



Keynote Speaker **Request For Proposal**

The Business Professionals of America, Texas Association, Board of Directors welcomes bids for a leadership academy presentation for our State Leadership Conference, March 1-3, 2018. 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 contracted service is to provide an engaging leadership academy format for members attending the State Leadership Conference of Business Professionals of America, Texas Association. All services and activities will be performed under the direction of and with the approval of, the Board of Directors. Your bid should be itemized and include all fees and expenses.

Policies and Procedures Stipulations:

Section VIII. Contracted Services

- A. Contracted services will be determined by the Board based on need.
- B. The Board of Directors will use a sealed bid process to award contracted services.
- C. Contracts will be awarded on a one-year basis with the option of the Board to extend the term of the contract for one year or accept new bids.
- D. Each service will comply with operational procedures as prescribed by the Board.
- E. The individual or representative providing the services will report directly to the Contracted Services Oversight Committee.
- F. All contracted services must have a fiduciary responsibility to the organization to limit expenses incurred to a reasonable amount. Any total reimbursed expense exceeding \$500.00 must be pre-approved by the Board of Directors.
- G. Budgeted amount is maximum allowable expense. Every effort by the contracted services provider should be made to expend the minimum amount possible.

EVENT: Business Professionals of America State Leadership Conference

CLIENT: Business Professionals of America, Texas Association

DATE CHOICES: Thursday, March 1, 2018 – Friday, March 2, 2018

LOCATION OF SESSIONS: Convention Center

LOCATION: Corpus Christi, TX

GUEST SPEAKER AND LEADERSHIP ACADEMY NEEDED BASED ON THE FOLLOWING CRITERIA-- Design and implement a leadership academy from 1:00 pm – 5:00 pm on Thursday, March 1, 2018. Additional leadership sessions on Friday from 8:00 am – 5:00 pm. Would like sessions to be presented in mini-session format of 45 minute activities if possible. Suggested format: 4 sessions on Thursday- 1:00, 2:00, 3:00, 4:00; 7 sessions on Friday- 8:00, 9:00, 10:00, 11:00, 2:00, 3:00, 4:00.

NUMBER OF CONFERENCE ATTENDEES: 3,750

ATTENDEE PROFILE: Middle Level and High School students and teachers

ARRIVAL/DEPARTURE PATTERN: Wednesday – Friday/Saturday

SESSIONS:

Day	Session Type	Number of Attendees
Wednesday arrival		
Thursday Lunch	12:00 pm – 1:00 pm	
Thursday Afternoon	Afternoon Sessions from 1:00 pm – 5:00 pm 45 minutes each session Setup – Theater for 400 with leadership activity at back of meeting room	estimated 250
Friday All Day	All Day Sessions from 8:00 am – 5:00 pm 45 minutes each session Lunch from 12:00 pm – 2:00 pm	estimated 250
Friday evening or Saturday morning departure depending on flight times.		

AUDIO VISUAL NEEDS: Projection Screen and Microphone provided – you must provide a laptop and projector. Contact if other items are needed.

HOTEL GUEST ROOM : Provided

TRAVEL: Travel expenses should be included within bid. Texas BPA will not pay travel.

MEALS: Thursday--lunch, Friday--breakfast and lunch, Saturday breakfast if needed.

Texas BPA is looking for a "package deal" to include a Leadership Academy which would take place on Thursday from 1:00 pm - 5:00 pm and on Friday from 8:00 am - 5:00 pm with a break from 12:00 pm - 2:00 pm for lunch.

The Leadership Academy would incorporate 45-50 minute sessions beginning at each hour to include different topics for each session and some topics could be repeated from one day to the other. Seating will be theater style for 400 with activity space at the back of the room for stand-up leadership activities for the sessions.

The proposals will be reviewed by our student officers who will recommend their

choices to the Board of Directors who will finalize the selection at their September Board of Director's meeting. Notification of acceptance will be sent by October 1. Please include with your materials, URLs or links to prior performances and information about other groups that you have worked with in the past. We are a student group so we appreciate your consideration in keeping your proposals as low as possible.

Exhibitor space will be given complimentary all day Thursday, Friday, and Saturday. Set up on Wednesday afternoon or early Thursday morning. Texas BPA can provide Interns to assist with your presentations or with manning your exhibit booth.

Please visit www.texasbpa.com for organization information.

Bids are due back via email by **Tuesday, August 15, 2017** to Diana Weber, mrsweberbpa@gmail.com; 210-386-4983.

Questions? Contact:

Diana Weber, State Advisor, mrsweberbpa@gmail.com, 210-386-4983

or

Robin Goff, Elite Planning Services, LLC, Meeting Planner, robingoff@ymail.com, cell 281-682-1731