



Thank you for your interest in hosting the 2018 NACOLE Annual Conference, to be held in September or October of 2018. We are delighted that you and your city wish to submit a proposal to bring the premier conference dedicated to civilian oversight of law enforcement to your city!

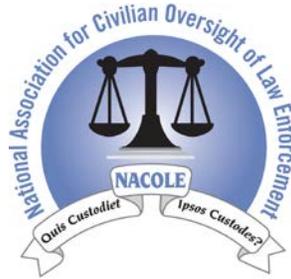
Although the attached RFP was created for those Convention and Visitors Bureaus (CVBs) and or hotel properties wishing to submit a proposal, we welcome and encourage the support of local oversight entities. Please start the process by contacting your local or regional CVB to have them begin working on hotel proposals as outlined in the attached RFP. Proposals submitted that combine the elements of local support and the support of the local convention industry will be viewed favorably.

Attached to the information required by the Request for Proposal (RFP), should be letters of support from any associated organizations, government entities, or agencies that will provide support for your effort to host the Annual Conference. Types of supporting organizations may include, but are not limited to, oversight offices, police departments and other governmental agencies, elected officials, community organizations, universities, law firms and private foundations.

Additionally, your document should describe the host city's financial contribution or seed money that will be available and any other donations, in-kind or otherwise, or sponsorships that will be obtained. This may include the copying and printing of materials, sponsorship of receptions or luncheons, scholarships for community members or law enforcement officers to attend all or part of the conference, sponsorship or donation of conference materials such as bags or name badges, or the sponsorship of a Keynote Speaker. Please note that all items and activities to be sponsored or donated must be approved by the NACOLE Board of Directors. Please make sure to include whether any proposal requires an approval by officials other than the conference hosts. If additional approval is needed, indicate who would decide that matter and when approval would be obtained.

Please note that all of the items addressed in this letter must accompany a complete package from your local CVB and/ or hotel containing the required information outlined in the attached RFP. NACOLE reserves the right to not review any proposals that do not address these requirements.

The NACOLE Director of Training and Education, Ms. Cameron McElhiney, and all members of NACOLE's Board of Directors stand ready to answer any questions you may have or assist you in any way possible to create a quality proposal. Ms. McElhiney can be reached at (317) 697-0695 or [McElhiney@NACOLE.org](mailto:McElhiney@NACOLE.org). Additional contact information for Board members can be found on the NACOLE website at [www.NACOLE.org](http://www.NACOLE.org).



**Request for Proposals to Host the 24<sup>th</sup> Annual Conference of the  
National Association for Civilian Oversight of Law Enforcement  
FALL 2018**

**DEADLINE TO SUBMIT PROPOSAL: NOVEMBER 1, 2016**

The National Association for Civilian Oversight of Law Enforcement's (NACOLE) Board of Directors (Board) invites proposals for its five (5) day Annual Conference to be held in **September or October 2018** and a three (3) day planning meeting to be held by its Board in **January or February 2018**.

**A. Organizational Information**

Established in 1995, NACOLE is a 501(c)(3) not-for-profit association of law enforcement oversight agencies and practitioners that works to enhance accountability and transparency in policing and build community trust through civilian oversight.

NACOLE spends much of its time and resources providing training and networking opportunities to those working in and around the field of civilian oversight of law enforcement. Although it produces many opportunities for information exchange and dialogue, the annual conference is the premier event, providing specific, up-to-date training workshops for oversight practitioners, members of government entities concerned with oversight of police departments, community members, members of police departments, academics, elected officials, city and county attorneys, journalists, and others.

**B. Event History and Attendance**

In 2018 we will be holding our 24<sup>th</sup> Annual Conference. With increased attention to police-community relations, we have seen a sharp increase in attendance in the last two years. By 2018 we anticipate that our conference will attract 500 attendees. The majority will travel in from across the United States, but we also have those who will travel from countries such as Australia, Bahrain, Belgium, Brazil, Canada, Jamaica, Ireland, Mexico, Nigeria, Northern Ireland, Russia, South Africa, Trinidad and Tobago, and Turkey.

