Request for Proposal: 2025 RHY National Grantee Training – Event Management Platform Component

Purpose: The following spec sheet is intended to provide information to qualified, interested companies to enable them to respond with a detailed proposal for the event management platform components.

Event Profile: The Runaway and Homeless Youth National Grantee Training is a federally funded three-day training designed to support those federally funded grantees work, provide opportunities for peer-to-peer learning, and share evidence-based approaches within the field of youth serving programs locally, regionally, and nationally.

Event dates: December 2-5, 2025 (This does not include set up or strike dates)

In-person event location: Omni Hotel Shoreham, Washington, DC

Estimated attendance: 900

High-level Event Advancing Schedule:

February – July:	Determine deadlines and deliverables, event visioning, and structuring a versatile agenda
August:	Contractor proposals evaluation and contracting, multi-faceted marketing plan development, multi-phase Call for Presenters distributed
September:	Presenter proposals evaluated, exhibitor proposals collected & evaluated, initiate attendees marketing plan
October – November:	Event finalizing
December:	Live event

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Sample Event Schedule:

Dec. 1	9:00 am – 5:00 pm	Production set up (Meeting rooms)
	9:00 am – 5:00 pm	Production set up (Ballroom/Plenary), if needed
Dec. 2	9:00 am – 3:00 pm	Production set up (Ballroom/Plenary)
	9:00 am – 5:00 pm	Pre-event Meetings (up to 8 concurrent)
	9:00 am – 5:00 pm	Local grantee site tours (offsite)
	12:00 pm – 5:00 pm	Exhibitor set up
	12:00 pm – 5:00 pm	Registration/Info Desk Open
	3:00 pm – 5:00 pm	Rehearsals (Ballroom/Plenary)
Dec. 3	7:00 am – 9:00 am	Rehearsals (Ballroom/Plenary)
	8:00 am – 5:00 pm	Registration/ Info Desk Open
	8:00 am – 9:00 am	Exhibits Open / Breakfast
	9:00 am – 11:00 am	Opening Plenary (Ballroom + Overflow meeting room)
	11:00 am – 12:30 pm	Lunch break (on own) / Exhibits open
	12:00 pm – 12:30 pm	Workshop Block A Tech Check/Presenter Prep (Meeting rooms)
	12:30 pm – 2:00 pm	Workshop block A (up to 9 concurrent, including Ballroom space if needed)
	2:00 pm – 2:30 pm	Workshop Block B Tech Check/Presenter Prep (Meeting rooms)
	2:30 pm – 4:00 pm	Workshop block B (up to 9 concurrent, including Ballroom space if needed)
	4:30 pm – 6:30 pm	Networking opportunities / Reception
	7:00 pm	Afterhours informal networking event
Dec. 4	7:00 am – 9:00 am	Rehearsals (Ballroom/Plenary)
	8:00 am – 5:00 pm	Info Desk Open
	8:00 am – 9:00 am	Exhibits Open / Breakfast
	9:00 am – 10:30 am	Youth Leadership Plenary (Ballroom + Overflow meeting room)
	11:00 am – 12:00 pm	Regional Meetings (10 concurrent, using Ballroom and 1 office)
	12:00 am – 1:30 pm	Lunch break (on own) / Exhibits open
	1:00 pm – 1:30 pm	Workshop Block C Tech Check/Presenter Prep (Meeting rooms)
	1:30 pm – 3:00 pm	Workshop Block C (up to 9 concurrent, including Ballroom space if needed)
	3:00 pm – 3:30 pm	Workshop Block D Tech Check/Presenter Prep (Meeting rooms)
	3:30 pm – 5:00 pm	Workshop block D (up to 9 concurrent, including Ballroom space if needed)

	5:00 pm – TBD	Production Move out (Meeting rooms)
	7:00 pm	Afterhours informal networking event
Dec. 5	7:00 am – 9:00 am	Rehearsals (Ballroom/Plenary)
	8:00 am – 5:00 pm	Info Desk Open
	8:00 am – 9:00 am	Exhibits Open / Breakfast
	9:00 am – 11:30 am	Closing Plenary (Ballroom + Overflow meeting room)
	11:30 am – TBD	Production Move out (Ballroom + Meeting Rooms, if needed)
	12:00 pm – 3:00 pm	Exhibitor move out

The platform's required features are:
- Fully integrated mobile app - This event requires an onsite app that is fully integrated with the features of the platform.
- Customizable branding
- Customizable schedule
- Speaker profiles
- Announcements – including scheduled and instant push notifications
- Advance and in-person registration process
- Scheduled and responsive email for event communication with customizable templates
- Ability for attendees to access session materials – links, PPTs, PDFs, etc.
- Payment portal
- Attendee profiles with direct messaging or networking capabilities
- Customizable reports available on demand
- Language interpretation
- Venue floorplan or map feature

The platform's preferred features are:
- Interactive presentation features like polling and Q&A
- Integrated abstract management –application, review, event build integration

Proposals will be evaluated on the following information:
1. Event management platform features, including a fully integrated mobile app.
2. Experience in hosting events with 1,000+ attendees and 8+ concurrent sessions.
3. Demonstrated flexibility with deadlines and last-minute changes.
4. Knowledgeable technical support prior to and day of live events with a demonstrated ability to quickly and creatively solve problems.
5. Overall cost and outlined savings opportunities.

6. Knowledge and experience of working with federal government funded programs and staff.
7. Knowledge and experience of working with youth and young adults as planning partners and presenters.

Address your questions and responses to Nicole MacNeill at nicole@youthcollaboratory.org

DEADLINE FOR INQUIRY MEETINGS: 8/15/2025
DEADLINE FOR ALL RESPONSES: 8/19/2025
ANTICIPATED DECISION: 8/26/2025