



Pennsylvania Recreation and Park Society
2131 Sandy Drive
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2017 GREENWAYS AND TRAILS SUMMIT: Request for Proposals to Host

The Pennsylvania Recreation and Park Society (PRPS) and the PA Department of Conservation and Natural Resources (DCNR) are currently seeking proposals from interested organizations to host the statewide fall 2017 Pennsylvania Greenways and Trails Summit.

I. STATEMENT OF WORK

The Pennsylvania Greenways and Trails Summit brings together professionals, volunteers, and trail enthusiasts alike for three days of mobile workshops, education sessions, and networking. This biennial event provides 200-250 trail builders, volunteers, advocates, park and recreation professionals, and motorized/non-motorized trail users with essential information needed to build, manage and maintain trails throughout the Commonwealth. The summit draws participation from a variety of professions including private consultants, local and state governments, and industry stakeholders. The majority of trail user groups are represented including hikers, bikers, paddlers, off-highway vehicle riders and volunteers.

PRPS and DCNR are currently accepting proposals from viable and interested organizations or groups of partnering organizations to host the Greenways and Trails Summit in early fall 2017. Bringing the Summit to your locale provides an opportunity to showcase cultural, natural and historic resources that enhance the quality of life in the area. Also, collaborating with local partners and volunteers to create the event is an empowering and community capacity building experience.

A key element in the selection of the Summit Host will be the proven ability to enrich the Summit with local assets, including financial sponsorship, and to garner enthusiastic support from other local organizations, stakeholders, and trail users. The first and most important responsibility of the host organization(s) is to create an effective local planning committee capable of developing a statewide event. A successful committee consists of 1 to 2 co-chairs and 8 to 10 additional persons that embody a range of skill sets; groups that have previously worked together or who share common goals tend to have better success. Proposal requests should identify the planning committee members and their skills sets. The selected Host must share an interest in the future of Pennsylvania's greenways and trails.

A. Host Responsibilities:

Active event coordination with PRPS and DCNR staff from award date to post event wrap-up (June 2016-November 2017) via the following:

1. Lead overall event coordination in cooperation with PRPS and DCNR
2. Participate in conference calls and face-to-face planning committee meetings (in addition to email exchange)
3. Provide status reports to PRPS and DCNR (on a monthly basis for the first 3 months of planning then every two weeks)
4. Create, lead and motivate a local planning committee
 - a. Designate 1 or 2 co-chairs with leadership experience to direct the local planning committee
 - b. Designate a committee member to administer project details (record and distribute notes, set-up meetings, develop committee contact list, develop local media list, distribute meeting notices and monitor and provide monthly updates to the project timeline)
 - c. Designate two committee members with knowledge on greenways and trails to lead the development of educational sessions (solicit for session proposals from a variety of speakers on a variety of topics)
 - d. Designate a committee member with knowledge of local assets and strong coordination skills to lead the development of the mobile sessions (develop stimulating and educational off-site sessions)
 - e. Designate two committee members with strong writing skills, strong graphic design skills, and strong knowledge of Microsoft Office to lead Summit marketing and publicity (develop marketing materials, develop Summit logo, drive marketing plan, populate PRPS event app (application will be downloaded by Summit attendees and used to access event information onsite), work with local media, utilize and promote attendee use of photoapp.com, coordinate with PRPS in the development and printing of conference publications including Save the Date notices, Registration Guide, Program Guide, etc.)
 - f. Designate a committee member with event planning experience to lead the development of the Summit's networking/social events and to assist with communication to the host venue(s)
 - g. Designate a committee member with fundraising experience to lead sponsorship acquisition
 - h. Designate a committee member with local, regional and/or state connections to acquire and manage any volunteers needed at the actual event (Registration desk staff, room hosts, etc.)
5. Solicit proposals for potential venues, including pricing, available resources, date availability
6. Develop the Summit theme
7. Assist in developing the Summit agenda

B. PRPS Responsibilities:

Active event coordination with the Summit Host and DCNR from award date to post event wrap-up (June 2016-November 2017) via the following:

1. Support Host with overall event coordination
2. Coordinate with Host and DCNR to finalize overall Summit timeline
3. Develop and monitor Summit budget in conjunction with DCNR
4. Participate in conference calls and face-to-face planning committee meetings (in addition to email exchange)
5. Approve the proposed Summit theme or assist in its development
6. Participate in the development of the Summit program and agenda
7. Coordinate with Host Committee to provide status reports to DCNR (on a monthly basis for the first 3 months of planning then every two weeks)
8. Provide Planning Committee with pre-determined, complimentary Summit registrations (maximum of 10)
9. Provide most staff resources for actual event
10. Manage summit finances and contracts for services, etc.
11. Coordinate with Host in the development and printing of conference publications, including Save the Date notices, Registration Guide, Summit Program Guide, etc.)
12. Coordinate with Host to populate the PRPS event app and to utilize and promote attendee use of photoapp.com
13. Coordinate on-line registration for summit
14. Support statewide marketing strategy for summit
15. Coordinate final on-line summit evaluation

C. DCNR Responsibilities:

Active event coordination with the Summit Host and PRPS from award date to post event wrap-up (June 2016-November 2017) via the following:

1. Provide grant funding to PRPS for summit costs
2. Support Host and PRPS with overall event coordination
3. Participate in Host Planning Committee meetings
4. Participate in the development of overall Summit budget and timeline
5. Participate in conference calls and face-to-face meetings (In addition to email exchange)
6. Approve the proposed Summit theme or assist in its development
7. Participate in the development of the Summit program and agenda

D. Venue Requirements

Preference is given to sites with walkable venues and developed trails and greenways.

Summit Site

1. ADA accessible rooms
2. General session room accommodating 200+ attendees
3. 6-8 rooms each accommodating 20+ attendees to support simultaneous educational sessions
4. Exhibit room accommodating 15 to 20 vendor booths (Approximately 12' x 6'/booth)
5. Easy access to bike/pedestrian/water/recreation sites (if location isn't pedestrian friendly, such sites should be no more than 10 minutes from the summit facility)
6. Easy access to local culture, food, heritage, etc.

Lodging

1. 75 to 125 guest rooms onsite or no more than 10 minutes from the summit facility
2. ADA accessible rooms

II. PROPOSAL SUBMISSION

A. Proposal Content:

Proposals should describe in detail your organization's ability to address the requirements outlined in this RFP; be sure to include the following:

1. Hosting organization(s) profile, including mission, history, existing partnerships and event planning experience.
2. Local planning committee composition, member qualifications and corresponding roles
3. Overview of local assets (area benefits, attractions, etc.)
4. Proposed summit venue(s), including pricing, available resources and date availability
5. Proposed summit theme
6. Potential topics and speakers, including mobile workshops unique to your area
7. Proposed summit agenda
8. Proposed timeline to complete host responsibilities

B. Submission Timeline:

1. **February 5, 2016:** Greenways and Trails Summit Host RFP distributed
2. **April 22, 2016:** Submission deadline for proposals

C. Submission Directions:

Please submit your proposals electronically to Emily Gates, PRPS Grants and Training Coordinator, at egates@prps.org. Send your proposal as a .pdf attachment with "Greenway and Trails Summit RFP" as the subject. Meeting as a planning committee prior to submitting the final proposal is highly recommended.