



# Northern California World Service Area

Northern California World Service Area of AFG, Inc.

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## Request for Proposal NCWSA Committee Meetings

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The following Request for Proposal provides guidance for NCWSA's requirements for a Committee Meeting. NCWSA is Al-Anon and we help friends and families of those affected by alcoholism.

All committee meetings have the same basic requirements as specified below. We meet three times per year rotating between northern, central and southern sections of northern California. District Representatives in each of the three sections mentioned above may choose to bring bid proposals to the committee well in advance of the meeting dates. Meetings are held in early February, June and July. The actual dates are decided at each committee meeting based on the responsiveness of the proposals received. Those who bring forth a bid need to use this RFP when seeking a proposal. Once they have a proposal and have presented it to the Committee for approval the follow-up process is handled by the NCWSA-Facilities Coordinator to bring to a conclusion.

1. **Friday Night Meeting Rooms:** we need two meeting rooms between 8 PM and 11 PM. One room is to be set up for 20 people with chairs only in a circle. The second room is to be set up with chairs in a circle for 60 people. Both rooms require water service only. No other items are needed.
2. **Saturday Meeting Room:** we need one meeting room for 80 people set up classroom style from 8 AM-5 PM. We require water service all day. The proposal needs to show the cost of coffee and tea service from 7:30 AM until 11 AM as a separate cost. We may or may not decide to opt for this service depending on cost. Please specify any additional charges associated with this service such as gratuities. We need a head table for seven with a podium and a microphone. We also need a floor mike at the front of the room facing the audience. Please quote the cost for the microphones. If you have meeting rooms that do not have properly function heat and A/C don't put us in those rooms – we will holler loudly and require a downward adjustment in the rate. Four six-foot folding tables are needed at the back or side of the Saturday meeting room only,
3. **Sleeping Rooms:** we require 20 rooms with two queen sized beds each plus five rooms with a king sized bed. Depending on the location, we may need to adjust this upward or downward due to proximity of members to a given hotel site. These are required for Friday night only. Please indicate sleeping room rates for two nights prior to and two nights after our scheduled event. Also, please show the room tax rate. All of

our members make their own reservations. Most members pay for their accommodations but our officers have the cost of their rooms paid for by our corporate credit card at the time of billing. We do not pay for portage or amenities charges.

4. **Dining:** All members pay for this for themselves. If you have special options for us to consider such as a buffet breakfast or lunch that is economical, please indicate the options and the cost in your proposal. If you have restaurants at your hotel that you want us to know about, please include information in your proposal.
5. **Parking:** we do not pay for parking.
6. **Signage:** All signs within the hotel should say "NCWSA –AI-Anon".
7. **All other costs:** All costs and fees must be noted in the proposal and be made part of the Contract.
8. **Billing:** A corporate credit card is used to pay for a deposit, meeting rooms and for those sleeping rooms required by our officers. You will receive a list of officers who are entitled to have their rooms paid for by the NCWSA. A deposit is made once we have a signed contract in place but be sure and specify the amount of the deposit you require in your proposal. Once the event is over you may present the NCWSA-Facilities Coordinator with a bill either immediately or it can be mailed or emailed to the above address. Only items authorized by the Facilities Coordinator may be authorized for payment. Thus if something is added during the event it must have the Facilities Coordinators signature on it in order to be paid. Once the bill is in hand it can be paid by the corporate credit card immediately or if mailed or emailed then sent by the Facilities Coordinator to the Treasurer for payment.
9. **Other Questions:** If you have questions about this proposal please contact the Facilities Coordinator noted above.
10. **Revisions to this RFP:** We reserve the option of modifying or adding to this RFP as needs change. You will be notified of these when these occur with as much advance notice as possible.
11. **Hotel Proposal:** Your proposal needs to be in writing and sent either via email or USPS to the person making the request with a copy to the Facilities Coordinator noted above.
12. **Contract:** Once we have agreed to terms the Facilities Coordinator will ask you to send two original written contracts. These will be signed by the Facilities Coordinator and returned to you for signature. One of these must be promptly returned to the Facilities Coordinator at the above address.

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