



## **2020 FAC INNOVATION & POLICY CONFERENCE HOST COUNTY PROPOSAL PROCESS**

Issue Date: April 15, 2019

Due Date: May 31, 2019

Please send proposals by May 31, 2019 to:

Robert Brown

Director of Education and Training

850-922-4300

100 South Monroe Street

Tallahassee, Florida 32301

[rbrown@flcounties.com](mailto:rbrown@flcounties.com)

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## **1. BACKGROUND**

In response to private-sector technology growth across the country, the Florida Association of Counties added a new feature to its 2018 Policy Conference. Specifically, a day of innovation preceded the two days of policy workshops, and private sector innovators were invited to demonstrate their products and address questions from county officials. Among the vendors showcasing their products were those representing autonomous vehicles, public safety drones, flood resiliency technology, 3-D construction printing, small cell technologies, and smart solar. The goal of this innovation conference element is to help counties understand how these disruptive technologies work, how they impact counties, and what regulatory or policy options should be considered when they are introduced locally. To compliment this portion of the day, attendees participated in afternoon field trips, where they visited a new community known as the first solar town in the nation, followed by a tour of an advanced multi-purpose public safety complex.

Following the conference, some counties expressed interest in hosting a future FAC Innovation and Policy Conference, where they could showcase unique aspects of their community and highlight innovative best practices in county government. To that end, FAC is soliciting informal proposals from counties which are interested in hosting the 2020 FAC Innovation & Policy Conference.

The purpose of this process is to provide a fair evaluation for all counties and to provide the counties with the evaluation criteria against which they will be evaluated.

## **2. PROPOSAL GUIDELINES AND REQUIREMENTS**

The host county must meet not only hotel and conference space requirements but must also propose a full day of innovation, focusing on the advancement of technological capabilities or increasing innovation with hands-on experiences for conference attendees.

County proposals should demonstrate most of the following criteria:

- Significant levels of innovation or streamlining of procedures that would benefit other counties and the public;
- New methods of operations or solutions to local problems and challenges;
- Innovations that have measurable and significant increases in productivity, customer service or cost savings for the county, and could be applied to other counties.
- Programs or actions that result in landmark policies, programs or legislative changes that support and improve county operations;
- Outstanding county leadership processes that foster partnerships in the community and other levels of government to maximize resources;

- Programs that demonstrate the implementation of processes or programs that significantly improve public access or use of a county service;
- Partnerships with private companies which demonstrate innovative philosophies or provide services that would fall into the above criteria.

The proposal should include unique demonstrations – e.g., hands-on demonstrations, field trips – that showcase the county’s innovations to FAC members in a tactile way.

### 3. PROPOSAL PROCESS AND TIMELINE

Below are the proposal process steps for hosting the 2020 FAC Innovation & Policy Conference:

1. Send a letter of intent via email to Director of Education and Training, Robert Brown ([rbrown@flcounties.com](mailto:rbrown@flcounties.com)) by **April 30, 2019**.
2. Complete the enclosed application with any supporting documents.
3. Proposals are due no later than **May 31, 2019, 5:00PM**.
4. Proposals should be sent via email or U.S. mail to Robert Brown ([rbrown@flcounties.com](mailto:rbrown@flcounties.com))
5. Proposals will be evaluated immediately thereafter. During this time the counties may be contacted for further information. Please be sure to include a County Contact to field questions from the evaluation team.
6. The name of the county which has been selected will be announced at the 2019 FAC Innovation and Policy Conference (September 25-26, 2019).

### 4. CONFERENCE PLANNING GUIDELINES

The proposal must include the following specifications (see below). Please direct all hotel-related questions to Kelli Williams, Events Manager, at [kwilliams@flcounties.com](mailto:kwilliams@flcounties.com).

#### A. SPACE REQUIREMENTS

**Meeting Space Required:** 28,000-30,000 sq. ft. of indoor meeting space (not including prefunction space or foyers). For further detail, please see the chart on pages 8-9.

**Sleeping Rooms Required:**

**Arrival/Departure Dates:**

1<sup>st</sup> Choice: September 8-11, 2020

2<sup>nd</sup> Choice: September 22-25, 2020

<b>Day of Week:</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	
<b>Sleeping Room Block:</b>	<b>10</b>	<b>125</b>	<b>160</b>	<b>125</b>	<b>5</b>	<b>(425 Total)</b>

**Previously negotiated group rates range from \$139-\$199**

- Individuals will be booking reservations.
- No deposits due prior to arrival – only a credit card at time of reservation will be required to guarantee room reservation
- Majority of participants are government employees.
- Some participants will be tax exempt and will pay with county checks. They will bring documentation to prove exemption.
- Checks will need to be accepted on-site for payment.