NACOLE conferences provide extensive workshops, training sessions, panel discussions, and plenary presentations to further the training and development of those involved in civilian oversight of law enforcement. NACOLE has worked to ensure that conferences are held in various regions of the United States in order to meet the needs of its geographically diverse membership and provide access to the opportunities afforded by the conference. Our 2016 conference will be held in Albuquerque, NM and St. Petersburg, FL has been selected to host us the following year. Recent host cities include Seattle, WA (2010), New Orleans, LA (2011), San Diego, CA (2012), Salt Lake City, UT (2013), Kansas City, MO (2014), and Riverside, CA (2015).

In addition to the expected financial and business rewards that come with bringing any conference to a locale, the NACOLE Annual Conference provides a unique opportunity for the host city to highlight its existing or emerging civilian oversight program and police reform efforts, often involving engagement with local elected officials, community members, and members of law enforcement.

### **C. Submission Information and Deadline**

NACOLE prefers to receive bid packages from the convention and visitor bureaus of the city wishing to host the conference. With that said, NACOLE will also accept proposals from individual hotel properties for consideration.

An electronic copy of all bids should be emailed to Ms. Cameron McElhiney, Director of Training & Education, at [mcellhiney@nacole.org](mailto:mcellhiney@nacole.org). A meeting planner packet from your city and/or hotel should follow and should be sent to the following address:

Cameron McElhiney  
NACOLE  
4015 N. New Jersey Street  
Indianapolis, IN 46205

Submitters will be sent confirmation that their proposal has been received within 72 hours of receipt. If you do not receive confirmation, please contact Cameron McElhiney directly at (317) 697-0695.

**The deadline to submit your proposal is NOVEMBER 1, 2016.** The NACOLE Board of Directors reserves the right to extend this deadline if it feels that it has not received an adequate number of proposals.

### **D. Selection Process**

The NACOLE Board of Directors intends to do the initial review of proposals received during its November 2016 Board meeting. All proposals properly submitted will be reviewed. At this meeting, 2-3 cities will be selected as finalists. Submitters will be informed of the result of this process and, when appropriate, site visits will be set up to occur shortly thereafter. Once site visits have been completed and additional information compiled, submitters will be notified of the Board's final decision by January 31, 2017. The Board selects the host city based on all information provided. All portions of the submitted proposal will be reviewed and evaluated.

It is important to note that the Board will consider all information and items provided by the prospective host city. The Board is interested in amenities that will offer conference participants comfortable meeting facilities, walking-distance proximity for conference programs, common areas for relaxation and socializing, and opportunities for local dining and “tourist” activities that are easily accessible to attendees. Easy accessibility for those arriving by air is crucial.

NACOLE reserves the right to reject, in part or in whole, incomplete, or invalid proposals. Further, NACOLE may, at any time, request additional information from all parties, including any named regional representative, local committee member, or supporting organization named in the proposal to assist with the review and evaluation of proposals.

**E. Contact**

Should you have any specific questions regarding conference logistics, content, or the proposal process, please contact Ms. Cameron McElhiney, NACOLE Director of Training and Education directly at (317) 697-0695 or [mcellhiney@nacole.org](mailto:mcellhiney@nacole.org). NACOLE Board members are also available to assist you. Contact information for Board members is available on the NACOLE website, [www.nacole.org](http://www.nacole.org).

**F. Proposal Specifics**

**1. Sponsoring Organizations**

As a not-for-profit organization, we often rely on sponsorships to help offset the cost of our event. If applicable, please list all organizations, associations, or persons that you propose as sponsors of the 2018 Annual NACOLE Conference. Letters of support from these organizations are suggested. Types of supporting organizations may include, but are not limited to oversight and other governmental agencies, community organizations, universities, law firms, private foundations, and the local visitor’s bureau.

**2. Financial Contribution**

Describe any financial contribution or seed money that will be made available by the host city or supporting organizations. Also describe any other donations or sponsorships, in-kind or otherwise, that will be obtained. In addition to financial contributions, please include any in-kind donations or sponsorships that have been confirmed.

**3. Accommodation Needs**

The typical pattern for this annual conference is an arrival on a Sunday and departure on a Thursday with the largest concentration of attendees needing rooms on Tuesday and Wednesday. The following is a typical block and pattern contracted by our organization:

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
25	175	200	200	200	25

Please be advised that NACOLE traditionally avoids dates that include major religious or government holidays. We therefore ask that you make every effort to avoid these dates when offering potential conference dates.

