



Request for Proposals Fleece Show Superintendent

Alpaca Owners Association, Inc. (AOA) is requesting proposals from qualified vendors for Fleece Show Superintendent for the AOA National Fleece Show which will take place at the Natural Fiber Extravaganza powered by AOA in Lebanon, Tennessee, July 10-12, 2020. Proposals should be submitted to AOA electronically by **5:00 p.m. central time on December 16, 2019**. A confidential proposal document of no more than ten (10) pages should be submitted in pdf format to nationals@alpacaowners.com.

About

AOA, headquartered in Lincoln, Nebraska, was created by the alpaca industry for the benefit of alpaca breeders in the United States, but expanded to also register alpacas in Canada and other countries throughout the world. AOA promotes awareness of alpacas and alpaca products, maintains an official DNA validated genealogical registry system with over 260,000 registered alpacas, administers an alpaca show system, provides education to members and the public about the operation of sustainable alpaca businesses, markets alpacas and the use of alpaca products, and promotes scientific research to benefit the alpaca industry.

Expectations of Vendor

The successful vendor will plan, organize, produce and conduct the AOA National Fleece Show. The vendor will be a current AOA Association Member and Show Member, also be knowledgeable of the most recent AOA Show Rules and enforce those rules. This includes excluding any fleece from the show prior to or during judging if they are deemed to be in violation of the AOA Show Rules. Positive support for AOA and the AOA National Fleece Show is a must.

The selected vendor will work with AOA staff to ensure the success of the show. This includes working with the AOA Event Coordinator to ensure the application for certification of the Fleece Show has been made, choosing the conditions of entry, and setting the schedule for the classes and ensuring the purchase of all required ribbons and awards. The vendor will also work with the Event Coordinator in coordinating all activities and participating in meetings as needed. Show deadlines will need to be met so any adjustments can be made if necessary.

The vendor will contract with, provide and pay any sub-contracted personnel that is needed to effectively manage the Fleece Show. A system to receive entries and examine for accuracy, including verifying that the show entry matches the AOA/ARI registration certificate will be implemented for the show. The vendor will accept payments in accordance with process set up by AOA and document those payments in a way that ensures AOA staff will know exactly where the payments are designated. A vital procedure that the vendor will be responsible for is organizing the classes according to the rules required for the appropriate level of the show. This also includes providing the judge with a list that shows only the proposed classes and the estimated numbers of fleeces in each class after entries have been received and classes have been assembled. The list shall also show the class order. This list will be used to produce a show catalog containing the show order and listing of entries in their appropriate classes. The vendor will also calculate the AOA Cup winners on-site upon completion of the show. The vendor will also work with the AOA Event Manager to produce a premium listing which contains the list of classes offered, ribbons, prizes, or premiums and the show entry form.

After the show has ended the selected vendor will be responsible for reporting the show results to the Show System Administrator in the required format within 30 days following the last day of the show. If any problems arise where anyone is seeking to register a complaint or protest, the vendor will direct the person to follow the procedures documented in the Ethics and Protest section of the AOA Show System Handbook.

The successful vendor will arrive the Tuesday before the event and stay until all work associated with the Fleece Show is complete. This includes being present on the show grounds for the duration of the Fleece Show. The vendor shall manage the setup and tear down of the fleece room after arrival at the event. The vendor will also arrange adequate staff and volunteers to receive fleeces at the show and to follow the procedures as required by AOA Show Rules to sort fleeces into classes and assist the fleece judges.



Alpaca Owners Association, Inc.
8300 Cody Dr, Ste A
Lincoln, NE 68512
p 402-437-8484
f 402-437-8488

Expectations of AOA

AOA will promote the AOA National Fleece Show, provide a facility in which to hold the show that is of adequate size for the anticipated show size, tables, chairs and a location for judging of the National Fleece Show. Electricity and an internet connection will be provided as needed for the Show Superintendent to complete their duties. AOA will pay for reasonable expenses incurred by the AOA Fleece Show Superintendent.

Benefits to Vendor

In addition to fees collected, the AOA National Fleece Show provides an opportunity for Fleece Show Superintendent to show good will to the industry, while receiving recognition.

Requirements for Submission

Proposals shall include information about the vendor (name, address, phone number, email address), vendor's business (website), and biographies on all primary staff. An itemized list of services and all fees associated with them is required to be included in the proposal. An estimated list of expenses and the costs associated with them, an estimated timeframe after completion of the show in which all required documents will be submitted to the Show & Marketing Division Administrator and samples of premium books, show catalogs, or other materials that you have created for similar shows shall be submitted. The vendor shall also include at least three references from alpaca shows of similar size, including name of show and contact information.

RFP Reviews

RFPs will be reviewed and a vendor chosen as quickly as possible so that planning for the show can begin. We anticipate that we will have a decision by December 30, 2019, or before. Once a vendor is chosen, we will provide a written agreement with all the terms and conditions agreed upon.

Point of Contact

If you have questions about this RFP, please contact AOA Event Coordinator, Alyssa Winterfeld at 402-437-8484.