

# REQUEST FOR PROPOSAL

## Parkland College Leadership Conference Venue

Parkland Community College District #505 is soliciting proposals from qualified vendors to host its annual Leadership Conference, scheduled for May 19-22, 2026. This event brings together college administrators, employees, and invited speakers for a multi-day program focused on leadership development, collaborative learning, and networking.

The purpose of this RFP is to identify a venue that offers a professional, ADA accessible, and well-equipped environment suitable for presentations, networking, and interactive sessions. Venues should demonstrate experience supporting academic or professional events and provide modern, welcoming, and flexible spaces that can accommodate a variety of session formats.

The venue must include a main conference room and breakout spaces for at least 30-40 attendees. Required amenities include high-quality audio-visual equipment, reliable high-speed Wi-Fi throughout the facility, and on-site professional and technical support.

Proposing venues must be able to provide on-site lodging, on-site catering services, and the ability to accommodate a range of dietary needs. Additionally, the venue should offer a designated area with beverage service for a networking reception and a private dining space for keynote speakers and special guests.

Responses to the RFP must be in accordance with the terms and conditions outlined in the RFP document, which may be obtained Monday through Friday, 8:00 AM to 5:00 PM, from Purchasing, Room A108, Parkland College, 2400 West Bradley Avenue, Champaign, IL, 61821. This document may also be obtained from the Parkland College website, <https://www.parkland.edu/Main/About-Parkland/Administration/Requests-For-Proposals>.

Proposals are due by **5:00 PM CST on Tuesday, December 2, 2025**, and should be addressed to:

Parkland College  
Attn: Krystal Garrett  
Executive Assistant  
2400 W. Bradley Avenue, Room U330  
Champaign, IL 61821-1899

or by e-mail at [kgarrett@parkland.edu](mailto:kgarrett@parkland.edu).

### **Proposal Timeline**

|                                                                |                         |
|----------------------------------------------------------------|-------------------------|
| RFP issued .....                                               | November 21, 2025       |
| Last day to submit questions for a response .....              | 5PM on December 1, 2025 |
| Proposal submission deadline .....                             | 5PM on December 2, 2025 |
| Recommendation and Approval by Parkland Board of Trustees..... | December 17, 2025       |

## **College Information**

Parkland College is a community college serving Community College District 505. Parkland College enrolls approximately 5,000+ students annually. The campus is a melting pot of student life, with diverse cultures, students ranging in age from 16 to 80+, and a growing international student presence. About 75 percent of Parkland students live and work within District 505.

Parkland College is a 255-acre campus with about 1,000,000 sq. ft. of physical facilities which include instructional spaces (such as classrooms, labs, and other learning spaces) as well as spaces for student support services, offices, athletics and recreation, and community engagement.

Parkland College's location in Champaign, Illinois, provides the amenities and excitement of a larger city with small-town conveniences. Champaign is one of the fastest growing cities in Illinois, with an extensive list of opportunities for its residents and short commute times.

Parkland College offers academic programs that prepare students to transfer to four-year colleges and universities; career and technical education programs; workforce and business training; continuing education for adults; youth programs; and more. Parkland is number one in student transfers to the University of Illinois, a top research university in Champaign-Urbana.

## **Scope of Work**

The selected vendor will be responsible for providing a conference venue for at least 30-40 attendees. The venue must include flexible conference and breakout spaces equipped with high-quality audio-visual technology, reliable high-speed Wi-Fi throughout, and on-site professional and technical support. The vendor will also provide on-site lodging for at least 30-40 guests, including all meals and refreshments for four days and three nights.

Expected guidelines and requirements include the following:

- 1. At least 100 miles from Parkland College and no farther than 175 miles.**
- 2. Flexible conference space to support multiple session formats, including large-group presentations and small-group breakout sessions.**
- 3. Reliable high-speed Wi-Fi and high-quality audio-visual equipment (microphones, projectors, large screens, hybrid conferencing tools).**
- 4. On-site lodging that is modern, clean, comfortable and ADA accessible.**
- 5. High-quality, on-site catering for all meals (breakfast, lunch, dinner) and refreshment breaks.**
- 6. Ability to accommodate various dietary needs (vegetarian, vegan, allergies, gluten-free).**
- 7. A private dining area for keynote speakers and special guests.**

8. An area with beverage service suitable for a networking reception.
9. Experienced on-site event coordinators and technical support staff capable of supporting leadership or corporate-style events and resolving issues quickly.
10. Flexible scheduling to accommodate early-morning sessions and late-evening social events.
11. Comfortable seating and room layouts suitable for extended sessions.
12. Efficient logistics, including smooth check-in processes, clear signage, and effective guest management.

**Please provide the following information in any proposal:**

**Vendor Information**

1. Company name, address, telephone number, legal status of entity (ownership), and the year the entity was established.
2. Name of company's contact person, telephone, and email address.

**Qualifications Information**

Please include information in your proposal that supports the qualifying requirements listed below:

1. Fee and rate structure for all conference costs, including meeting space rental, catering packages, AV equipment and services, lodging rates, deposits, and cancellation fees.
2. Venue details, including floor plans, photos, room capacities, and sample menus.
3. Description of services provided, including event staffing, setup and teardown, and on-site professional and technical support.
4. Information on lodging accommodations, room block policies, and meal options.
5. Confirmation of availability for the requested dates.
6. Required insurance and compliance documentation.
7. Contract information, including terms and conditions.

Companies are welcome to include any additional information they believe would be useful or relevant to this Request for Proposal.

## **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Ability to meet conference, lodging, and catering requirements
- Transparency, completeness, and overall value of costs
- Accessibility and convenience of the venue location
- Quality and condition of facilities, technology, and support services
- Demonstrated experience hosting comparable events
- Strength, clarity, organization, and completeness of the proposal

## **Business Enterprise for Minorities, Females, and Persons with Disabilities**

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the “Act”), it is the policy of Parkland College to foster and encourage the continued economic development of minority-owned businesses, female-owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified minority-owned businesses, female-owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority-owned, female-owned, or person with a disability-owned business?

Yes \_\_\_\_ No \_\_\_\_