

Disclaimer: This document is meant to provide a more thorough explanation of the ACYPAA bid requirements for committees wishing to put in a bid for ACYPAA. Every effort has been made to ensure that the answers to these questions are based on facts from recent ACYPAA history and, for those questions that require an opinion, we have done our best to provide answers that are inclusive and reflective of the collective experience of the current ACYPAA Advisory Council members. We hope you find it helpful! If you have additional questions you'd like to see included, please contact us via <http://www.acypaa.org/contact>.

General Tips When Bidding:

1. Take advantage of Advisory Council members' experience when putting together a bid package. The earlier you show us a bid package...the more feedback we can give you...and the better your bid will become.
2. Read the Bid Requirements VERY carefully. You cannot be awarded the conference without meeting the 12 requirements. Because we have limited time during our deliberation process, if a bid package is determined to have not met all requirements, it is not discussed again. Take that into consideration when proofing your bid package.
3. Think about the flow of your conference ahead of time. Where will marathon meetings be held? What kind of entertainment do you want to have? Demonstrate how ACYPAA will look if you were awarded it.

ACYPAA Bid Requirements

1. The Roundup must be held during the months of February, March, or April.

Does the whole conference need to be during those months?

Yes, all four days. For instance, a bid with proposed conference dates from January 29th - February 1st would not meet the requirement.

Why is it February, March or April?

Traditionally, ACYPAA has always been a spring Round-Up. This time of the year will reduce conflicts with other large scale YPAA Round-Ups which could occur in California. Some examples are WACYPAA (typically held in winter) and ICYPAA (typically held in the summer).

What dates should we select?

Select dates you enjoy, it's your bid! Bid committees often receive additional concessions (such as lower room rates or complimentary meeting space) by allowing the facilities to select non-peak dates from their FEB-APR calendar year. ACYPAA can fill a room block for your facility on a traditionally slow weekend. Be sure to use this flexibility as a negotiating tool. Although AA is not allied with any denomination, Easter weekend has been discouraged as it could impact attendance.

2. A minimum of three AA members must represent the bidding group.

What if we don't have three members?

The purpose of this requirement is to demonstrate you have the necessary human resources to throw an ACYPAA if awarded the Round-Up. If there's only two of you, get your spouses involved! Outreach within your area to raise awareness about your committee's bid. Make additional efforts to grow your committee since you will need all the help you can get.

3. The Bidding Committee must present two separate facility proposals that include enough space to conduct meetings and conference entertainment in addition to housing

How do you pick your facilities?

Things to consider when choosing which facilities to include in your bid are:

- Dates offered (is it a holiday weekend?)
- Largest meeting space capacity
- Amount of additional available meeting/activity space (Totaling available square footage is always nice to see)
- Number of hotel rooms available and room rate offered
- Concessions offered
- Location and proximity to any space not immediately connected to one another
- Overall cost and feel of hosting ACYPAA at that location.

What do you mean by two separate facility proposals?

We need two complete, viable options to host the entirety of ACYPAA.

Your main meetings and hotel may be under one roof (a single management) and could appear on a single contract. On the contrary, your room block may not accommodate a meeting space for 1,800+ attendees and would require an outside venue not directly associated with the hotel. This option would require signable contracts for both the hotel and outside venue to meet the requirement.

Two different hotels using the same main meeting space would not meet the requirement. One hotel using two different main meeting spaces also would not meet the requirement.

How do I get a proposal from a facility?

Call the facility and request someone familiar with scheduling a large event. You may find the higher you go within their corporate structure, the better concessions you will obtain. Example: the event manager may extend better rates than an event rep.

Tell them about ACYPAA. Explain our 45+ year history and non-profit status. Ask for the necessary items for your bid. One tactic is to spell out the desire for complimentary meeting space (\$0 charge) and a \$0 F&B minimum. In return, you are willing to take a 500-room block with rates as close to \$100 a night as possible. Your contact may think these requests are unreasonable, but you will set the stage closer to your ideal proposal (low-cost, high-concessions) by using clear communication of your desires. To help your cause, you may allow the hotel to select which dates can best fit your ideal concessions (for more information, please see FAQ for Bid Requirement#1).

You will want to explain the bidding process including the other statewide areas bidding to emphasize the competitive nature and help achieve the best possible value for your contract. Be prepared to answer questions about dates, room block size, room rate requested, space needed, and concessions required. It is recommended when finished discussing, you send them an email covering these same points to eliminate miscommunication and to begin an electronic thread.