**Planned Food and Beverage Requirements:**

**Hotel will need to be able to provide the following as a part of their contract with FAC:**

3 Continentals, 1 Buffet Lunch, 1 Reception (Wed evening), Multiple Beverage Breaks

**If the hotel has inquiries, please have them contact Kelli Williams, Events Manager, at [kwilliams@flcounties.com](mailto:kwilliams@flcounties.com). FAC will compile options and arrange site visits.**

**B. CONCESSIONS**

**The following concessions have been extended by prior hotels for this event. Please review them and add, delete or edit as needed to extend a competitive package.**

- Complimentary meeting space, based on F&B minimum of \$35,000
- Complimentary self-parking
- Resort fees waived
- 1 per 40 comp
- 20% allowable attrition
- 1 complimentary 1-BR Suite for FAC President (Tues-Fri)
- 5 suites @ group rate for Executive Committee (Tues-Fri)
- 1-hour comp reception for 100 guests (beer, wine and hors d’oeuvres – 3 hot, 1 cold)
- Complimentary Wi-Fi in meeting rooms
- No deposits due prior to arrival – only a credit card at time of reservation will be required to guarantee
- 15% discount on all in-house A/V
- 15% discount published catering menus
- Group rate available 3 days pre- and post-conference
- Three complimentary room nights for staff site inspections prior to the program date.

## **C. ACCOUNTING**

Master Account Catering and all Staff Charges (room, tax and incidentals). FAC requests a deposit invoice and W-9 to open billing

## **D. HISTORY**

2019 – Sheraton Bay Point Resort  
2018 – Charlotte Harbor Event & Conference Center  
2017 – Embassy Suites Orlando Lake Buena Vista South  
2016 – Hutchinson Island Marriott  
2015 – Hilton St. Petersburg Beach Bayfront  
2014 – Sandestin Beach Resort  
2013 – Marriott West Palm Beach  
2012 – Loews Don CeSar Resort  
2011 – The Shores Resort  
2010 – Renaissance Vinoy

## **E. CONTRACT LANGUAGE**

The following clauses must be agreeable to the host facilities and ultimately added to contracts between FAC and the conference facility.

### **Sleeping Rooms:**

1. Hotel will not offer lower “promotional” rates over the meeting dates unless the lower rates apply to everyone in the Florida Association of Counties group.
2. Florida Association of Counties rates will be applicable three (3) days prior to and three (3) days following the main program dates, based on space availability and will be credited to the Group’s pick-up total. Availability is defined as the hotel is less than 95% sold out.
3. Reservations received after the cut-off date will be accepted on a space available basis at the Florida Association of Counties rate and will be credited to the Group’s pick-up total. Availability is defined as the hotel is less than 95% sold out.

### **Hurricane Clause**

Notwithstanding any other cancellation/attrition clause in this contract, in the event of a threatening hurricane, tropical storm, or other disaster, the Florida Association of Counties will be given the opportunity to reschedule the event, under the same contract terms, within a 24-month period, without penalty. If the Florida Association of Counties decides to hold the event with the threat of a hurricane, tropical storm, or other disaster, the Association and individual attendees will have the ability within a 24-hour period to reduce food and beverage guarantees and cancel room reservations without penalty.

### **Indemnification**

Florida Association of Counties and the Hotel hereby agree to indemnify, defend and hold each other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of either party or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

### **Resell Clause**

Hotel shall make reasonable efforts to resell unused guest rooms in the Group's room block. Any damages due pursuant to the Performance or Cancellation clauses will be reduced by the revenue received from unused Group guest rooms (as calculated in this section). The parties agree that "resold" rooms will be calculated as follows: The resale revenue credited to attrition or cancellation damages for each room will be equal to the Group's single room rate for each day that guest rooms are resold. Prior to the billing for the attrition payment, Hotel must submit to the Group a copy of the city ledger or daily occupancy report documenting that the rooms were not resold and were available for sale.

### **Walk Clause**

In the event the Hotel does not have a room available for a guest with a confirmation, the Hotel agrees to provide a comparable or better room within a 5-mile radius of the Hotel at no cost to the guest or the Group. In addition, the Hotel will provide complimentary transportation both to and from the Hotel, as well as absorbing the cost of telephone calls. The Hotel agrees to bring the displaced guest back to the Hotel the next day and will make their accommodations available on a priority basis. The Hotel agrees to notify the Group's meeting planning department if a sell-out situation is likely to occur, to guard against walking group VIPs.

### **Cancellation by Hotel**

Hotel specifically recognizes its responsibilities to provide the rooms, meeting space, and banquet services as identified in this agreement to the Florida Association of Counties, Inc. on the dates and times indicated in this agreement. Should the Hotel be unable to provide at least 80% of the room block and the event space and banquet services in this agreement, the Hotel recognizes that the Florida Association of Counties will be damaged, and that the Hotel will be deemed to have cancelled this agreement. In the event of such a cancellation, the Hotel will assist FAC in finding suitable, alternative space for its event and will be liable for FAC's resulting damages, including but not limited to increased difference in room rate at alternative location, increased difference in meeting space and banquet service prices, advertising costs on new location, indirect damages due to change in location. Damages will not exceed the overall contracted value of the program. The contracted value of the program as depicted on Page \*\* under "Anticipated Room Night and Banquet Revenue Figures" is \*\*\*\*\*.

