

The **NECYPAA Inc. Conference Bid Requirements** are a list of guidelines, established by the Advisory Council, to help direct interested parties in the bidding process, and make clear the articles necessary for committee organization and site contract coordination at the time of the bid session.

In order to be considered an eligible recipient of the NECYPAA Inc. Conference, it is strongly suggested that interested bidders:

1. Provide evidence that the planning and organization of the bid is well grounded in the thirty-six (36) Principles of Alcoholics Anonymous (12 Steps, 12 Traditions, and 12 Concepts).
2. Establish a loose bid committee structure, consisting of a Chairperson, Secretary, and Site Coordinator. The secretary should keep meeting minutes to include in your digital bid package submission (and one printed bid book at conference).
3. Include a committee roster with the names, responsibilities, sobriety dates and brief service resumes of all committee members.
4. Submit a concise statement demonstrating the need for the NECYPAA Inc. conference in your area, along with a statement of support from your local AA District and Service Area.
5. Establish a site for future NECYPAA Inc. Host Committee meetings.
6. Develop a system for collecting on-site registrations if awarded the conference. Systems for accepting on-site registrations must include the NECYPAA NDAH policy. Please reach out to the Advisory Co-Chair with any questions on how to include this.
7. Submit unsigned contracts or proposals from a minimum of two facilities (hotels, dorms, etc.) adequately sized to host NECYPAA per Advisory Council RFP within one (1) of the seven (7) eligible New England Areas.
  - a. Submissions must clearly indicate proposed dates, room night commitment, lodging rates, total room inventory of the facility, food and beverage commitment, and any other relevant facility information, including taxes and fees.
  - b. We strongly recommend that NECYPAA is as close to New Years Eve as possible.
  - c. A list of all potentially conflicting AA events 30 days pre and post conference is required.  
[Sample Information](#)
8. Submit a minimum of one audio-visual quote for each proposed facility.
  - a. Quotes should include all equipment, service, and labor costs to be incurred over the course of the conference and be facility-specific.
  - b. Please make sure to include any applicable outsourcing fees charged by the facility.
9. Submit a quote for event insurance and agree to purchase event insurance if awarded the bid.
10. Produce a sample budget for the conference(s) they are proposing using the NECYPAA budget template to demonstrate financial viability. Each hotel and A/V contract should be

populated into its own separate budget. [Example Template](#).

11. Submit a written statement of understanding that the Host Committee shall turn over all funds after conference expenses to the Advisory Council within thirty (30) days after the last day of the conference.
12. Submit treasury reports documenting the financial activities of the bid.

*A comprehensive digital "bid book," outlining how the bid committee fulfills the required criteria, must be submitted to [advisorychair@necypaa.org](mailto:advisorychair@necypaa.org) no later than **December 20th at 6:00 PM EST**. One printed copy of the "bid book" should be brought to the NECYPAA conference weekend. Committees are permitted one early submission, which can be submitted as late as the Sunday before Thanksgiving. Advisory will provide feedback based on the early submission within 2 weeks of receipt. Please note that only one early submission is allowed per committee.*