requirements.

Decision Date:

May 17, 2019