Please indicate your proposed pricing for single, double, double/twin, suites, and special rooms. We also ask that there is no additional charge for extra persons sharing rooms and late check-out will be required for all those with reservations within the NACOLE room block. In addition, the rate must be offered three (3) days pre- and post-program dates and included in the complimentary calculation.

In addition, while the conference has been held in hotels in the past, in recent years the use of a convention center has sometimes become necessary due to the number of attendees. Please include any information pertaining to convention center facilities along with potential hotel sites, as well as any associated rental or occupancy fees.

**4. Government Per Diem**

Many attendees are government employees while others are not but will be traveling on behalf of a local government. Because of this we ask that the bidding property consider the base hotel rate being at or near the government per diem rate for all single and double occupancy rooms.

**5. Rebates and Commissions**

To help our 501(c)(3) organization offset overall conference costs, we require a minimum rebate of \$20 for each actualized room night, including those nights in the room block that are part of the pre- and post- conference rate. If the government per diem rate is offered, we understand that the rebate will be added to this base amount.

**6. Complimentary Accommodations**

Bidding properties should outline their complimentary room policies. NACOLE requests that the hotel provide one (1) complimentary room night for every forty (40) paid room nights on a cumulative basis. The complimentary allotment will be credited to the NACOLE Master Account at the program's single accommodation contracted rate (plus applicable taxes) following our group's departure, based on actual pick-up. All rooms, including those reserved after the cut-off date and over the block, will be included in the base calculation.

**7. Reservations & Billing Arrangements**

Conference attendees will be responsible for all their own charges (i.e., room, tax, meals, and incidental charges). We ask that the hotel not require any deposits at the time of reservation. NACOLE will pay for only those room charges authorized by our representative to be put on the Master Account. Coffee breaks, luncheons, banquets, and other services requested by NACOLE will be placed on the NACOLE Master Account.

The reservations cut-off date **shall not exceed fourteen (14) days** from the first day of the conference. However, if rooms are available after the cut-off date, they will be provided to conference attendees at the group rate. In addition, we ask that there will be no additional charges for early departure or for late checkout.

All cancellations are to be placed back into our original room block for use by attendees up until the date of the conference.

**8. Deposits, Cancellation Policies and Attrition**

All proposals must specify any applicable deposit policies, relevant cancellation and attrition policies, and relocation policies should the hotel(s) be unable to honor all guaranteed reservations for our group.

**9. Meeting Room Requirements**

Please see the table below for the minimum meeting room needs associated with our program. Please note that all time are approximate.

DATE/TIME	FUNCTION	SEATING/CAPACITY	SQUARE FEET	SET-UP
Day 1				
12:00 pm – 5:00 pm	Breakout	250	4000	Classroom
12:00 pm – 5:00 pm	Breakout	250	4000	Classroom
3:00 pm – 6:00 pm	Reception	400	3200	Reception
Day 2				
8:00 pm – 5:00 pm	General Session	500	8000	Classroom
8:00 pm – 5:00 pm	Breakout	250	4000	Classroom
8:00 pm – 5:00 pm	Breakout	250	4000	Classroom
11:00 am – 2:00 pm	Luncheon*	500	6000	Rounds
Day 3				
8:00 pm – 5:00 pm	General Session	500	8000	Classroom
8:00 pm – 5:00 pm	Breakout	250	4000	Classroom
8:00 pm – 5:00 pm	Breakout	250	4000	Classroom
11:00 am – 2:00 pm	Luncheon*	500	6000	Rounds
Day 4				
8:00 pm – 5:00 pm	General Session	500	8000	Classroom
8:00 pm – 5:00 pm	Breakout	250	4000	Classroom
8:00 pm – 5:00 pm	Breakout	250	4000	Classroom
6:00 pm – 8:00 pm	Reception	50	400	Reception
Day 5				
8:00 pm – 12:30 pm	General Session	500	8000	Classroom
8:00 pm – 12:30 pm	Breakout	250	4000	Classroom
8:00 pm – 12:30 pm	Breakout	250	4000	Classroom

\*The luncheon will actually be held on Day 2 OR Day 3 but we ask that both days be reserved to help accommodate speaker schedules during the invitation process.

