



NATIONAL EVENTS COMMITTEE  
ORDER OF THE ARROW

# REQUEST FOR PROPOSAL

## 2024 NATIONAL ORDER OF THE ARROW CONFERENCE

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## Background

### The Boy Scouts of America

The Boy Scouts of America <https://www.scouting.org/> is one of the nation's largest and most prominent values-based youth development organizations, providing programs for young people that build character. There are approximately 2.3 million youth participants and about one million adult volunteers nationwide.

### The Order of the Arrow

The Order of the Arrow (OA) <https://oa-bsa.org> is the official honor society of the Boy Scouts of America. For over 100 years, the OA has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well. Members, or "Arrowmen" are known for maintaining camping traditions and spirit, promoting year-round and long-term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

### The National Order of the Arrow Conference (NOAC)

Generally, every two years, usually in late July and early August, the Order of the Arrow holds a national conference (NOAC) on the campus of a major university. The national conference is held over six days with from 6,000 to 8,000 Arrowmen participating, coming from throughout the United States and its territories and even from overseas. This is the largest Order of the Arrow event and is second only to the national jamboree in terms of size and scope. The conference program includes innovative leadership development, team development, American Indian pageants, an OA museum, athletic competitions, special activities and opportunities to hear and talk with national leaders of the Order of the Arrow and the Boy Scouts of America. The first NOAC was held in 1948, and the 2024 NOAC will be the 35<sup>th</sup> National Order of the Arrow Conference. See <https://noac2022.org/> for an example of a typical conference activities and offerings.

## Request for Proposal

### Purpose

The Order of the Arrow, Boy Scouts of America is soliciting bids from selected universities to host the **2024 National Order of the Arrow Conference, July 29 – August 3<sup>rd</sup>, 2024**. We are continually challenged to find universities that can meet all our requirements while appreciating the need and desire to keep the conference as affordable as possible for our primarily youth members. We are casting a wide net among universities for 2024 as our requirements have changed affording us the opportunity to consider host university that we otherwise would have not been able to.

### Scope

The scope of the proposal should focus on all requirements and considerations of the host university listed in this request for proposal including costs, assumptions and any outstanding or follow up questions. Our requirements fall under five key categories: Housing, Food Service, Facilities, Transportation and Other.

## Schedule

This request for proposal is aggressive and based on historical timelines, but may be subject to change:

2024 Conference Milestone	Deadline
RFP delivered to selected universities	May, 2022
RFP close date	June 30, 2022
2024 Site Selection - National Committee Vote*	July 24, 2022
2024 NOAC Site Public Socialization	At the 2022 NOAC

The national OA committee is the governing body of the Order of the Arrow. Final approval and choice of host university requires a majority vote. The national OA committee will meet in August in conjunction with the 2022 NOAC at the University of Tennessee, Knoxville.

## Proposal Submission Procedure

Please submit your proposal on or before **June 30, 2022**. Please send questions related to this RFP and proposals to:

*Clint Takeshita – Order of the Arrow Vice Chairman, National Events [clint.takeshita@gmail.com]*

*Matthew Dukeman – Order of the Arrow, National Director [matthew.dukeman@scouting.org]*

By responding to this RFP, you agree to be responsible for fully understanding the requirements or details for NOAC and will ask any questions to ensure such understanding is gained. The Order of the Arrow retains the right to disqualify candidate universities who do not demonstrate a clear understanding of our needs.

All information provided herein is offered in good faith and based on prior events. Specific items are subject to change at any time based on any planned or unforeseen circumstances that may arise. The Order of the Arrow, Boy Scouts of America does not guarantee that any item is without error.

## Evaluation Criteria

All proposals will be evaluated systematically, based on the following key criteria:

- Demonstrate capacity to understand and meet requirements
- Costs
- University and community conference commitment

## 2024 National Order of the Arrow Conference Event Requirements

### Event Details and Parameters

<b>Conference Dates</b>	<b>Monday, July 29 – Saturday, August 3*</b>
Early Staff Arrival	<b>Thursday, July 25 – Sunday, July 28</b>
First Full Meal	<b>Dinner, Monday July 29</b>
Last Meal	<b>Saturday, August 3, continental breakfast</b>
Attendance	<b>4,000 budget; 6,000 goal; 8,000 stretch</b>

\* Alternatively – we would also consider July 22 – 27 or August 5 – 10 if July 29 – August 3 is not available

## Housing

All conference staff and delegates should ideally be housed in residence halls and any available on/near-campus hotel or conference facilities.

