



TO: Interested Parties
FROM: Sarah Baker, Interim Executive Director
DATE: July 16, 2019
RE: Request for Bid to Convention

SUMMARY

The Oklahoma Democratic Party is opening the convention bid process to County and Congressional District Party central committees. Interested County and District central committees are encouraged to submit a bid to host the 2020 Oklahoma Presidential Preference Primary convention in your community. Below you will find information about the bid requirements and process and a tentative agenda to help with your planning.

Oklahoma Democratic Party Bylaws: Bylaw 01

D.01. The State Central Committee shall determine the location of the State Convention from among bids submitted by the State Chair, County Central Committees, and/or Congressional District Central Committees.

D.02. Any bid to host the State Convention shall identify a site for the convention meetings, a site for possible fund-raising events, and options for delegate lodging. The bid shall name a convention site coordinator or a coordinating committee, provide a budget for convention expenses, and provide a working plan for the State Convention.

D.03. Any bid to host the State Convention shall be submitted to the State Central Committee in writing no less than thirty (30) days prior to the State Central Committee meeting at which the location of the State Convention will be determined.

D.04. The State Central Committee shall determine, by a majority vote, the location of the State Convention no later than six (6) months prior to the meeting date set forth in this Bylaw.

PROJECT GOALS AND SCOPE OF SERVICES

When identifying a site for the convention, the following should be considered:

- the meeting space for business must accommodate 1200 delegates and guests, for approximately 14 hours on Saturday, April 4, 2020.
- the space must include 5 breakout spaces/rooms that can accommodate 200 delegates for each room available for approximately 14 hours on Friday, April 3 and approximately 14 hours on Saturday, April 4, 2020.

- must have accessible Wi-Fi for the convention hall and all rooms
- the facility must be ADA compliant according to the ADAAG standards
- there must be affordable lodging near the convention site
- the space must have at least one large ballroom for the convention and 4 additional meeting rooms for meetings and credentialing
- there must be suitable space available for the Carl Albert dinner – a formal dinner seating to hold 500-750 people
- must include information for available vendor tables, registration tables, and tables outside of Carl Albert Dinner for checkin
- meals that serve a variety of dietary needs must be provided for a Saturday luncheon and the Carl Albert dinner
- there must be available meal options nearby to serve a variety of dietary needs
- the hosting party must recruit:
 - 10 local convention volunteers available during the morning and afternoon hours Friday, April 3, 2020
 - 20-25 local volunteers for Carl Albert Dinner afternoon setup Friday, April 3, 2020
 - 15-20 local convention volunteers available all day or long shift hours on Saturday, April 4, 2020.
 - **Convention and Carl Albert volunteers will be required to help with moving tables and chairs, running convention errands, unloading and carrying boxes, assist with Carl Albert table setups, room setups, delivering materials, and assisting workshop speakers*
 - 25-30 local non-delegate credentialing volunteers available half-day on Friday, April 3, 2020, and all day Saturday, April 4, 2020.
- the combined convention and Carl Albert dinner budget cannot exceed \$35,000.00

When specifying details for the convention budget, you should include:

- itemized costs for the facility
- costs or group rate for lodging
- costs for guest room Wi-Fi and parking if applicable
- costs or estimate on food services or catering
- estimate audio & visual costs for two ten-foot screens, projectors, speakers, and microphones for training, Carl Albert Dinner, and convention
- costs for extra tables for registration, check-in, and vendors
- fees for accepting deliveries
- print material & media costs
- a separate itemized budget for the Carl Albert Dinner
- relevant information about proposed vendors
- estimated costs for security, court reporter, and ASL interpreter
- estimated costs for ODP staff local lodging and travel expenses (Thursday-Saturday)
- any miscellaneous costs

TENTATIVE CONVENTION AGENDA

Date	Time	Agenda Item
Friday, April 3, 2020	8 AM – 10 PM	Training, Meetings & Carl Albert Dinner
Saturday, April 4, 2020	8 AM – 10 PM	Oklahoma Presidential Preference Primary Convention

*Space rental should extend well beyond scheduled program times for staff and volunteer access, setup, and breakdown.

ANTICIPATED SELECTION SCHEDULE

Deadline to Submit Bids: September 4, 2019

Site Selection: October 4, 2019

PPP Convention: April 3 – 4, 2020

EVALUATION CRITERIA

The successful bid will include all verifiable information outlined above as well as a clear plan of action. Bids that include minority & women-owned or union vendors will be given priority. Submitted bids must also include proof of multiple bid process.

Please direct all questions to Sarah Baker at (405) 427-3366 or director@okdemocrats.org.