

ESCYPAA Bidding Requirements

Revised on November 13, 2023

Requirements of Bid Committee:

1. Committee Composition

- ☐ Minimum of **three** AA members with one or more years of continuous sobriety.

2. Presentation Time

- ☐ Each bid committee will be allotted 30 minutes for their bid presentation, including Q&A.
 - Advisory suggests skit time be limited to 5-7 minutes.

3. Committee Member Details

- ☐ Submit a list of committee members, including contact information, sobriety dates, and service experience.
 - ☐ Send via email to webmaster.escypaa@gmail.com no later than **two weeks** before the conference.
- ☐ Do not include this information in the printed bid packet.

Requirements of Bid Packet:

4. Intent Statement

- ☐ A statement demonstrating the committee's interest in hosting ESCYPAA in their area.
 - ☐ Include a concise statement of why you are bidding, including your achievable goals while potentially hosting ESCYPAA in your area.

5. Involvement and Practices

- ☐ Describe involvement in AA General Service work, outreach efforts, and adherence to the Twelve Traditions and Twelve Concepts for World Service.

6. Proposing Conference Dates

- ☐ Proposed dates between August 1st & November 15th.
- ☐ Include a calendar of potential conflicting AA events, YPAA conferences, holidays, or non-AA events that may impact the conference's success.

7. Facility Proposals

- ☐ Proposals or Unsigned contracts from at least **two** conference facilities. (ie. Hotel)
- ☐ Include specific details:
 - ☐ dates
 - ☐ number of rooms per night
 - Room night commitment should align with the market size of the bidding city; consult advisory's hotel chair and bid city liaison for guidance.
 - ☐ nightly room rates
 - ☐ meeting space rental costs
 - Clearly outline all facility-related costs for ESCYPAA and attendees.
 - Administrative fee costs

- Times you will have access to using these spaces
- ☐ facility total room inventory
- ☐ food and beverage minimum (if any)
- ☐ facility floor plans
 - Include Capacity Charts
- ☐ any additional costs, etc.
- ☐ *If the primary facility isn't adequately sized, ensure an alternative meeting location within walking distance is available.*
 - ☐ *Include a proposal or unsigned contract for an alternative meeting location.*
 - *Include rental costs*
 - *Include insurance needs*
 - *Include transportation needs for attendees arriving safely at the facility.*
- ☐ Provide the proposed conference schedule submitted by the committee and any schedules proposed by the facility.
- ☐ Refer to Advisory's "How to Negotiate a Hotel Contract" document on <https://escypaa.org/how-to-bid/> for further guidance.

8. Audio and Visuals Proposals

- ☐ Provide at least **one** audio-visual quote in the bid package for each proposed facility.
- ☐ Quotes should include all equipment, service, and labor costs to be incurred throughout the conference and be facility-specific.

9. Financial Records

- ☐ Provide detailed financial records since the previous conference, demonstrating responsible financial autonomy and adherence to AA's Twelve Traditions.
- ☐ Include a detailed transaction log, including cash flow (revenue and expenses) and a current account balance.
 - See <https://escypaa.org/how-to-bid/> for the suggested Ledger template provided by Advisory that you may choose to use.

10. Conference Budget

- ☐ A separate budget must be provided for each facility
- ☐ Detailed budget for each facility, including **itemized line items** and researched vendors for each of the following:
 - ☐ Facility/Hotel Costs
 - ☐ Include Administrative Fees
 - ☐ Include a line item for each deposit as per the contract/proposal
 - ☐ Include any additional fees to be incurred (i.e., Set Up fee, Tables, Podium, etc.)
 - ☐ A/V Costs
 - ☐ Hospitality
 - ☐ Events
 - ☐ Outreach
 - ☐ Registration
 - ☐ Lanyards
 - ☐ Breakdown of proposed Registration Prices and timelines

- Proposed plan on how many Registrations are to be sold at each increment
- ☐ Program
 - ☐ Room Accommodation Costs
 - ☐ Travel Accommodations
 - ☐ DJ Costs
 - ☐ Entertainment Costs
- ☐ Accessibilities
 - ☐ Interpreter Costs
 - ☐ Translation Equipment Costs
- ☐ Merch
 - ☐ Detailed breakdown of how many units per order and the cost of each order.
- ☐ See <https://escypaa.org/how-to-bid/> for the suggested Proposed Budget template provided by Advisory that you may choose to use.
- ☐ Refer to Advisory's Finances 101 document on <https://escypaa.org/how-to-bid/> for further guidance.

11. Pre-Registration Flyer

- ☐ Temporary graphic flyer with an email and payment method options.
- ☐ Paper registration form.

12. Local Support & Avoiding Conflicts

- ☐ Letter of support from local areas, districts, and inter-groups.
- ☐ Including a statement indicating their willingness to avoid date conflicts.

13. Insurance Policy Quote

- ☐ Event insurance policy quotes for each facility in the amount of the facility's request or a minimum of one million dollars.

14. Advisory Bylaws

- ☐ Signatures of bid committee members agreeing to comply with and understand the Advisory bylaws.
 - See <https://escypaa.org/how-to-bid/> for current Advisory Bylaws.

15. Challenges

- ☐ A statement detailing examples of challenges your committee may face during your host year and how you intend to use the Twelve Traditions and Twelve Concepts for World Service to overcome these challenges.

16. Delivery of Bid Packets

- ☐ Digital copy must be sent to webmaster.escypaa@gmail.com **two weeks** prior to the conference.
- ☐ **Four** final printed bid packets are to be delivered to Advisory on the Friday of the conference by 4:00 pm.
 - ☐ Updated Facility Contracts will be accepted up until 6:00 pm on the Friday of the conference.