

STATE OF WASHINGTON
WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION
LEGAL NOTICE

The Washington State School Directors' Association (WSSDA) will issue **Request for Proposals (RFP) No. 2014-RFP001** to provide overall management of the 2015, 2016 and 2017 WSSDA Annual Conferences.

The scope of work for the proposed full-service conference management contract includes:

- Speaker/Proposal Administration and Management
- Audiovisual, Multimedia, and Internet
- Budget Management
- Conference Management & Meeting Planning
- Event Consulting and Development
- Exhibit Management
- Food and Beverage Management
- Online Registration (for both conference and exhibitors/sponsors)
- On-Site Staff
- Site Selection, Negotiations, & Contracting
- Social Networking
- Sponsor Management
- Timeline Development and Management
- Vendor and Hotel Selection, Negotiations, Contracting, & Management

The estimated length of the project is **from January 1, 2015** plus potential exhibitor pre-sales at 2014 conference, **through December 31, 2017** or completion of contracted duties, whichever comes later.

The **Request for Proposals** will be issued on or about July 14, 2014. Proposals are due by 3:00 p.m. local time, on July 29, 2014 in WSSDA, 221 College Street NE, Olympia, WA 98516.

WSSDA is an equal opportunity employer and minority and women-owned businesses are encouraged to reply.

This legal notice, RFP, and any addenda will be posted on the WSSDA website at:
www.wssda.org.

For further information and to obtain a copy of the **Request for Proposals**, contact:

Washington State School Directors' Association
RFP Coordinator: Colleen Miller
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Olympia, WA 98516

Telephone: 360.252.3006 or 1.800.562.8927

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