



2021 FAC INNOVATION & POLICY CONFERENCE HOST COUNTY PROPOSAL PROCESS

Issue Date: February 3, 2020

Due Date: April 17, 2020

Please send proposals by April 17, 2020 to:

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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 2021 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.

Ideally, 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 2021 FAC Innovation & Policy Conference:

1. Complete the enclosed application with any supporting documents.
2. Proposals are due no later than **April 17, 2020, 5:00PM**.
3. Proposals should be sent via email or U.S. mail to Robert Brown (rbrown@flcounties.com)
4. 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.
5. The name of the county which has been selected will be announced at the 2020 FAC Annual Conference (June 9-12, 2020).

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.

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:

September 20-24, 2021

Day of Week: MON TUE WED THU

Sleeping Room Block: 15 125 160 125 (425 Total)

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:

If the hotel has inquiries, please have them contact Kelli Williams, Events Manager, at 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 \$30,000
- Complimentary self-parking
- Resort fees (if any) 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

2020 - PGA National Resort
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 | Room | Setup | # |
|--------------------|---------------------|--------------------------------------|--------------------------------|------------------------|---------------|
| TUES | | | | | |
| 12:00 PM | 5:59 AM | Office/Storage | Camellia/Gardenia | Conference | |
| 2:00 PM | 3:00 PM | Staff Tour | | | |
| 3:00 PM | 6:00 PM | Registration Desk Opens | St. Andrews Desk | | |
| 5:00 PM | 6:00 PM | Innovation Run-Thru | St. Andrews Ballroom | | |
| WED | | | | | |
| 6:00 AM | 11:59 PM | Office/Storage | Camellia/Gardenia | Conference | 10 |
| 7:45 AM | 9:00 AM | Continental Breakfast | Foyer | | |
| 7:45 AM | 5:30 PM | Registration | St. Andrews Desk | Registration | 4 |
| 9:00 AM | 5:00 PM | CP Meetings | Azalea Boardroom | Conference | 10 |
| 10:00 AM | 5:00 P | Restore Coordinators/Gulf Consortium | Grand Lagoon A-D | | |
| 10:00 AM | 12:00 PM | Policy & Innovation Discussion | St. Andrews A-C | Crescent Rounds | 150 |
| 12:00 PM | 12:30 PM | Box Lunch | St. Andrews A-C | Special | 140 |
| 12:30 PM | 5:00 PM | Rebuild Bay County Service Project | Off-site | | |
| 12:30 PM | 5:00 PM | Long Term Recovery Workshops | St. Andrews A-C | Existing Set | |
| 5:30 PM | 6:30 PM | Executive Committee | Palmetto | Conference | 20 |
| 6:00 PM | 7:00 PM | Welcome Reception | St. Andrews Pavilion | Cocktail Rounds | 90 |
| 7:00 PM | | Executive Committee Dinner | Capt. Anderson's (off-site) | | |
| 9:00 PM | 11:00 PM | Hospitality Suite | Tides Private Dining | Reception | 50 |
| THUR | | | | | |
| 6:00 AM | 11:59 PM | Office/Storage | Camellia/Gardenia | Conference | 10 |
| 7:45 AM | 5:00 PM | Registration | St. Andrews Desk | Registration | 4 |
| 7:45 AM | 9:00 AM | Continental Breakfast | Foyer | | |
| 8:00 AM | 8:30 AM | Legislative Executive Committee | Grand Lagoon B | U-shape Perimeter | 25 chairs |
| 8:30 AM | 9:30 AM | Urban Caucus | St. Andrews EF | U-shape + Classroom | 40 100 |
| 8:30 AM | 9:30 AM | Rural Caucus | St. Andrews CD | U-shape + Classroom | 30 40 |
| 9:30 AM | 11:30 AM | PIOs | Palmetto | U-shape | 25 |
| 9:00 AM | 10:00 AM | FACM Board Meeting | Spanish Moss AB | U-shape | 25 |
| 9:45 AM | 10:45 AM | Federal Committee | St. Andrews CD | U-shape + Classroom | 40 100 |
| 11:00 AM | 12:30 PM | Water Policy Committee | St. Andrews CD | U-shape + Classroom | 40 100 |
| 12:30 PM | 2:00 PM | ICG Board of Directors | Spanish Moss AB | U-shape | 25 |
| 12:30 PM | 2:00 PM | LUNCH ON YOUR OWN | | | |

| | | | | | |
|------------|----------|---|----------------------------|------------------------|--------------|
| 2:00 PM | 4:00 PM | Finance, Tax, & Administration | St. Andrews AB | U-shape + Classroom | 30 40 |
| 2:00 PM | 4:00 PM | Growth, Ag, Transportation, & Env | St. Andrews CD | U-shape + Classroom | 40 100 |
| 2:00 PM | 4:00 PM | Health & Public Safety | St. Andrews EF | U-shape + Classroom | 30 40 |
| 5:00 PM | 5:30 PM | Legislative Executive Committee | Grand Lagoon B | U-shape Perimeter | 25 chairs |
| 6:00 PM | 9:00 PM | Board of Directors Event | Grand Marlin (off-site) | Special Set | 80 |
| FRI | | | | | |
| 6:00 AM | 11:59 PM | Office/Storage | Camellia/Gardenia | Conference | 10 |
| 7:45 AM | | Board of Directors Breakfast | St. Andrews AB | | |
| 8:30 AM | 11:30 AM | Board of Directors Meeting & Leadership Summit | St. Andrews AB | Chevron Head table | 60 6 |

5. 2021 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 by **April 17, 2020**.

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. Host counties would benefit from developing a draft schedule (Who, What, Where, When and Why) of demonstrations in this section.

C. County Contact

- Provide the following contact information for your county's proposal for the 2021 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.