



**SkillsUSA Florida
State Leadership and Skills Conference
Specifications and Requirements
2018-2020**

Send completed Request for Proposal in a PDF format to:
Courtney Miller, State Director
Florida SkillsUSA
Cmiller@skillsUSAfl.org



SkillsUSA

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA helps each student to excel.

Florida SkillsUSA is an official state association of SkillsUSA with over 12,000 student and professional members. The state is divided into six functioning regions. Schools in these regions prepare their students based on the National SkillsUSA Program of Work. Instructors facilitate professional development, community service, employment awareness, fundraising, public relations, and social activities. The highlight of the year is the SkillsUSA Florida State Leadership and Skills Conference.

The State Leadership and Skills Conference is a showcase of the hard work put in each year. Schools hold in house competitions to determine the best of the best in their programs. These students represent their school at the Regional contest. The top medal winners at each of the six Regional contests are invited to the State Leadership and Skills Conference in the spring. Over 2,000 students from across the state will compete in over 100 different competitions.

Basic Information

The State Leadership and Skills Conference will travel through the State of Florida, not residing in one city for more than three years. The Board of Directors of Florida SkillsUSA Inc. has charged a task force to research and analyze proposals from different cities in order to select the very best location for the members throughout the state.

Interested parties should carefully review this document and submit a Request for Proposal (RFP) to the State Director by the deadline (December 11, 2015). Proposals received after the deadline will not be considered.

Dates

The State Leadership and Skills Conference will be awarded for two years. The third year will be approved or declined by the city and Florida SkillsUSA, Inc. Board of Directors after the conclusion of the first year.

Please submit, with the RFP, proposed dates for 2018, 2019 and 2020. The conference should not be held after May 1. All dates are subject to approval by the Florida SkillsUSA, Inc. Board of Directors.

Host Institution(s)

In order for the State Leadership and Skills Conference to be a success, the commitment of local SkillsUSA chapters and schools is necessary. Availability of meeting spaces, dedicated committee members, access to advisory councils, and event space during the conference, all make the event a success.

Please submit, with the RFP a letter of support from the area CTE Director, Technical School Administrator, and/or college President.



Business and Industry Support

Business and Industry partners drive technical programs in a direction to make students employable. A dedicated team of business partners can add another dimension of success to the State Leadership and Skills Conference.

Please submit, with the RFP, letters of support from five business partners in your community that will commit to assisting with the State Leadership and Skills Conference.

Hotels

Roughly 2,500 students, advisors, administrators, business & industry partners and guests will be attending the conference. In order to accommodate these individuals, 750 hotel rooms will need to be blocked.

Please submit, with the RFP, quotes for 750 rooms within a ten-mile (closer preferred) radius of the main event venue.

Requests:

- Preferred room rate less than \$99 if possible.
- Double beds
- Complimentary breakfast, parking, and 1:30 complimentary room ratio

Venue

The main venue of the State Leadership and Skills Conference will need to host the Opening Ceremony and Award Ceremony. The area should have enough seating for 3,000 patrons and space for a stage/projection.

Please submit, with RFP, two possible venues with detailed quotes.

Requests:

- Three days (uninterrupted)
- On-site A/V equipment and staff
- Lighting
- Meeting rooms
- Exhibit space for contests
- Exhibit space for World of Possibilities Career Expo

Motor Coach Service

Students will travel from throughout the State of Florida to attend the State Leadership and Skills Conference. For all official events of the conference, motor coach services will be provided.

Please submit, with RFP, two quotes for complete motor coach service for two days. The minimum requirement is twelve 47-55 passenger coaches.



Catering/Food Service

Lunch should be provided for the students during the day of their competition. If events are to be held at a convention center, or like venue please submit a quote for 1,200 boxed-lunches per day.

Student Social

SkillsUSA students spend months preparing for the State Leadership and Skills Conference. One of the events they look forward to the most is the Student Social.

Please submit, with RFP, a quote from a venue for a private party for our SkillsUSA students. Dinner and entertainment should be provided for 1,500 people. There should be no access to alcohol during the event.

Timeline

September 1, 2015	State Leadership and Skills Conference RFP Released
December 11, 2015	Request for Proposal Submission Deadline
January 22–23, 2015	Board of Directors' Meeting – Decision will be made for future State Leadership and Skills Conference location
April 24–27, 2016	State Leadership and Skills Conference - Planning Visit in Lakeland, FL
February 2017	Host Regional Competition and Worlds of Possibilities Career Expo
April 2018/2019	Host State Leadership and Skills Conference



Application

Host Institution: _____

Address: _____

City: _____ Zip: _____

Contact Name: _____

Address: _____

City: _____ Zip: _____

Proposed Dates:

2018: _____

2019: _____

2020: _____

Proposed Venue(s): _____

Address: _____

City: _____ Zip: _____

Received by: _____

SkillsUSA Florida State Director

Date



Final RFP Checklist

- Completed Application
- List of committee members
- Letter of support from host institution(s) on letterhead
- Letter of support from five business partners on letterhead
- Proposed venues with price quotes (1 move-in day, 2 show days)
- Hotel blocks for 750 rooms
- Two quotes for motor coach service (2 full days of service)
- Lunch quote from convention center (1,200 lunches per day)
- Student Social quote for dinner and entertainment (1,500 people)
- Send completed RFP in a PDF format to: Courtney Miller cmiller@skillsusafl.org