



BOY SCOUTS OF AMERICA®

ORDER OF THE ARROW

SR-2 Hosting a Conclave Procedures

In order to host a Conclave, your Lodge must fill out the Request for Proposal (RFP) document following this page. After completing and submitting this document to the best of your ability, your Lodge Chief or his designee will give a presentation to the Council of Chiefs, illustrating the amenities and capabilities of your camp, campus, or other location to host a Conclave level event.

The Section Leadership may update requirements for this proposal with very short notice. If you are planning to prepare a proposal to host Conclave, please check with section leadership to make sure you will be presenting all required information.

The Council of Chiefs will vote after all submissions and presentations have been received.

RFP Response due to Section Key Three no later than: **April 27, 2020**

Member councils are invited to submit a Response and Bid to this Request for Proposal (RFP) to host the *SR-2 Conclave*. The Response and Bid must answer the RFP questions and include a commitment letter signed by the Council Scout Executive. The Bid is the council's guaranteed costs for facilities and food based on an estimate of 500-700 participants.

Responding to this RFP does not guarantee that your council will be selected as the host site. Final selection will be determined at the 2017 Conclave by a vote of the eligible youth Council of Chiefs members with approval of the Area Director. Response and Bid PowerPoint presentations must be led by a youth lodge member. Advisers will be permitted to participate if the youth presenter is unable to answer specific questions.

To allow ample opportunity for review to answer questions that may arise, the Response and Bid must be received no later than *April 27, 2020*. For email submissions, please scan the pages to preserve signature copies. We strongly recommend constant communications with the section leadership throughout this process.

Please ensure the Response and Bid is correct before a final submission is released. If you have any questions, please contact any of the section officers or advisers. Please answer all of the above to the best of your ability. We wish you the best of luck during the selection process.

To the best of your ability, please provide a response to the below proposal requests points.

1. Describe the proposed conclave site, geographic location, and participant accessibility.
2. Describe the dining facilities and available staffing options to serve 500-700 participants four meals.
3. Describe the dining facilities and staffing options to serve 30 to 60 participants in a separate location from the primary dining facilities for special meal events. (A council can expect no more than one special event per meal).
4. Provide a food cost per person attending based on a current attendance estimate from the section, (456 in attendance 2013/519 registered 2013) including proposed menus for each meal. This cost does not to include any incremental cost for special food needs such as separate meal events. If special meal events are offered by the COC, the incremental cost will be negotiated separately with the Council.
5. Provide a quote of any site or facilities usage fees, signed by the Scout Executive, CEO of the site, or appropriate designee.
6. Describe other fees or required reimbursements to be paid to the council.
7. Describe arena or amphitheater capabilities based on a 500-700 attendance estimate, and any provided equipment for conclave shows. For example, vehicle access and power for equipment (projectors, computers, audio, etc.).
8. Describe lodging/camping accommodations for the ten councils of the section, with participation ranging from 25 to 150 members per council. Include availability of restroom and shower facilities for each location and recommended participant gear for your geography. Describe access/accommodations for disabilities.

9. Describe provisions for segregated restroom and shower facilities for youth, men, and women participants.
10. Describe site accommodations for regular conclave program elements such as training, sports competitions, ceremonies evaluations, Native American dance competitions, and Pow Wow.
11. Describe facilities available for Section Central Registration. Include description of security, electricity, Wi-Fi or Ethernet access, and proximity to key services such as restrooms and dining hall.
12. Describe availability and facilities for Section Trading Post, Museum, and Snack Bar.
13. Describe availability, quantity, and location of staff housing for Section leadership and guests (adult and youth).
14. Describe the council's intent to stock and operate the Snack Bar. If yes, the Section requires 15% (fifteen percent) commission of gross sales. If no, the Section reserves the right to assign this function to another council or to operate one on their own.
15. Describe abilities to accommodate small Section-approved vendors with space and electricity (e.g. engravers, etc.).
16. Describe provisions for Parking and Traffic Control.
17. Describe provisions for Sanitation and Waste services.
18. Describe provisions for Security of the site, guest belongings, and section equipment.
19. Describe the medical facilities and qualified medical staff. Please indicate if additional manpower is required from other Section resources.
20. Describe the manpower commitment from the council.
21. Outline the contingency plans for poor weather and major emergencies possibly encountered in the site geography.
22. Describe any additional capabilities the council can provide to improve the conclave experience.
23. Please enclose a signed commitment letter from the Council Scout Executive indicating concurrence with all proposals submitted, including guaranteed costs which will be due to the Council or Lodge.

24. With your bid submit a proposed patch design and theme.

25. If chosen to host the Conclave, you will also be expected to host the Section Triad event at the Conclave site the third weekend of January 19-21, 2018. In your bid response include the fees for facilities use and food service for 50-75 people. Food Service for two cracker-barrels, three hot meals and a continental breakfast.