



Attn: Catering and Sales Departments of
Major Hotels and Conference Centers

From: David P. Stevens, Executive Director
Massachusetts Association of Councils on Aging

Re: Request for Bids for our Annual Fall
Conference 2012, 2013, & 2014

Deadline: June 15, 2010

Enclosed are the guidelines for a Request for Bids for our fall annual conference for 2012, 2013, and 2014. The location can be anywhere within the Commonwealth of Massachusetts with available dates between mid-September and mid-November – preferably with a Wednesday-to-Friday format. This conference has been traditionally a three-day event, however, future programs may be reduced in scope for economic reasons.

MCOA is the statewide nonprofit trade association representing municipal councils on aging and other elder care professionals. We have been conducting this event annually since 1974. Our most recent history: In 2006 & 2008 we were at the Sea Crest in Falmouth and in 2007 & 2009 at the Sturbridge Host Hotel.

Our needs include:

- **Overnight accommodations –the last several years our needs have varied– but we anticipate**

Tuesday approximately	50-100
Wednesday approximately	100-150
Thursday approximately	50-100
- **Meals, specifically lunch on**

Wednesday approximately	400
Thursday approximately	400
Friday approximately	125
- In addition we will need space for a dinner dance on Wednesday (200) and casual reception Thursday (150).
- We also provide breakfast, and refreshment breaks mid-morning and mid-afternoon on Wednesday and Thursday; and a breakfast on Friday.
- **8-12 Breakout** (workshop rooms) for 50-75 theater style on Wednesday and Thursday; and **5-7 breakouts** for 50-75 classroom style on Friday.
- **Vendor Space for 50 six-foot tables on Wednesday and Thursday.**
- **Registration and storage space will also be needed.**

P.2 MCOA Fall Conference Bid Request

We request that you submit the following

- \$ A listing of available dates – preferably a Wednesday through Friday format somewhere between mid-September and mid-November for the years 2012, 2013, and 2014;
- \$ Specify if there are any differences in room or meal costs with proposed dates;
- \$ Any brochure detailing your hotel facilities (room size, gym, pool, etc.);
- \$ Menu and price list;
- \$ Facility layout/ map;
- \$ Listing of available breakout rooms with maximum seating capabilities for theater, roundtable, and classroom style seating
- \$ Proposed room rates and any applicable tax (most participants are 501c3 or municipalities);
- \$ Brochures of any local attractions or restaurants that might interest attendees;
- \$ Name of contact at the local tourist bureau and/or chamber of commerce;
- \$ Audio/visual price list – also let us know if it is OK to bring our own?
- \$ Any set-up costs and room rental charges (any specific "hidden charges");
- \$ Do you charge for electrical hook-ups or for the vendor tables?
- \$ Any discounts if certain goals are achieved (e.g., rooms sold, meals ordered);
- \$ List exhibit space options (size and maximum # tables); and
- \$ Any other item that would be helpful in determining the location for our event.

For consideration for any of the Fall Conferences we need the above material by June 1, 2010

**Mail your proposal to: MCOA
116 Pleasant Street, Room 306
Easthampton MA 01027**

The main criteria we use to evaluate conference bids are:

- costs of the rooms, meals and facility
- geographic location
- availability of local COA volunteer help
- possibly of evening activities and other 'off-campus' excursions
- overall size of the facility
- available dates

Further Notes: MCOA rotates this event around the state but we have been known to schedule consecutive conferences at the same facility because of pricing and quality. The Conference Committee will narrow the list down to 2-3 finalists for each year and then make site visits. **And a final note –we can be flexible– especially if there is a way to save money! If you have any questions contact David P. Stevens at (413)527-6425.**