- Please describe and provide costs for housing options (per person / per night) including type of linen services for 4,000 bed spaces. Please indicate options including off/near campus housing if necessary, to accommodate up to 8,000:**

Type of Housing	Total Capacity	Cost per person/night
<b>Residence Halls</b> (double occupancy)		
<b>Campus Hotel / Conference Center</b> (single and double occupancy)		
<b>Off / Near Campus Hotel</b> (single and double occupancy)	Best Estimate	Best Estimate

Please include any relevant service fees, local/state taxes (if applicable) and all other additional costs as it relates to housing.

## Food Service

All conference staff and delegates will have food service provided for the duration of their stay. Staff begin to arrive as early as the Wednesday of the week prior. The first full meal at conference is Monday dinner and the last meal is Saturday continental breakfast – 14 meals total. Please keep in mind, we have traditionally held a BBQ/Box Lunch on Friday during the conference festival in lieu of Friday lunch in assigned residence hall dining facilities.

- Please describe and provide costs per person/per meal for food service based on the following:**
  - Early/staff arrival food service beginning the Thursday preceding the Monday dinner on which the conference opens. Staff numbers will build from approximately 150 on Thursday to up to 1,200 on Sunday prior to the conference opening on Monday
  - Food service facilities that can feed 4,000 – 6,000 in 1 ½ hours each meal for 13 meals starting on Monday dinner and concluding on Saturday breakfast and not including Friday lunch
  - BBQ/Box Lunch options that can feed 4,000 – 6,000 on Friday during the conference festival

Food Service	Cost per person / meal
<b>Early Arrival Staff Meals [Thursday dinner – Monday lunch]</b> (12 meals: 4 dinners, 4 breakfasts, 4 lunches)	
<b>Residence Halls [Monday dinner – Saturday breakfast]</b> (13 meals: 5 dinners, 3 lunches, 4 hot breakfasts, 1 continental breakfast)	
<b>Friday BBQ/Box Lunch @ conference festival</b>	

Please include any relevant service fees, local/state taxes (if applicable) and all other additional costs as it relates to food service.

- Please describe your banquet facilities and menu/catering options.** We traditionally hold several banquets through the course of the conference including, but not limited to:
  - National Committee Dinner (Sunday, July 28<sup>th</sup>) – 100 people
  - National Recognition Dinner (Tuesday, July 30<sup>th</sup>) – up to 700 people
  - 2x Very Important Arrowman Lunches (Tuesday – Thursday) – up to 250 per lunch
  - Section Officer / Adviser Dinner (Wednesday, July 31<sup>st</sup>) – up to 250 people
  - Professional Scouters Lunch (Wednesday, July 31<sup>st</sup>) – up to 100 people

- Goodman Society Dinner (Thursday, August 1<sup>st</sup>) – up to 100 people
3. **Please describe your box lunch services / catering options and costs.** We often have staff members on various staff assignments that preclude them from eating lunch in their assigned residence hall and require boxed lunches to be delivered to their area of responsibility.

Additional Food Service confirmation/questions:

4. **Residence hall food service credits** – we will request credit for individuals who attend a special banquet and subsequently do not eat in their respective residence halls.
5. **Lunch Anywhere** – Depending on the location of training and activity venues as it relates to residence halls, it may not be prudent for individuals to return to their assigned residence hall for meals. In addition, staff members are often out and about and it is difficult for them to return to their assigned residence hall for dining. Please describe any options for individuals to eat at unassigned venues for lunch.

## Facility Requirements

Over the course of 34 conferences, we have identified key facility requirements. The following facility requirements are based on our traditional use of facilities at previous conferences and represents an ideal list of facilities. Recognizing that some of these may not be available, please offer alternate options.

