



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:** December 6, 2011

**TITLE:** Award of Contract for Conference Services Based on Responses to Request for Proposal (RFP) 11-0016

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**BACKGROUND:**

Request for Proposal (RFP) 11-0016 for Conference Services for the Teaching & Learning in the 21<sup>st</sup> Century 2013 Conference was mailed to five conference service providers in the Tucson metropolitan area. All five vendors were also contacted by phone confirming they had received the Amphitheater request for proposal.

The bid text required the successful vendor to provide breakout rooms, large meeting rooms for 300 attendees, dining facilities and audio/visual support in addition to six lodging rooms for guest speakers. One response from the Hilton El Conquistador was received.

Vendors are reluctant to commit large conference facilities without booking a corresponding number of lodgings room. Chris Potter from the Student Services Office reviewed the Hilton response and found the price charged for the rooms and services provided comparable to the rates charged when this service was last bid in 2008.

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**RECOMMENDATION:** The Administration recommends the Governing Board make the determination the price bid is fair and reasonable and that other prospective bidders had a reasonable opportunity to respond and to approve the Award of Contract for Conference Services; and, award the contract to the *Hilton El Conquistador* based upon their response to RFP 11-0016.

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**INITIATED BY:**

Scott Little, Chief Financial Officer

Date: November 23, 2011

Vicki Balentine, Ph.D., Superintendent