



## Convention and Meeting Planning Position Request for Proposal

Deadline: June 30, 2022

The Business Professionals of America, Texas Association, Board of Directors welcomes bids for our Convention and Meeting Planning position. Business Professionals of America is a nonprofit career & technology student leadership organization for business students and teachers and is under the umbrella of the Texas Education Agency.

The purpose of this position is to provide Convention and Meeting Planning services to Texas Business Professionals of America including the listed services and key responsibilities as outlined below. Your bid should be itemized and include all fees and expenses. Texas Business Professionals of America will approve expenses according to Policies and Procedures as listed.

The newly hired Convention and Meeting Planning Services representative will serve a three year contract (renewable according to policy) beginning September 2022 and ending August 2025. Additional time commitments include attending board meetings virtually or in person as requested by the Board, assisting with committees and assisting during the State Leadership Conference. Meeting dates are flexible depending on availability but plan on meeting in mid-September, in early December, the week of the State Leadership Conference and in mid-June or July with an attempt to align with the summer teacher conference. Other online meetings may be set up as needed.

### **Policies and Procedures Stipulations:** (As listed in Texas Policies and Procedures Handbook)

#### VIII. Contracted Services

- A. Contracted services will be determined by the Board based on need.
- B. All bids will remain confidential to the Board of Directors.
  1. All bid requests will be posted on the Texas BPA Website ([www.bpa.org/texas](http://www.bpa.org/texas)). Bids will be submitted to the specified person on the bid request per the published deadline.
  2. Specified person will send the bid request to the Contracted Services Committee for review.
  3. Contracted Services will send recommendations to the Board of Directors for final approval.
  4. Contracted Services Committee Chair will notify all parties involved of decision made by the Board of Directors and will collect and distribute all signed contracts. Copies of signed contracts will be sent to the Executive Committee, Financial Services representative and the State Advisor.
- C. Board members must resign their position prior to submitting a bid for any contracted position.

- D. Beginning September 1, 2016, contracts will be offered for a three-year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.
- E. Each service will comply with operational procedures as prescribed by the Board.
- F. The individual or representative providing the services will report directly to the Contracted Services Oversight Committee at the quarterly Board of Directors Meeting.
- G. Budgeted amount is the maximum allowable expense. Every effort by the contracted services provider should be made to expend the minimum amount possible.
- H. All contracted services must have a fiduciary responsibility to the organization to limit expenses incurred to a reasonable amount. Any total reimbursed expense exceeding \$500 over the approved budget must be pre-approved by the Treasurer (Board Chair if Treasurer is not available); any expenditure exceeding \$1,000 over the approved budget must be approved by the Board of Directors.

Listed Key Responsibilities and Performance Measures as per Appendix G-18 - Description as taken from Texas Policies and Procedures Handbook.

**Title: Convention and Meeting Planning Services**

**Key Responsibilities:**

- Book all travel for the board and food and beverage needs for all board meetings and conferences
- Communicate all travel bookings to each respective board member and a summary to the board chair
- Negotiate hotel and conference rates for State Leadership Conferences
- Present all State Leadership Conference bid options to the Board
- Coordinate and book meeting facility space for all SLC needs
- Gather requirements from Competitive Events Coordinator on events rooms, equipment, space, restrictions, awards, etc.
- Assign facility space for all State Leadership Conference events, meetings, etc.
- Negotiate rate and secure required equipment for all SLC events, meetings, and extra space
- Present security options for SLC to the Board and book as approved
- Present special event and speaker options to the board and secure as approved
- Complete design and purchase pre-conference book, program, t-shirts, NLC pins, awards, student give-away, and judges' gifts at board direction
- Coordinate with webmaster to post all SLC and other event information
- Provide a detailed SLC report to the Board at the July board meeting
- Book any transportation requirements as part of SLC
- Obtain SLC sponsors and exhibitors
- Make purchases and track costs of travel, meetings, and conferences
- Coordinate and compile all school registration packs for SLC registration
- Plan agenda, budget, and timeline for SLC
- Provide all on-site management during SLC
- Submit budget estimates for new FY to Finance Committee by July meeting
- Transport and store secure test materials and all other supplies
- Attend all board meetings

**Key Performance Measures:**

- Responds to BPA regional and state related questions within 1 business day
- Travel is booked accurately and communicated to the board within 12 hours of booking
- All bookings come under or meet budget estimates and requirements

- All event and space requirements have been met
- A minimum of \$1000 or equivalent value in sponsorship and 6 exhibitors
- Provides a signed contract within 1 week of selection to Board Chair to forward copies to Executive Committee

Competencies:

- Strong written communication skills
- Event planning experience
- Negotiation skills

Term:

Contract year from August 1 through July 31. Beginning September 1, 2016, contracts will be offered for a three-year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Contact Board Chair, Kelly Munro @ [munrok@friscoisd.org](mailto:munrok@friscoisd.org) or State Advisor, Diana Weber @ [mrsweberbpa@gmail.com](mailto:mrsweberbpa@gmail.com) for more information.

Please submit your RFP and resume electronically at <https://forms.gle/8DaviUEDogMpZfRZ6> by June 30, 2022.