



REQUEST FOR BID (RFB)

Hotel Accommodations and Meeting Space

Wisconsin Association of the Deaf (WAD) – 2027 Biennial Conference

RFB Issued on September 25, 2026

1. Introduction and Purpose

The Wisconsin Association of the Deaf (“WAD”), a Wisconsin non-profit organization, is soliciting bids from qualified hotel and conference facilities to provide sleeping rooms, meeting space, and related services for its **2027** Biennial Conference (the “Conference”), held every odd-numbered year. This Request for Bid (“RFB”) describes WAD’s anticipated needs. Interested facilities are invited to submit a written response using the accompanying RFB Response form.

1.1 About WAD

- Mission: “We believe all deaf people can embrace who they are, can define their future, and can change the world.”
- Vision: “Preserve, protect, promote and advocate for the civil, human, cultural and linguistic rights of deaf, hard of hearing, and deaf-blind individuals in Wisconsin”
- Tax-Exempt: WAD is an IRS 501(c)(3) non-profit organization and holds a WI sales tax exemption certificate.

1.2 This RFB is being distributed through local Convention and Visitors Bureaus (CVBs) serving candidate regions, who will forward it to eligible member hotels and venues. **Overnight sleeping rooms must be available on-site or at a nearby partner hotel.** Full-service hotels able to provide both sleeping rooms and meeting space are welcome to bid. Meeting-only venues (e.g., conference centers or corporate meeting facilities without on-site lodging) are also eligible to bid, provided they can identify a nearby hotel able to supply the required sleeping-room block; bids from meeting-only venues should include the name of the partner hotel and its proximity to the meeting venue.

WAD is currently confirming final dates and program details with its Board, and reviewing the WAD Bylaws and Policies & Procedures Handbook for applicable scheduling requirements; the requirements below reflect our best current estimate and **remain subject to change** following internal review. A revised or finalized RFB may be issued after that review. Bidders should identify any items in this RFB that would materially affect pricing if the estimates change.

2. Conference Overview

Event	Wisconsin Association of the Deaf – Biennial Conference (held every odd-numbered year)
Theme	<i>150 Years Strong: Our Legacy. Our Voice. Our Future.</i>
Proposed Dates	A Friday–Saturday in June, July, or August 2027 , avoiding Father’s Day weekend, the Independence Day (July 4th) weekend, and the Labor Day



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	weekend. <i>Exact dates TBD, to be determined upon selection of the proposed response.</i>
Proposed Venue / Region	Open — dependent on responses to this RFB. Being canvassed via local Convention and Visitors Bureaus (CVBs). Dane, Rock, Green , and southern Sauk counties are being canvassed.
Estimated Attendance	Approximately 150 attendees

3. Instructions to Bidders

1. Bidders must complete and return the attached WAD Hotel RFB Response form in full. Incomplete responses may not be considered.
2. Responses may be submitted by mail, online or email (see Section 7, Submission and Contact Information).
3. Bidders should clearly note any conditions, restrictions, or attrition/cancellation terms that apply to the rates or space quoted.
4. WAD reserves the right to accept or reject any or all bids, to negotiate terms with any bidder, and to award headquarters, overflow, and any additional hotel designations at its sole discretion.
5. Submission of a bid does not obligate WAD to enter into a contract with the bidder.

4. Scope of Requirements

WAD anticipates the need for the following categories of hotel accommodations. Facilities may bid on one or more categories. Room counts, dates, and meeting-space needs below are preliminary and marked for confirmation.

4.1 Headquarters Hotel

The Headquarters Hotel will house the WAD Board, Conference staff, and serve as the primary site for Conference meetings. WAD requests the following:

- A complimentary continental breakfast for all overnight guests is preferred.
- Room charges and incidental fees for general attendees are the responsibility of the individual attendee.
- WAD will pay directly for sleeping rooms designated for Board officers and Conference staff only (marked with an asterisk * in the room block table below). General attendees are responsible for their own room charges unless otherwise noted.
- WAD will pay for meeting space and any food and beverage minimums associated with WAD-sponsored meetings.

