

## **Request for Proposal**

### **Hotel & Conference Space for Adult Learner Summit RFP**

Issued by:

The Michigan Center for Adult College Success (The Center)

Issue Date:

Dec. 2, 2025

#### **1. Introduction**

The Michigan Center for Adult College Success (The Center) is seeking proposals from qualified hotels and conference centers to provide overnight accommodations and conference space for the Adult Learner Summit that The Center plans to host in February 2026.

The summit will be a two-day event located in Detroit, MI.

#### **2. Background**

The Center is looking to host its first Adult Learner Summit in Detroit this coming February. The event will provide an opportunity for colleges and universities across the state to discuss innovative methods to boost adult learner enrollment, persistence, and completion efforts on their campuses.

The summit will feature presentations from national experts and opportunities for participants to share the work they are doing at their own campuses to better serve adult learners. Additionally, the summit will feature our MI-LEARN Design Lab participants and our Innovation Investment Award recipients.

#### **3. Scope of Project Work**

The selected vendor must be able to host a two-day conference for up to 100 individuals and provide lodging accommodations. The event will require a main conference room that can host the entire attendee list, as well as offer multiple breakout rooms. Catering for breakfast, lunch and snacks are required.

The Center would also like to host a reception in the evening of the first night in a space that can accommodate the entire guest list and provide space and appropriate A/V equipment to highlight work by the participants. Light appetizers and cash bar is a minimum requirement for this reception.

#### **Deliverables**

- Hotel accommodations for up to 100 guests
- Conference space that can hold up to 100 participants
- Additional rooms that can serve as break out rooms to accommodate up to two simultaneous breakout sessions
- A/V equipment for presentations
- Breakfast, lunch and snack break catering

- Evening reception space with catering options for light snacks and cash bar, A/V

#### 4. Bid Selection Timeline

**Solicitation Issue Date:** Dec. 2, 2025

**Proposal Submission Deadline:** 5pm ET on Dec. 9, 2025

**Vendor Selection:** No later than Dec. 12, 2025

**Contract Execution:** No later than Dec. 18, 2025

#### 5. Selection Criteria

Proposals will be evaluated based on:

- Experience hosting conferences
- Room availability and capacity to meet needed space
- Ability to meet A/V needs
- Feasibility of timeline and cost-effectiveness

#### 6. Budget

The anticipated budget for this project should be under **\$100,000**, inclusive of rooms, food and conference space. Vendors should submit a detailed cost breakdown.

#### Submission Requirements

Proposals should include:

- Executive summary and understanding of project goals
- Proposed technical approach and project timeline
- Team qualifications and examples of similar past work
- Detailed budget, including staff time and deliverable-based pricing
- References from similar work (preferred)

#### Submission Instructions

Submit bids electronically to Jeremy Hendges ([j.hendges@talentfirst.net](mailto:j.hendges@talentfirst.net)) by 5pm ET on Dec. 9, 2025

#### Contact Information

For any questions or further information, please contact:

Jeremy Hendges

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