



# LET'S GET BETTER TOGETHER CONFERENCE

**CELEBRATING 13 YEARS!**

**LET'S GET BETTER TOGETHER**

**STATEWIDE 2SLGBTQIA+ HEALTH  
CONFERENCE**

**REQUEST FOR PROPOSALS**

**JUNE 2025**



*Hosted by the Queer Resource Collective and the 2SLGBTQIA+ Integrated Health Coalition of Southern Arizona*

Hello!

Let's Get Better Together, the first state-wide conference dedicated to 2SLGBTQIA+ health and human services in Arizona. Our tradition is built on creating a space where 2SLGBTQIA+ individuals and allies can come together to address challenges, foster connections, learn, and access resources across the state.

At Let's Get Better Together, our mission is to empower 2SLGBTQIA+ individuals and allies by providing platform to collectively solve issues, network, acquire new skills, amplify voices, and access essential resources. This conference is not only about learning, but also about cultivating connections that strengthen our community's shared values and commitment to equity.

2SLGBTQIA+ Arizonans often face significant health disparities and encounter barriers to quality healthcare. Let's Get Better Together was one of the pioneering conferences in the country dedicated to enhancing healthcare for 2SLGBTQIA+ individuals across the entire spectrum of care: from prevention and treatment to support services and resiliency.

This conference provides a unique space for healthcare professionals, community members, and their families to convene and engage in meaningful discussions about concerns, successes, and challenges within the realm of 2SLGBTQIA+ healthcare. Through insightful discussions, we aim to equip participants with tools and best practices that will foster positive change in healthcare services for our community.

For more information about our conference committee please visit the following website:

<https://letsgetbettertogetheraz.org/>

## SCOPE OF WORK

Let's Get Better Together Committee seeks to secure services of a venue, for a two-day event in June 2025. Let's Get Better Together Conference is an annual event for 200+ Arizonans.

### A. Venue requirements

For the purpose of this proposal, we require you to submit a written proposal which describes your venue and capabilities to host 200+ people over a period of 2 days. Indicate which services you would perform in-house and which ones would require outside suppliers.

1. Indicate your venue room and meeting space availability for the date June 12-13, 2025, or availability for the date June 26-27, 2025, for 10 rooms with single use. The planning committee requires access to build-up all meeting rooms and the plenary room in the day before first event day. Rooms with single use would be available at discount rate.
2. Describe your dedicated flexible team: The venue must be able to provide a dedicated team, before and during the event, that will be able to quickly understand and adapt to the complex nature of the event.
3. Describe your plenary room and if it is suitable for round tables and banquet seating for 200 people and gives enough space for a stage.
4. Describe the audio/visual equipment which is available for the plenary room or if you would need to seek the service of an outside supplier.
  - AV requirements:
    - Stage
    - Screen and projector
    - Sound system
    - 3 hand held microphones
    - 3 body microphones
    - Comfort screen for speaker
    - Clicker for slides
    - 1 Laptop
    - AV technician team during the entire event
5. Describe the venue's meeting rooms and the availability of 6 separate meeting rooms, 4 rooms to host 30-35 people per room, 1 room for respite, and 1 room for vendors. A designated space for vendors can be substituted for a room.
  - Requirements are:
    - Availability during the full first day of the event.
    - Classroom or banquet seating

6. Describe the audio/visual equipment which is available for each meeting room or if you would need to seek the service of an outside supplier.
  - AV requirements:
    - Screen and projector
    - Sound system
    - Clicker for slides
    - Connection cables for own laptops to be connected to screen
    - AV technician during the entire event
  
7. Describe the venue's availability for a staff room.
  - Requirements:
    - Available all days of the event and day before the event
    - Board style seating
    - Electricity plugs
    - Coffee machine, water bottles
  
8. Describe the availability of having a welcome area with welcome desk with sufficient signage.

**B. Catering requirements**

Describe your catering services. The venue must be able to provide the following services during the event:

- Set up of event by Let's Get Better Together
  - Coffee machine in organizer office/staff room
  - Water bottles and glasses during the entire day in the office/staff room
- Day 1:
  - Continental Breakfast
  - Permanent coffee and water station close to plenary room
  - 2 Snack breaks with fruits and sweets
  - Lunch in buffet style with a mix of meat, fish and vegetarian and gluten free options. Served in foyer of plenary room; standing tables
- Day 2:
  - Continental Breakfast
  - Permanent coffee and water station close to plenary room
  - 2 Snack breaks with fruits and sweets
  - Lunch in buffet style with a mix of meat, fish and vegetarian and gluten free options. Served in foyer of plenary room; banquet style seating

**C. Social event**

Let's Get Better Together is hosting during this event a social gathering with cocktail and appetizers for 200 people. Please propose in case the venue is not equipped or available to host

this evening event, a venue close to the venue. No tenderer venue will be rejected in case they do not quote for the social event.

- Requirements for the Social Event for 200 people:
  - Welcome cocktail and finger foods
    - Vegetarian, vegan, and gluten free options must be available for no surcharge
    - Beer and wine, water and local fruit juices
  - Mix of banquet and standing tables
  - Open bar for 2 -3 hours
  
- Audio-visual equipment for social dinner:
  - Dance floor
  - Sound system
  - Lightening
  - DJ set-up

**PROPOSAL PROCESS**

**A. Participation**

- a. Participation in this proposal procedure is open to all venues.
- b. If selected, venue must be willing to sign a transgender affirmation attestation.

**B. Submission of proposal**

	DATE
Sending out RFP invitations to the potential suppliers	July 19, 2024
Deadline for requesting clarification from Let’s Get Better Together	August 2, 2024
Deadline for submitting proposals	August 9, 2024
Intended date of notification	August 14, 2024
Intended date of contracts signature	August 23, 2024

Proposals must be emailed to the following address to:

Contact name: for the attention of Amy Meyertholen

E-mail: letsgetbettertogetheraz@gmail.com

The proposal shall contain:

- The technical response to the service requested (point 2).
- The financial offer (the price for the services.) The Financial offer must be indicated as net amount + tax.
- Insurance requirements

Responses should be concise and clear. The venue's proposal will be incorporated into any contract that results from this procedure. Venues are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counter-proposals, if applicable, shall also become an integral part of any resulting contract.

The venue represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The venue also affirms that it has read the instructions to venues and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the venues' proposal.