Room nights run Thursday through Saturday, with check-in on Thursday (some attendees checking in Friday) and check-out on Sunday.



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	Sleeping Room Needs
*	Board Officers – 5 rooms, 2 Queen beds each, check-in Thursday, check-out Sunday (Master account)
*	Conference Staff – 5 rooms, 2 Queen beds each, [TBD dates] (Master account)
	General Attendees – up to 300 total room-nights, Thursday–Saturday (some check-in Friday), check-out Sunday

Meeting Space Needs

	Meeting Space
*	Board Meeting – [TBD day/time], up to 25 people
*	Executive Committee Breakfast (Board transition meeting) – Sunday, 10:00 a.m.–2:00 p.m., up to 20 people, seated in rounds of 5 — may be held at the sleeping-rooms hotel
*	Thursday Icebreaker Session – stage, A/V, cash bar, hors d'oeuvres; high-top tables and some rounds of 6–7 — may be held at the sleeping-rooms hotel
*	Friday Morning Plenary Session (Opening) – theater seating, stage, A/V, break station
*	Saturday Banquet (Closing) – buffet, rounds of 6–7, stage, cash bar, A/V
*	General Membership Meeting – [TBD day/time], up to 150 people, refreshments/break requested
*	Additional Meeting/Session – [TBD day/times], up to 3 breakout rooms, up to 50–75 people, water station
	Exhibit Hall – up to 10 booths with skirted tables, 2 chairs, electrical
	Miscellaneous: Registration area (2 skirted tables, 4 chairs, wastebasket)
	Miscellaneous: A work/break room for up to 25 people — used as a break/work room for Committee, Speakers, and interpreters during the conference; water station, break requested (optional)

Note: Standard banquet-style seating is typically rounds of 8; because our attendees are Deaf and communicate via sign language, additional space between seats/place settings is needed at each round to allow for clear sightlines. Please do not use tall centerpieces, as they block sightlines needed for sign language communication.

Note: If a bidder is a meeting-only venue partnered with a nearby sleeping-rooms hotel (see Section 1), the Thursday Icebreaker Session and the Sunday Executive Committee Breakfast (Board transition meeting) may instead be held at the partner hotel rather than at the meeting venue.



4.2 Overflow / Alternate Hotel(s)

If the Headquarters Hotel rate exceeds a comfortable range for general attendees, WAD may also solicit bids for one or more lower-cost overflow hotels within [TBD, e.g., 10–15] miles of the Headquarters Hotel or Conference venue. Overflow hotels should also offer a complimentary continental breakfast. All room charges at overflow hotels remain the responsibility of the individual attendee; WAD assumes no financial responsibility for these accommodations.

5. General Terms

- Rates quoted should be held firm through the response deadline and, if selected, through the Conference dates.
- Bidders should disclose any attrition clauses, cutoff dates, rebates, and applicable taxes/fees. Reminder, WAD is a non-profit organization and is tax-exempt in Wisconsin.
- Complimentary staff/comp rooms, if offered, should be noted (e.g., 1 comp room per 30-40 rooms picked up, per industry standard).
- Availability of a group rate cutoff date, ADA-accessible rooms, on-site or shuttle parking, and wireless internet should be indicated on the Response form.

6. Bid Evaluation

WAD will evaluate bids based on room rates, proximity to the Conference venue, meeting space adequacy, accessibility accommodations, breakfast/amenity offerings, and overall value. WAD reserves the right to request a site visit or additional information prior to making a final selection.

7. Submission, Deadline, and Contact Information

Completed RFB Response forms and any supporting materials may be submitted by mail, online or email to:

Andrea Hoeft-Schneider, Secretary
Wisconsin Association of the Deaf
P.O. Box 141
Greendale, WI 53129

Email: secretary@wisdeaf.org

Online: <https://visit.wisdeaf.org/2027rfbr>

Deadline to submit: Thirty (30) days after the RFB issue date (earlier submissions are encouraged).

Questions regarding this RFB should be directed to the contact above.