

ACYPAA Bidding Requirements

- 1.** The Roundup can be held during the months of February, March, or April, with the preference being in February.
- 2.** Three AA members, but not limited to three, must represent the bidding group.
- 3.** The Bidding Committee must have commitments from at least two (2) meeting facilities (usually hotels), including dates showing availability of banquet and speaking rooms in the facilities. Beverage, banquet, lodging prices, sliding scale and room blocks are to be included in the bid and should be considered when choosing potential sites.
- 4.** Arrangements for uniformed professional security coverage at the Roundup site will be provided by the bid committee's arrangement for a licensed security agency. The description and estimated cost for the security coverage must be included in the bid.
- 5.** The bid committee is to provide a permanent mailing address for the Roundup in the form of a Post Office Box.
- 6.** Two statements of support, one from the local AA Intergroup or regional equivalent and one from the Area Assembly and/or District, are to be included in the bid package.
- 7.** The bid committee will be required to demonstrate its financial capabilities within the Traditions of AA as a whole, being directly involved in any activity from which revenues are generated.
- 8.** The bid committee will provide a list of all large scale AA events in their area within a sixty day period before and a thirty day period after the proposed Roundup date.
- 9.** The new Host City must agree that all proceeds, after expenses and donations to local service structures, are to be turned over to the ACYPAA Advisory Council for distribution. The Host City is permitted to donate up to 20% of the proceeds to their local service structure.
- 10.** Bidding committees are to provide 15 complete copies of their bids to the Advisory Council Chairperson by 3:00 PM the Friday of the Roundup, but no bids will be rejected.
- 11.** The bid committee must provide a concise statement illustrating the need, as they understand it, for the Roundup in their area.
- 12.** Each committee will be given a maximum limit of 20 minutes for the presentation of the Bid Requirements.