1. **Please describe and provide any applicable costs for use of the following facilities/spaces:**
- a. **Classrooms** - Unrestricted use of 150+ classrooms Sunday prior to the conference Monday start through Thursday inclusive
  - b. **Office Space** - Office space for 18-20 individual committees beginning on Thursday prior to the conference opening through the following Saturday of the conference
  - c. **Trading Post** - Large securable facility (8-10,000 square feet) to operate a trading post and comptroller operation. Space is required beginning Friday, July 26<sup>th</sup> to Friday, August 2<sup>nd</sup>
  - d. **Theater** – 500+ seat theater for movie projection
  - e. **Banquets** – see Food Service Section
  - f. **Shows Arena** - Air-conditioned shows arena that can accommodate 4,000 – 6,000 participants. Traditionally have leveraged indoor basketball arenas at other universities. Unrestricted/securable access required all day from Thursday, July 25<sup>th</sup> through Friday, August 3<sup>rd</sup>, inclusive. Time will also be required Saturday morning for clean-up / egress. Please note any union-related fees/requirements
  - g. **Large Auditorium** - 1,200 seat theater or auditorium for staff show (Sunday night) and possible large-scale training sessions on Tuesday, Wednesday, and Thursday afternoon.
  - h. **Athletic Facilities** - Use of facilities for athletic events, competitions, and recreation (including basketball courts, large multi-use fields) starting Monday through Friday.
  - i. **Festival Site** - Large outdoor area (1-2 acres) for a fair-type event (Conference festival) on Friday of the conference (All day event for 4,000 – 6,000 participants).

- j. **Experience** - Large outdoor area (3-4 acres) for an exhibition area (The Experience) through the duration of the conference. Large adjacent auditorium for high adventure and camping exhibition. Space required starting Friday, July 26<sup>th</sup> to Friday, August 2<sup>nd</sup>
- k. **OA Museum** - Large securable facility (8-10,000 square feet) to operate the OA Museum. May consist of multiple/adjacent smaller rooms. Space required starting Friday, July 26<sup>th</sup> to Friday, August 2<sup>nd</sup>
- l. **Patch Trading venue** – large indoor/outdoor (well lit) venue for evening patch trading. Can anticipate up to 2,000 people on any given evening. Required for Monday through Friday evening inclusive
- m. **Region Gathering Sites** – two separate, outdoor venues for gatherings of up to 2,500 traditionally held on Thursday evening
- n. **Warehouse Space** – securable space for receipt of shipped goods and storage through the duration of the conference. Goods may be shipped up to several days (even weeks) in advance
- o. **Medical Clinics** – two to three venues to be used as medical clinics on campus for use by our conference participants and staffed by NOAC Medical team staff. Please also list nearby medical facilities and any relevant partnerships.
- p. **Off Campus Experience options**
  - i. Golf
  - ii. Other Sports Activities
  - iii. Other
- q. **Unique Campus Offerings** – please describe and suggest any campus offerings, facility venues or features that we should be aware of and take into consideration during our planning process. This should include any unique features or attributes that may not be available on other university campuses

## Transportation

### 1. Please describe and provide any applicable costs for the following transportation requirements:

- a. **Airports** - The campus is ideally easily accessible from a major interstate highway network and close to a major airport. Does the university have any relationships with airport transportation vendors?
- b. **On campus Bus Transportation** – use of a university bus system for participant and staff transportation within campus or costs for rental/use of third-party transit and/or coach buses.
- c. **Parking** - Parking facilities for participants and staff (dead storage for vehicles and buses including 2 Conex storage trailers). Availability of 100-150 all-access parking passes for use in all parking areas on campus

## Other

### 1. Please describe and provide any applicable costs for the following miscellaneous requirements:

- a. **University Conference Team** – We require dedicated university conference staff for the duration of the event to address any questions, deal with issues and to serve as our advocate with the university and surrounding community.
- b. **Campus Exclusivity** – Please confirm there would be no other significant conferences scheduled during this event which would interfere with the operation of the national OA conference
- c. **Information Technology** – Access to university or residence hall computer labs and use of computer equipment/printers. Campus-wide wi-fi access for all staff and participants
- d. **Sustainability** – Please describe your university's sustainability policies/efforts
- e. **Final Invoice** – The Order of the Arrow national office requires a final aggregated invoice to be submitted no later than October 1, 2024
- f. **Service Project Options** – Please consider and recommend any suggestions for a large-scale service project that our staff and attendees can participate in on Friday morning, August 2<sup>nd</sup>, that would benefit the university or community
- g. **University Pre-conference commitments** – The university selected must provide university personnel who will be responsible for event coordination, be present to participate in the national OA planning meeting held at the end of December prior to the OA conference (December 27-30, 2023)
- h. **Additional Fees** – Please list any additional fees not noted previously. This may include any university administration charges or conference professional services fees.