What is the difference between a proposal and a commitment?

- A proposal = XYZ Hotel has space/rooms available for a set of dates and can offer them to you at a specific rate.
- A commitment = All of the above and also clearly states space is being held for ACYPAA until a commitment or contract expiration date.

Contract Expiration should be at least 30 days after ACYPAA. Host Elections are often 45 days after ACYPAA, so an expiration date 60-90 days after ACYPAA is ideal.

Deposits are usually due at the time of contract signing. A deposit up to \$2000 is typical. Host is given \$1500 seed money however if your contract has a significantly higher deposit than this be prepared to explain how your committee will raise this money by the contract expiration date.

An easy way to tell the difference is that a commitment typically has a place to sign while a proposal does not.

Why do we need commitments from two facilities? Why do they need to be different?

oWe require two facility commitments because it's always good to have a backup plan. If something happens with the 1st choice facility (i.e. construction, natural disaster, space being sold to another group, etc.) - a successful ACYPAA can still occur. For this reason, it is very important both bid proposals be viable places to hold an ACYPAA. A great bid package means either option can be used, and all will be satisfied. Additionally, having multiple attractive options places you in a better position to negotiate. If your hotel room rates are \$10 apart, it will be easier to bridge this gap and/or ask your leading option for an addition rebate...more so than if the two rates are greater than \$50 in apart.

What is a good room rate?

The definition of a "good" room rate is different based on location. In recent years, room rates for ACYPAA have fallen between \$107 and \$139 per night. Remember, not all published room rates are the contracted rate. Often the internal, contracted room rate may be \$5-10 less than the external room rate which an attendee pays. This rebate is additional revenue the Host committee can utilize to help offset costs, create more entertainment for their guests, fly in speakers, or keep ACYPAA registration lower than normal. When you believe the room rate will not be lowered anymore, begin to ask for an additional rebate revenue.

What is a room block? How do I determine the size to ask for?

A room block is the total number of room nights a group (ACYPAA) is contracted (required) to fill. Like the room rate, the size of a room block could vary based on location.

You may adjust up or down depending on how accessible/populated your location is, but a minimal room block looks like this:

- Thursday Night: 100 rooms +
- Friday Night: 200 rooms +
- Saturday Night: 200 rooms =
- Total: 500 room nights

The room block is your primary bargaining chip. Start with a low block and only negotiate additional rooms once you get the room rate, space rental fee, and additional costs like parking where you want them.

If you are in a more remote location, you can negotiate a smaller block but begin looking at additional hotels to help cover the overall block of 500 room nights. Larger areas can go up to 600 room nights total, but we recommend you start with 500 first.

After you gain additional concessions (lowered room rates, free meeting space, no F&B minimum, lowered parking) with the 500 room block, you can inquire how much more the hotel will be willing to concede if you add more rooms to the contract. Groups have supplied both a 500-room block and a 600-room block option within their bid package to illustrate the additional concessions earned with the higher block. Use the extra rooms as a bargaining chip to get something else you want like lower room rates, free meeting space, no F&B Minimum, lower coffee prices, etc.

What is attrition?

Attrition is the percentage of rooms you must book in order to receive the concessions (discounted coffee and parking etc.) the hotel has offered to you. Attempt to negotiate a lower percentage here.

What is a sliding scale? Do we always need one?

A sliding scale outlines the cost of meeting space in relation to the percentage of rooms that are booked. Sample is below.

A sliding scale determines the potential liability cost should the committee not fill all rooms they contracted. It is necessary to include unless there is a flat rate charge for the space regardless of the number of rooms booked.

Example as shown:

Room Nights Actualized	Function Space Rental
440 – or more	Complimentary Meeting Space
439 – 400	\$250.00 ++ per day
399 – 300	\$500.00 ++ per day
299 – less	\$750.00 ++ per day

Our facilities are too small, what do I do?

THINK OUTSIDE THE BOX! Using multiple hotels in close proximity with the main meeting space will allow you to accommodate all of the conference attendees.

Our facilities are too expensive, what do I do?

Start the facilities bidding process earlier in the year. The sooner you start, the longer you negotiate with facilities to bring prices down. Expand the scope of your facilities search by looking at more alternative facilities. No matter your area or size, there are almost always more facility options than you may have considered.