**10. Food & Beverage Requirement**

The following outlines the typical food and beverage requirements for group:

- a. Reception on Day 1 that will include hors d’oeuvres, soft drinks, and a cash bar
- b. Continental Breakfast will be provided to attendees on Days 2-5
- c. Morning Coffee Breaks will be provided to attendees on Days 2-5
- d. Afternoon Breaks with drinks and a light snack will be provided on Days 2-4
- e. Plated luncheon will be provided on either Day 2 OR 3.
- f. Day 3 will include a wine and cheese reception honoring our international guests.

All proposals must include food and beverage policies, minimum expenditure requirements, menus and costs for coffee breaks, luncheons, banquets, and other services. We ask that a discount on food and beverage be applied along with a guarantee that pricing at the time of contracting be honored during the event.

**11. Audio-Visual Needs**

All general session and breakout rooms will typically require a podium with microphone and wireless microphones with stands for 4-5 speakers at head table. We also require wireless microphone stands for audience questions. Only a podium with microphone will be required at both the opening reception and the luncheon.

We ask that complimentary wireless access be given to all conference attendees in all meeting spaces and in all guest rooms. Additionally, there must be wired internet connections in all meeting spaces and capacity within the property to accommodate the number of attendees and devices present.

In addition, we require that we be able to bring in our own audio-visual equipment and that any equipment used through the in-house provider be provided at a discount.

#### **12. Destination Management and Host City Information**

Because there is the potential for little local support for the planning and execution of the event, please indicate any destination management offered by the local Convention and Visitors Bureau.

It is strongly suggested that proposals include a profile of the host city and surrounding areas that may be of interest to conference attendees. Indicate if any part of the conference, excluding pre- and post-conference tours, is in another location such as an adjacent town. A video of the host city and conference facility, in addition to the profile, will be accepted but is not necessary.

Also, please list possible tours, special events, or receptions to be offered to attendees and identify local attractions and points of interest. Traditionally, NACOLE holds at least one reception and one fundraiser for its Annual Conference Scholarship Fund at an offsite venue. Please include details of possible venues for these events – including capacity and associated costs.

#### **13. ADA Compliance**

Please indicate if your hotel/meeting center was built to meet all ADA requirements. If it was not, please indicate how it has been retrofitted to meet all requirements.

#### **14. Accessibility to Areas of Interest and Airport**

Please indicate the ease of accessibility to restaurants, bars, local points of interest, and the airport from your property. Also indicate if the hotel offers a complimentary shuttle to and from the airport or to and from the surrounding area. In addition, list available transportation (e.g., accessible airport(s), major airline carriers, trains, buses, trolleys, taxis, shuttles, and hotel parking for both guests and daily visitors to the conference) in the area. Also include the distance and available transportation, as well as its cost and frequency/availability, from the nearest international airport. Providing the cost of traveling to your city from other major cities, although not required, would help the Board in its review of proposals.

#### **15. Parking Fees**

Although many of our attendees will be traveling in from out of town, we will have up to 30 local speakers and volunteers who will require complimentary parking. Please indicate the number of complimentary parking spaces per day you are willing to provide and the per day fees for all those above and beyond this number.

**16. Storage Fees**

Our group occasionally sends boxes of conference supplies to the host city prior to the event. The number of boxes would not number more than 30. Please indicate if you are willing to provide free and secure storage of these items for up to 15 days prior to the conference.

**17. Contractors**

Please also indicate if there are any additional requirements for the use of contractors as related to the use of your facilities.

**18. Additional Concessions**

NACOLE requires the following concessions be offered as part of each hotel proposal submitted:

- a. One (1) complimentary Hospitality/Presidential Suite for the five-day period.
- b. One (1) complimentary room for the NACOLE Director of Training and Education for up to seven (7) nights.
- c. One (1) complimentary room for the NACOLE Director of Operations for up to seven (7) nights.
- d. Fifteen (15) complimentary room upgrades for length of stay of occupant.
- e. Complimentary coffee and tea service and afternoon refreshment for the three (3) days of the winter meeting held by the Board of Directors.
- f. One (1) working lunch provided at the hotel's expense for approximately fifteen (15) participants during the Board's winter meeting.