

CONVENTION BID

PRESIDENTIAL PREFERENCE PRIMARY

CONVENTION LOCATION:

VENUE: _____

ADDRESS: _____

CITY & ZIP: _____

MILES FROM ODP HQ: _____

ESTIMATED COST: _____

AV EXPENSE: _____

BY SUBMITTING THIS BID, THE UNDERSIGNED CONFIRMS THAT THE CHOSEN FACILITY MEETS THE BASIC CRITERIA.

Y N

Can accommodate 900 delegates

Has the capacity for 5 breakout rooms for 100 people plus a room/space for credentials.

Has available WiFi

Meets ADA requirements (worksheet completed and attached)

Free/low cost parking

Has capacity to achieve AV goals

SUBMITTED BY _____

COUNTY/DISTRICT _____

OKDEMS



TO: County and Congressional District Central Committees
FROM: Alicia Andrews, Chair
DATE: July 20, 2023
RE: Request for Bid to 2024 Presidential Preference Primary (PPP) 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 no later than **September 6, 2023**, to host the 2024 Oklahoma Presidential Preference Primary (PPP) Convention in your community. Below is 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 900 delegates and guests, for approximately 10 hours on Saturday, April 6, 2024.
- the space must include five (5) separate breakout spaces/rooms that can accommodate 100 delegates for each room available for approximately 3 hours on Saturday, April 6, 2024.
- one (1) room for credentialing.
- 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 hosting party must recruit:
 - ten (10) local convention volunteers available during the morning and afternoon hours Saturday, April 6, 2024
 - ten (10) local non-delegate credentialing volunteers available on Saturday, April 6, 2024.
- budget cannot exceed \$15,000.00

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

- name the convention site coordinator or a coordinating committee
- itemized costs for the facility
- costs or group rate for lodging
- costs for guest room Wi-Fi and parking, if applicable
- costs or estimates on food services or catering
- estimate audio & visual costs for two ten-foot screens, projectors, speakers, and microphones for the convention hall
- additional costs for extra tables for registration and check-in
- fees for accepting deliveries
- print material & media costs
- estimated costs for security, court reporter, and ASL interpreter
- estimated costs for ODP staff local lodging (5 rooms) and travel expenses (Friday, April 5, 2024 – Saturday, April 6, 2024)
- any miscellaneous costs

TENTATIVE CONVENTION AGENDA

Date	Time	Agenda Item
Saturday, April 6, 2024	*8 AM – 8 PM	Oklahoma State PPP Convention

**Space rental should extend well beyond scheduled program times for staff and volunteer access, setup, and breakdown. For example, access Friday, April 5, 2024, during the day and as early as 7 AM Saturday, April 6, 2024.*

ANTICIPATED SELECTION SCHEDULE

Deadline to Submit Bids: September 6, 2023

Central Committee Site Selection Meeting: September 30, 2023

State Convention: April 6, 2024

EVALUATION CRITERIA

The successful bid will include all verifiable information outlined above and 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 processes.

Please direct all questions to Scott Hamilton at (405) 427-3366 or scott@okdemocrats.org.

NOTE:

Selected site parties must coordinate supplemental events with the Oklahoma Democratic Party.



Convention/Venue Accessibility Checklist

- Is the venue located near public transit, and/or have you arranged accessible shuttles from recommended hotels?
- Are there parking areas, pathways, and entrances to the building that are wheelchair accessible and clearly defined?
- Does the accessible entrance provide direct access to the main floor, lobby, or elevator?
- Are all main areas and session rooms on an accessible path of travel?
- Are there elevators and/or ramps to all areas of the venue where there are sessions?
- Is there at least one restroom (either one for each sex or unisex) that is fully accessible (includes a wheelchair-accessible restroom stall that has an area of at least 5 feet by 5 feet, clear of the door swing) OR is there a restroom stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?
- Are there wheelchair seating areas in each session room available?
- If the venue is very large, can you offer, meet and assist with accommodations?

TECHNOLOGY ACCESSIBILITY:

In general, organizers should always keep a list of local and national disability organizations at hand when seeking resources for accessibility technology. Organizers should also plan to provide accommodations smoothly and reliably as early as possible.

- Is there a loop system/section available for the hard of hearing?

- Are staff members familiar with and trained to assist with the assistive technology offered at the conference?
- Are there ample high-contrast, large-print directional signs to and throughout the conference venue? Is Braille signage available when appropriate?
- Are all conference publications available (immediately or in a timely manner) in alternate formats such as Braille, large print, and electronic text? Will this be a standard procedure or upon request? (Recommended: during the registration process, have an accommodation section where individuals can request any needed alternative formats.)

EVENT PROGRAM ACCESSIBILITY:

- Do you have a procedure to ensure a timely response to requests for disability-related accommodations? (Recommended: during the registration process, have an accommodation section where individuals can request any needed accommodations. This can be for the general conference or specific presentations/breakout events).
- “Will you need any of the following accommodations for the duration of the event? Please select all that apply.
 - CART services
 - ASL interpreter
 - Loop system
 - Braille print conference publications
 - Large-print conference publications
 - Electronic versions of conference publications (sent via email)
 - Electronic versions of presentations and other conference materials.
 - Will you be attending the event with a personal attendant?
 - Do you need any other accommodations not listed above? Please note:



For questions or concerns regarding the venue accessibility and event accommodations, please call (---) --- ---- or email -----@-----.com”

- Are stages and presentation locations wheelchair accessible?
- Are sign language interpreters contracted for deaf participants?
- Are CART providers contracted for hard-of-hearing participants?
- Is audio description available for blind participants during video segments or visual displays?
- Are networking sessions organized in a way that maximizes both physical and programmatic accessibility? This should be for a broad range of disabilities (i.e., blind participants that may not easily maneuver conference spaces or identify high-priority attendees)
- Are staff/volunteers available to assist with meet and greet sessions for participants requesting it?
- In advance, before the conference, will organizers provide presenters with recommendations and online resources for creating fully-accessible presentations? Are these offered as early as possible (i.e., in emails accepting presentation proposals)?
- If attendees request accessible formats for specific presentations/events when registering, how will organizers work with presenters to meet those requests?
- Arrange for a brief orientation for all presenters beforehand with tips and techniques on being inclusive while presenting.
- How will conference organizers meet all accessibility needs with potentially limited resources? (i.e., pairing individual ASL interpreters with specific attendees or having them instead lined up on a presentation-by-presentation basis)
- If an attendee requires a personal attendant during the conference (one that they personally hire and work with), what will be the procedure for their registration, participation, payment (if any), etc.?



OUTREACH:

- Are outreach materials and the registration process accessible to participants with disabilities?
- How will you ensure that people with disabilities are included and invited to the conference? Does this include reaching out to them as potential presenters?
- Are people with disabilities represented as presenters at the conference?
- Are attendance and/or travel scholarships available to participants with disabilities?