Consult your local area's convention or conference bureau. They may know more than anyone else of many area facilities and can help you identify more options based on ACYPAA's requirements. Using these Bureaus require more time but is more effective than searching for facilities on your own. They have historical information on conferences and facilities.

Find more facilities! The more facilities vying to be in your bid package, the more leverage you have when negotiating. When more facilities compete for your business, your bid improves. When ACYPAA receives better bids, and your committee is awarded, the work you have completed to create a better financial value will help alcoholics in your area access the message of AA easier and have a better time!

How do I engage my local conference or convention bureau?

Search the Internet for your area's Conference or Convention Bureau. This might be the same entity as your Visitors Bureau (for tourists) but could be different. Once you have contact information for them, call to see who you should address your RFP (Request for Proposal) to. A request for proposal (RFP) is a document that solicits a proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service or asset, to potential suppliers to submit business proposals. Here is a sample

RFP you can adapt to your committees needs prepared by Advisory based on our experience. You can share this with your local Bureau. They will be able to share which facilities in your area will meet your requirements:

https://docs.google.com/document/d/1pKKaPHLOUnB-GnALbHu6MwV2wbWYVdPfs_dwxYfk93s/edit?usp=sharing

Does ACYPAA have to be in a hotel?

Not necessarily. ACYPAA could be in a field if there is a place to hold meetings and a place for attendees to stay throughout the conference. Maybe one day, we will go camping for ACYPAA!

Can we use more than one location?

Yes. Many past ACYPAA's have used multiple hotels and held meetings in facilities separate from the hotel.

Does our facility have to be in our city?

No, it doesn't. We should, however, be careful not to step on the toes of our fellow YPAA bid committees. We suggest calling the local YPAA in the area you would like to pursue prior to getting a proposal to get their input. Additionally, if you are including a facility option outside of your area make sure your group has the ability and willingness to effectively Outreach to this area prior to ACYPAA.

How much space do we need?

Event	Setup	Capacity	AV Needs	Notes
Marathon Meetings	Theater	30-80	None	Next quiet events like Meditation
Hospitality Room	Rounds	50-100	None	
Panel Room 1	Theater	50-100	Microphone w/ PA system or House Sound	
Panel Room 2 (Strongly Suggested)	Theater	50-100	Microphone w/ PA system or House Sound	
Panel Room 3 (Optional – if space allows)	Theater	50-100	Microphone w/ PA system or House Sound	
Meditation	Open	Small Room Ok	None	Next to quiet rooms like Marathon
Main Meetings	Theater	Ideally 1800+	Stage, Truss, Backdrop, Speakers, Microphones, Lights, Projection Screens	
Bis Presentations	Theater	Approx 500	Stage, Speakers, Microphones, Lights, Projection Screens	
Dances	Open	Approx 500	Speakers, Lights, Audio Mixer with Microphone	
Nighttime & Daytime Entertainment & Games	Theater/Open depending on activities	100-200	Varies	
Bid City Tables	12-15 6ft tables	10 people per table	None	Can be in Foyer or contained in a room
Advisory Council Room	Conference	Capacity of 19	Wi-Fi	Away from other conference activities if possible (i.e. different floor)
Registration			Wi-Fi	Can be tables in Foyer
Merchandise			Wi-Fi	Room that can be locked
Archives			None	Room that can be locked
Childcare (Optional)	During Main Meeting	Usually 10-15 kids	None	Often a hotel room or other small room

4. Arrangements for uniformed professional security coverage at the Roundup site will be provided by the bid committee's arrangement for a licensed security agency. The description and estimated cost for the security coverage must be included in the bid.

Why do we need a security bid?

Sometimes facilities require third party on-site security. This requirement allows the bid committee to account for the potential cost of security.

How do I get a security bid?

Find a local security company in your area and ask them for a simple bid for unarmed security coverage over the proposed dates of your Round-Up.

How much security coverage should we ask for in our quote?

The security quote, although a requirement, may not be necessary when it comes time to Host. You may explain to your quote provider this is an estimated crowd of 2,000 sober attendees. Some companies will recommend a certain amount of coverage while others let you choose the extent of coverage. As an example, a quote stating security personnel can be obtained at \$30 per hour with a 4-hour minimum per guard is a typical quote which meets the requirement

5. The bid committee must obtain quotes from at least two (2) Audio Visual companies. The description and estimated cost for audio visual must be included.

