



## Request for Proposals

# Event Management Vendor – International Leaders Forum

**Issued:** May 2, 2023

**Responses Due:** May 16, 2023 by 5:00 pm ET

Vendors may email questions and responses to the following contacts:

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## **I. About NDI**

The [National Democratic Institute](#) (NDI) NDI is a nonprofit, nonpartisan, nongovernmental organization that has supported democratic institutions and practices in every region of the world for more than three decades. NDI receives grants and cooperative agreements to pursue its mission from U.S. Federal agencies, including the U.S. Agency for International Development (USAID) and the Department of State (DOS), as well as grants and service contracts from private and international donors such as the United Nations Development Fund, the U.K. Department for International Development (DFID) and the World Bank, among others.

Since its founding in 1983, NDI and its local partners have worked to establish and strengthen political and civic organizations, safeguard elections and promote citizen participation, openness and accountability in government. NDI works on five continents with political parties, governments, parliaments and civic groups to establish and strengthen democratic institutions and practices. The Institute uses a multinational approach that reinforces the message that while there is no single democratic model, certain core principles are shared by all democracies. That philosophy has been applied in more than 132 countries since NDI's founding. NDI has been a pioneer in the use of technology as an integral component of democratic development. The Institute has helped citizens create and refine tools to advocate, organize and mobilize in ways that encourage governments to be more accountable and create opportunities for citizen-led social and political change.

## **II. About the International Leaders Forum**

NDI has organized the International Leaders Forum (ILF) at every Democratic National Convention since 1984. The ILF is a unique opportunity for foreign dignitaries to learn about the US electoral and political processes by observing the Democratic National Convention proceedings. NDI typically organizes a series of bipartisan panel discussions on the U.S. political process, foreign and domestic policy issues and the role of party conventions during the day. At night NDI facilitates access to the convention floor. In addition, NDI has traditionally coordinated an opening and closing reception, luncheons and a nightly Hospitality space over the course of the four-day convention.

In 2020, ILF was conducted entirely virtually to protect partners in the midst of the global pandemic, and to mirror the DNC's own approach. This shift in approach allowed NDI to dramatically increase inclusion of partners around the world, and re-imagine panels to focus on democracy and governance trends globally, with one lens being the U.S. experience.

Looking to the 2024 ILF, NDI is considering how to best leverage the ILF legacy, apply learnings from the 2020 experience, and mirror the DNC objectives for 2024 while offering a compelling experience for a diverse set of NDI partners. We want ILF 2024 to

serve as a platform to recommit to our shared democratic values, offer compelling conversations about the way forward, and support a sense of belonging as a global community. We are looking at ways to support participation for young, diverse leaders that traditionally may not have been able to participate.

### III. Introduction

NDI is seeking a vendor for venue identification and coordination services for the 2024 International Leaders Forum. NDI anticipates this phase of work to occur from June 2023 – September 2023. We are estimating 400 attendees for this RFP but final numbers are TBD and may be lower.

### IV. Scope of Work

NDI will host the International Leaders Forum (ILF), to be convened alongside the Democratic National Committee's (DNC) party convention in Chicago, Illinois August 19-22, 2024. NDI needs to identify space options for various components of ILF. We are requesting the following:

- Kick-off meeting to collect venue requirements from key NDI teams.
- Presentation of spaces (floor plans, pictures, confirmation of any existing or future partnership with the DNC) that meet NDI's requirements. At least 5 options for each of the following: event space, hotels and hospitality space. **Due by COB Tuesday, June 6.**
- Scoping trip w/NDI representative(s) the **week of June 19 or June 26** to see select venues.
- Finalized options shared with NDI within 1 week of scoping trip.
- Availability to support coordination with the DNC, as needed through September 2023. This could mean attending virtual meeting(s) to discuss space options, providing written documentation on space options and/or advising NDI.

#### **EVENT SPACE**

Opening Reception Space: NDI will need an opening reception space for a TBD number of guests. In the past 800 was the estimate.

Convening Space for the Week: A theater or other type of auditorium style seating is needed for daytime seminars and panels for 3 of the 4 days of the convention. Space needs include program registration for 400 attendees, green room for the speakers, NDI office space for 20 staff, and a press room to accommodate press interviews.

Luncheon Space: NDI will hold luncheons during the convention for approximately 300 attendees. The number of luncheons is TBD. In the past there was a luncheon each day of the convention with the closing lunch drawing more people, estimated 500.

### **HOTEL ROOMS**

Rooms: 400 hotel rooms for participants and NDI staff. Hotel quality for the caliber of ILF participants is vital. This includes 20 rooms close to the convention: VIP rooms and rooms for key staff.

Registration Room: NDI will need an event space/ballroom for program registration that can accommodate NDI's intake process with participants. This space needs to be at the hotels where participants are located, and will take place every morning.

NDI Office: NDI will require space for an office, in the hotel where NDI is located to accommodate up to ten staff.

### **HOSPITALITY SPACE**

NDI requires hospitality space for up to 400 people within walking distance of the Convention. The space allows NDI to rotate guests into the convention from outside the convention hall, so location is important. In the past NDI has used restaurants, office buildings and other flexible venues.

## **V. Proposal Guidelines and Submission Process**

Proposals should include the following information:

- Your company history and core services.
- Relevant client lists, particularly any international or political organizations.
- Please share any prior experience with NDI and/or Republican/Democratic conventions.
- DEI statement.
- Scope of work, including timeline.
- Budget.
- If the execution of work to be performed by your company requires the hiring of subcontractors, you must clearly state this in your proposal. NDI will not refuse a proposal based upon the use of subcontractors, however, NDI retains the right to refuse the subcontractors selected by a vendor.

**All final proposals should be submitted via email to contact information (same as above) at the National Democratic Institute by 5:00 pm ET on 5/16/2023.**

Early submissions are welcome and appreciated. NDI will evaluate bids based on the vendor's experience, costs and ability to satisfy the scope of work requirements. A

statement on DEI commitment and/or examples of DEI integration into work is encouraged. NDI may request meetings or calls to discuss proposals and reserves the right to reject any and all bids. NDI also reserves the right to consider bids for modification at any time before an award is made. NDI will not be liable for any costs associated with the preparation, transmittal or presentation of any materials submitted in response to this RFP, but reserves the right to request further information before making an award. Please note that selected vendor(s) would be expected to use NDI's standard contract template, a copy of which is available upon request.