## DETAILED REQUIRED FUNCTION SPACE

Start	End	Function	Setup	#
<b>TUES</b>				
9:00 AM	6:00 PM	Innovation Exhibit Setup and Test/Run-Thru		
12:00 PM	5:59 AM	Office	Conference	5:00 P
4:00 PM	5:00 PM	Staff Tour		
<b>WED</b>				
6:00 AM	11:59 PM	Office	Conference	10
6:00 AM	11:59 PM	Pop-up/Add-On Meeting	Conference	15-20
7:45 AM	9:00 AM	Continental Breakfast		
7:45 AM	5:30 PM	Registration	Registration	4
8:00 AM	9:00 AM	EXCOM – Part 1	Conference	20
8:30 AM	10:00 AM	Running for Higher Office – Part 3	Classroom	50
9:00 AM	5:00 PM	CP Meetings	Conference	10
10:00 AM	12:00 PM	Policy Discussion & Innovation Exhibits	Crescent Rounds	150
12:00 PM	12:30 PM	Box Lunch	Special	140
12:30 PM	5:00 PM	Off-Site Tours		
5:00 PM	6:00 PM	EXCOM – Part 2	Conference	20
6:00 PM	7:00 PM	Welcome Reception	Cocktail Rounds	90
7:00 PM		Past Presidents Dinner	Special	42
<b>THUR</b>				
6:00 AM	11:59 PM	Office	Conference	10
7:45 AM	5:00 PM	Registration	Registration	4
7:45 AM	9:00 AM	Continental Breakfast		
8:00 AM	10:00 AM	Federal Committee	U-shape Classroom	30 40
9:00 AM	10:00 AM	FACM Board Meeting	U-shape	30
10:00 AM	12:00 PM	Urban Caucus	U-shape Classroom	30 40
10:00 AM	12:00 PM	Rural Caucus	U-shape Classroom	30 40
11:00 AM	12:00 PM	FACA Board (even years)	U-shape	30
11:00 AM	1:30 PM	FCF Board of Directors	U-shape	25
12:00 PM	1:00 PM	FAC Dues Committee	Table	10
12:00 PM	1:30 PM	LUNCH ON YOUR OWN		
1:00 PM	5:00 PM	FACA Orientation (even years)	U-shape	30
2:00 PM	5:00 PM	Gulf Consortium	Classroom U-shape; Theater	100 30; 30



2:00 PM	5:00 PM	Finance, Tax, & Administration	U-shape Classroom	30 40
2:00 PM	5:00 PM	Health & Public Safety	U-shape Classroom	30 40
2:00 PM	5:00 PM	Growth, Ag, Transportation, & Env	U-shape Classroom	30 40
6:00 PM	10:00 PM	Board of Directors Event	Special Set	80
<b>FRI</b>				
6:00 AM	11:59 PM	Office	Conference	10
8:30 AM	11:30 AM	Board of Directors Meeting & Symposium	Chevron Head table	60 6

## 5. 2020 INNOVATION AND POLICY CONFERENCE APPLICATION

Please consider the following categories of information as comprising the required application information and submit your county's proposal electronically to [rbrown@flcounties.com](mailto:rbrown@flcounties.com) by **May 31, 2019**.

### A. Summary

- In 500 words or less, highlight the benefits of hosting the conference in your county. You may include any additional information (photographs, exhibits, news media coverage, etc.) that helps describe the county.

### B. Community Innovation Profile

- As mentioned in Section 2, the host county will be required to propose a full day of innovation, focusing on the advancement of technological capabilities or increasing innovation with hands-on experiences for conference attendees. Describe your county and the unique demonstrations – e.g., hands-on demonstrations, field trips – that showcase the county's innovations to FAC members in a tactile way.

### C. County Contact

- Provide the following contact information for your county's proposal for the 2020 Innovation and Policy Conference: primary contact name, address, telephone number, and e-mail address.
- Provide a preliminary list of organizations and people that will be part of or supporting the county's efforts.

**D. Conference Facilities**

- Provide the following contact information for each conference facility that is a part of the county’s proposal

Hotel Name:

Hotel Website:

Sales Manager Name:

Phone Number:

Email:

Available Dates:

- Please ensure that each conference facility can meet the specifications, are agreeable to FAC contract language, and can offer concessions as outlined in Section 4, Conference Planning Guidelines.

**Contacting Florida Association of Counties**

Please submit all letters of intent, proposals, and questions regarding the proposal electronically to Robert Brown at [rbrown@flcounties.com](mailto:rbrown@flcounties.com).