How do we get audio/visual costs?

Most hotels and meeting spaces large enough to host ACYPAA will either have an in-house A/V company or they will have recommendations for past A/V companies they have worked with. Contact these companies to get an event quote. Some facilities may allow you to choose whatever A/V company you prefer, but be aware- there may be costs associated with this (ask!). Consider the flow and events you will host at your ACYPAA. Where and when will you need sound, lighting, video screens, recording, and other electronics? If you present an A/V company with your potential program, they should be able to draft something up for you to meet your needs.

6. Two statements of support, one from the local AA Intergroup or regional equivalent and one from the Area Assembly and/or District, are to be included in the bid package.

Why do we need a statement of support?

It is encouraged that ACYPAA be congruous with other service entities in AA. ACYPAA is in no way separate from Alcoholics Anonymous as a whole. It is the Advisory Council's goal that we continue to develop and maintain relationships with our general service structure and local areas.

How do I find my Area and/or District?

You can search AA's General Service Conference Area database for a listing:

http://www.aa.org/pages/en_US/list-of-general-service-conference-area-web-sites-uscanada

Is Intergroup the same as my local AA Central Office?

Yes.

How do I get a statement of support?

Bid committee representative(s) can go to the above service bodies' business meeting, explain what ACYPAA is, describe the bidding process, and finally, request a statement of support to be written and signed.

What about H&I (hospitals and institutions), recovery homes, alano clubs, rehabilitation centers, etc.?

While there is no such thing as "too many" letters of support, it is the interest of Advisory Council that we see stated support from service bodies of Alcoholics Anonymous as a whole. Anything else, while welcomed, is superfluous.

What should be contained within the statement?

The content within the statement will be entirely up to group issuing the support. Some will mention your attempt to Host ACYPAA does not conflict with their group. This meets the requirement perfectly. Keep in mind, other statements of support are more colorful and may include the various ways your group has been present at their meetings and/or offered help throughout the past year. The goal of this requirement is to ensure groups are not in conflict with one another should ACYPAA come to the area. To repeat, we hope this requirement encourages your group to become an active and helpful member of the local Intergroup and Area Assembly/District. We find the more active your group is with these AA entities, the more support they may issue during your Hosting year.

7. The bid committee will be required to demonstrate its financial capabilities within the Traditions of AA as a whole, being directly involved in any activity from which revenues are generated.

How do we show this?

A simple profit/loss spreadsheet is recommended. Contact the Advisory Council and we can supply you an example of one. Consider an easy-to-follow monthly Treasury report but expand it to include your entire year. Keep it simple, yet thorough.

Illustrate that your bid committee is operating within the 7th tradition and can handle the financial responsibility of hosting a large-scale Round-Up. Be sure to separate 7th tradition collected from your AA meetings from the suggested donations raised during your event. Include any special revenue generated such as T-Shirt sales or expenses such as purchasing a banner.

It is important for bid committees to be fully self-supporting throughout their committee term. Although the purpose of a committee is not to raise money, proper accounting shows the financial responsibility needed to host an ACYPAA. A committee is encouraged, when appropriate, to make donations to their local, district, area and world service structures and these contributions should also be accounted for.

Could we create a budget for our proposed Round-Up?

Although not required, a proposed budget would be very helpful if it includes your estimated cost taken from your facility contracts. Be sure to use the event revenues found from your current year to combine with estimated registration amounts and pricing. Keep it simple.

8. The bid committee will provide a list of all large-scale AA events in their area within a sixty-day period before and a thirty-day period after the proposed Roundup date.

What does this mean? Why do we need to show this?

It is beneficial to know what is happening in your area as to not conflict with other large-scale events (500+ attendees). ACYPAA does not want to step on the toes of our fellows.

Does it matter if there are other large-scale AA events in our area during that time window?

ACYPAA aims to respect the work of neighboring Round-Ups and conventions when scheduling ACYPAA. However, we understand certain large-scale AA events may feature different demographics than ACYPAA. We ask bid committees to be mindful when specifically looking at neighboring YPAA Round-Ups.

Should we include large scale non-AA events?

Definitely not required. If you are aware of a dramatically large-scale non-AA event (Superbowl, Winter Olympics, etc.) which will attract thousands of people from outside the region you can mention this. Events such as these may impact overflow hotel availability, street parking, and/or traffic conditions either the week before, after, or during your event, so it's a great idea to proactively prepare. Do not spend time including general activities which may occur such as standard sporting events, regional festivals, or musical concerts.

