Essentials of Facilities Management

2021

Request for Proposals
Essentials of Facilities Management

Essentials of Facilities Management provides hands-on and lecture-style learning opportunities related to facilities management. Essentials of Facilities Management Training Seminar was created to help union directors and other administrators with facilities responsibilities get to know what facilities management is all about. However, most registrants are facilities professionals, and the most common job title is “assistant director.”

ABOUT ACUI

Founded in 1914, ACUI is a nonprofit (501C3) educational organization that brings together college union and student activities professionals from hundreds of schools in seven countries. ACUI is the professional home to thousands of campus community builders around the world. Primarily focused on the work of those within the college unions and student activities field, the Association strives to provide an inclusive, welcoming community for all those who choose to belong.

Association Contact Information:
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Proposed Dates:
June 2021, ideally the week of June 7, 14, or 21 and following this pattern:
• **Sunday:** Early arrivals
• **Monday:** Potential pre-seminar workshop; opening welcome and dinner
• **Tuesday:** Full day of content
• **Wednesday:** Full day of content
• **Thursday:** Ends by late morning

Target Audience:
This program typically attracts about 50 professionals, specifically associate directors of facilities working in union or university student centers. Assistant directors and union directors will also find value in attending.

This highly practical seminar will focus on how to improve facilities management within the union and other campus environments.

Past topics have included:
• Capital planning
• Introduction to HVAC systems
• Advanced audio-visual equipment and operations
• Lighting options
• Equipment inventory
• Supervision
• Custodial care
• Sustainability
• Waste management
• Accessibility and inclusive design
• Safety and security

It is expected that programming content include information from all of ACUI’s Core Competencies.
HOSTING REQUIREMENTS

The ideal host for the seminar will be an institution that is a member of ACUI; is located in close proximity to an accessible airport; and has facilities on campus to support the hands-on learning, meeting space, lodging, and meal needs for the program. Host sites are responsible for assisting with the coordination of facility/lodging/catering needs, local transportation information and support, basic supply needs, tours, connections to other facilities personnel and service providers at the institution, and other on-site needs and problem-solving.

Lodging Requirements:
We welcome opportunities for on-campus residence hall lodging and learning more about a hotel referral option, preferably one in close proximity to the meeting facilities, for those interested in paying additional costs to arrange their own housing off campus.

Space Requirements:
Ideally, all the following would be available for the duration of the Essentials of Facilities Management program.

- **A General Session large group space with:**
  - Tables and chairs set in rounds for 60
  - A resources table along the side
  - A speaker’s table with projector/screen at the front of the room
  - Wireless internet and power outlets accessible for all attendees

- **Four breakout rooms with:**
  - Tables and chairs set classroom or U shape for 35
  - A speaker’s table with projector/screen at the front of the room
  - Wireless internet available for all attendees

- **Proximate facilities for tours to highlight:**
  - Facility currently under renovation/construction
  - Sustainable and inclusive design features
  - Challenging maintenance concerns
  - HVAC, lighting, and/or audio-visual equipment in a hands-on capacity

- **Workroom area for institute faculty/staff (available beginning on Monday)**
- **Registration area in an appropriate and visible location, preference in the Residence Hall if using campus housing**

The host facility must meet [ADA Standards for Accessible Design](https://www.access-board.gov) to accommodate participants with disabilities. Venues must be able to provide an all-gender restroom option as part of providing an inclusive environment.

A/V Technology Requirements:
The program requires that all breakout spaces have access to a projector screen, laptop or computer hook-up, and audio system.

Please make sure to include if A/V is built into the space, requires additional labor costs, and any minimum fees for staff support or A/V rental. Please note this is often provided in kind by host institutions.

Meal Requirements:
Included in the program’s registration fee are one catered dinner, daily coffee breaks, and two lunches. Please detail breakfast options as included in hotel/residence hall lodging as well as campus outlets open for breakfast in June.

Ideally, meals will be held on-campus in an area that will allow for networking to occur among those in attendance. The host coordinator should work with their dining service or other local contacts to get the most beneficial cost for program meals. Please provide your food service provider and a sample meal budget or price per person (based on 50 registrants) on different meal options.

Food service provider should be able to accommodate special dietary needs for attendees as provided through the conference registration process.
Logistical Requirements:
Institutions interested in hosting this program will ideally meet the following logistical characteristics:
- Transportation between the airport and the host site must be either provided by the host institution or be easily arranged by the individual via some sort of affordable ground transportation service.
- Ability to provide clear guidance on parking, ride-sharing app, and drop-off options for the host site and lodging locations of the program.
- Support for planning tours, which may be part of the union, within walking distance for participants, or available by bus to nearby campuses/facilities.
- Ability to ship and receive via UPS from office space for program.
- Ability to provide free wifi to conference attendees, including those travelling from outside the United States who might not have a data plan routinely reconnect devices.

Financial Guidelines
All financial components of the institute can be negotiated with ACUI and the host through the bid process. Program materials, staff travel, Association.

The Association seeks to make the program as cost-effective as possible to provide access to campus professionals. Through relationships with local and campus vendors, the host institution will be able to utilize networks to help develop the program. While expenses are negotiable, higher costs increase the registration fee for participants. Likewise, the host institution should be prepared to support the program.

