

# **REQUEST FOR PROPOSAL**

## **WISCONSIN AMERICAN LEGION COLLEGE TRAINING**

### **I. INTRODUCTION**

The American Legion, Department of Wisconsin will be conducting training throughout Wisconsin, with the Wisconsin American Legion College Alumni Association (WALCAA) members serving as trainers. Locations are being sought throughout the state to hold these training sessions.

### **II. BID TIMELINE**

1. All Requests for Proposal are to be submitted to Department Headquarters no later than January 2<sup>nd</sup> of each year.
  - a. Submit Requests to:  
The American Legion, Department of Wisconsin  
Attn: WALCAA RFP  
P.O. Box 388  
Portage, WI 53901
2. Requests for Proposal will be reviewed, and decided on, by the Convention and Activities Commission at the Annual Midwinter Conference.
3. The Spring Training will be held the 2<sup>nd</sup> weekend in June.
4. The Fall Training will be held the 3<sup>rd</sup> weekend in September.

### **III. CONTRACT SPECIFICATIONS**

1. Contracts for building rental, AV needs and meal planning will go through the Department.
2. WALCAA will be determining the classes to be conducted and provide the trainers for the classes.

### **IV. FACILITY NEEDS**

1. Room capacity for 100 people in a classroom setting.
2. Handicap Accessible
3. AV need include:
  - a. Lectern with microphone
  - b. Projector with screen
  - c. Power cords (as needed)
4. Wi-Fi Access
5. On-Site or Off-Site catering abilities. (Breakfast and Lunch)
6. On-Site Parking
7. Listing of available Hotels within 15 miles of the facility.

**REQUEST FOR PROPOSAL**

1. Which class are you bidding?  Spring  Fall
  - a. List proposed date: \_\_\_\_\_
2. Maximum Room capacity when in a classroom setting. \_\_\_\_\_
  - a. Cost for room rental: \_\_\_\_\_
3. Is the building and room handicap accessible?  Yes  No
4. Is there available a Lectern with Microphone?  Yes  No
  - a. Cost of Lectern with Microphone: \_\_\_\_\_
5. Is there available a Projector with screen?  Yes  No
  - a. Cost of Projector with screen: \_\_\_\_\_
6. Other Projected AV costs: \_\_\_\_\_
7. Is there available Wi-Fi?  Yes  No
  - a. Approximate Cost for Wi-Fi access? \_\_\_\_\_
8. Available Catering:  On-Site  Off-Site  
*(To keep the class affordable, it can be no more than \$15.00 total for lunch and breakfast)*
  - a. Approximate Cost for Breakfast: \_\_\_\_\_
  - b. Approximate Cost for Lunch: \_\_\_\_\_

***Please attach menus with prices if available.***

9. Is there on-site parking?  Yes  No
  - a. If no, how far is the closest public parking? \_\_\_\_\_
10. List of available Hotels within a 15 miles of the facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. List any other costs that may be associated with your facility: \_\_\_\_\_  
\_\_\_\_\_
12. Please list name, address, telephone and email of the appropriate contact person: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_