9. The new Host City must agree that all proceeds, after expenses and donations to local service structures, are to be turned over to the ACYPAA Advisory Council for distribution. The Host City is permitted to donate up to 20% of the proceeds to their local service structure.

What does ACYPAA Advisory Council do with the proceeds of each Round-up?

To be self-supporting, ACYPAA Advisory Council uses ACYPAA Round-Up proceeds to:

- Pay our operating expenses
- Replenish our prudent reserve
- Distribute to the AA service structure

10. Bidding committees are to provide complete copies of their bids to the Advisory Council Chairperson by 3:00 PM the Friday of the Roundup, but no bids will be rejected. There should be one copy available for each member of the ACYPAA Advisory Council and one additional copy provided for ACYPAA archives.

Why do we need to drop off our bid packages so early?

Advisory Council has limited time to review bid packages. We request you deliver them as early as possible so we can thoroughly review each bid package. You could deliver them early on Thursday during our Business Meeting.

Could we seek Advisory Council feedback throughout the year?

Certainly! We really enjoy seeing in-progress bid packages throughout the year. This helps us to learn more about the bidding group and their challenges. Many mistakes and oversights can be avoided by asking for help.

Groups are highly encouraged to submit the more difficult portions such as Hotel and Facility contracts or AV quotes whenever questions arise, feedback is desired, or the group feels they are complete. Advisory Council is here to be of service to your group and area by helping to develop a spectacular bid package using our collective knowledge and experience.

11. The bid committee must provide a concise statement illustrating the need, as they understand it, for the Roundup in their area.

What makes a “good” statement of need?

This is subjective to the reader. It will also be unique for each bidding committee. A general rule is to be thoughtful and considerate when outlining the reasons why you think your area needs ACYPAA and/or why ACYPAA needs your area.

12. Each committee will be given a maximum limit of 20 minutes for the presentation of the Bid Requirements.

What kind of presentation can we do?

The 20 minutes are yours to interpret. At best, your presentation shows a strong sense of the committee's unity. Some bid committees like to introduce themselves and talk about their stories. Others speak about why they are bidding for ACYPAA. Some prepare elaborate skits while others have performed an interpretive dance without saying a word. It's up to your committee what you want to communicate to Advisory!

Is there such a thing as a “bad” bid presentation?

While we enjoy the principle behind “Rule 62”, we encourage bid committees to be respectful and mindful to all audiences when presenting. What is appropriate or funny for your committee may not necessarily be appropriate to present to 500 people. Your bid presentation will not ensure you are awarded the Round-Up but can negatively influence your chances if you allow it to. We find this guideline useful: *If a teenager with their parent was at ACYPAA, would it be acceptable for them to see this skit?*

What else should we consider during our presentation?

Bid presentations are a highlight to many who attend ACYPAA, not just the Bid Cities. Your participation is not limited to only your presentation. Your committee's behavior as an audience member can also reflect a certain maturity. Ignoring other bid presentations by leaving the session early or heckling other committees on stage (even with the best intentions) are behaviors unbecoming of a future host committee.

Bonus Time!! What if we are not yet ready to bid this year? What is a token bid and what is required to put in a token bid?

A token bid is a declaration by your committee stating you want to bring a full bid to ACYPAA in the future. You are telling Advisory, "Hey! We are here, we weren't quite ready to place a full bid this year, but we are interested in bidding for ACYPAA in the future. We want you to know about our committee and plan to bring a bid to ACYPAA next year!" The Advisory Council will follow-up after ACYPAA to assist.

All that is required is notifying the ACYPAA Advisory Chair during the bid skits on Saturday Morning at ACYPAA that you would like to put in a token bid. Following the Bid Presentations from bidding committees, the ACYPAA Advisory Chair will ask for you to stand up as a committee and announce your token bid.

Often, token bids are placed by committees attending ACYPAA and deciding on-the-spot they wish to bid the following year. If you are reading this and ACYPAA is still a few months away, contact us now if interested in bidding. Many of the above requirements are easier than you think. You have the option of submitting a partial bid and enjoying all the amazing aspects of the bidding process at ACYPAA. By going through the process with an incomplete bid your committee spends time with other bidding committees, the Advisory Council, and can return home more fired up than just submitting a token bid.