Schedule Sample:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Arrivals</th>
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<tbody>
<tr>
<td>Monday</td>
<td>11-4 Preconference - AV Training</td>
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<tr>
<td>Monday</td>
<td>4-5 Registration</td>
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<td>Monday</td>
<td>6 Welcome and Dinner</td>
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<td>Tuesday</td>
<td>8-9 Registration &amp; Information</td>
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<td>Tuesday</td>
<td>9-10:15 General Session with Coffee</td>
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<td>Tuesday</td>
<td>10:15-10:30 Break</td>
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<td>Tuesday</td>
<td>10:30-12 Tour</td>
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<td>Tuesday</td>
<td>12-1pm Lunch</td>
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<td>1-2:15 Concurrent</td>
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<td>Tuesday</td>
<td>2:15-2:30 Break</td>
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<td>Tuesday</td>
<td>2:30-3:30 Roundtables or Innovation Sharing</td>
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<td>Tuesday</td>
<td>3:30-3:45 Break</td>
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<td>3:45-5 Concurrent</td>
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<td>Tuesday</td>
<td>Dinner on own</td>
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<td>9-10:15 Concurrent</td>
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<td>Wednesday</td>
<td>10:15-10:30 Break</td>
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<td>Wednesday</td>
<td>10:30-12:30 Travel and Tour</td>
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<td>Wednesday</td>
<td>12:30-1:30 Lunch</td>
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SUBMISSION INFORMATION
The following information outlines ACUI’s submission process for host bids. Additional program specific information and details may be required as outlined in this Request for Proposals. Please visit our website for the most up to date information outlined below. http://www.acui.org/host

Institutions interested in hosting should submit the following through our ACUI online submission process:

• You will be asked to submit a quote for the following areas that may be at cost to the association to host the program on your campus (e.g., lodging, meals, venue space, and A/V)
• A proposal for dates of hosting the institute (in addition to preferred dates listed)
• A proposal of facilities available including local overnight accommodations as specified and meeting spaces. Itemized pricing information and confirmation of ADA accessibility is required. Photos of facilities are preferred.
• A proposal of meal options (Provide pricing as applicable to program)
• A proposal of logistical requirements (as outlined in the RFP). Itemized pricing information is required.
• Designated contact and possible host coordinator(s)
• The phone number and email address of the director of the submitting office/department, to confirm the level of institutional support for hosting
• Potential service organizations with which to partner for preconference community service
• Potential topics for event sessions facilitated by host campus administration
• Airport and airport transportation providers

Submission Process:
Host bids for programs will be accepted for priority review by March 2, which must include:

1. Name, institution, and contact information of the primary contact for the program.
2. Title of the program.
3. A summary of the host location, addressing:
   Evidence that the host meets the criteria identified for the specific program, and any additional program specific requirements and questions being asked. You can utilize sections of the RFP to breakdown areas of need.
4. Quotes for additional costs to host (specifically, breakdown of estimated cost for meals, space, A/V, and lodging as outlined in program RFP)
5. Any additional supporting documentation for the program, which could include photos of venue, catering menus, space diagrams, local tourism, supporting information, testimonials, etc.

Please keep in mind there may be additional program specific questions and supplements that will need to be provided. This will be outlined in each program's RFP.

Submission Criteria:
The review process includes, but is not limited to, an assessment of the criteria listed below. Due to the wide variety of programs that can be considered, a program does not need to meet every criterion.

• Ability to successfully host the program and its needs
• Financial cost to host the program
• Venue Space
• Travel & Transportation
• Lodging & Accommodation Options
• Past Program Location (to consider access to different regions over course of time)
• Laws and Policies in State (See ACUI Nondiscrimination & Inclusion)
• Support from Institution
Selection Process:
Electronic notification will be sent to confirm submissions have been received. The program manager and applicable volunteers will review materials to make the selection. One recipient will be chosen, unless otherwise noted for the specific program.

Bid Timeline:
March 2, 2020: RFP Priority Deadline
April 30, 2020: Contact finalist bid and confirm host agreement
May 8, 2020: All hosts will be notified of selection outcome
June 30: Official announcement begins

ACUI Nondiscrimination & Inclusion:
ACUI is committed to non-discrimination, including non-discrimination on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, parental status, national origin, age, disability, veteran status, family medical condition or genetic information, political affiliation, or any other illegal discrimination, and the host warranties that the services and facilities being made available by and within the host are offered on such a non-discriminatory basis. Each subcontractor, service provider and/or supplier subsequently uses is expected to abide by these same tenets. The host agrees to promptly and sufficiently address any complaints arising out of this provision. Such assurance of nondiscrimination demonstrates a commitment to ACUI’s core values of unconditional human worth and diversity.

When planning any program, the end goal is to select a site that will create an outstanding experience for attendees. Before selecting a host location, an analysis is first conducted to determine viable airport locations, cost to attendees, past sites, and area membership support. Regions and other program planners consider similar factors after receiving proposals from interested member institutions to host the conference.

Final determination of a site location must be in alignment with our associations’ core values.

Hotel/venue contracts will be negotiated to include a clause that enables ACUI to terminate the agreement without penalty due to new conflicting laws that are enacted. Such an action would be determined after careful consideration of the program directors, or Board of Trustees, as applicable. When a cancellation is not contractually possible or desirable, ACUI will provide education about the implications of the laws, encourage advocacy around equity and access, and ensure that local members affected by such broader external factors are supported.

All ACUI bylaws, policies, and procedures apply to hosting a program, including that minimum registration numbers must be met and logistical and budgeting guidelines must be followed.