Apache Software Foundation
ApacheCon Conference Management
Request for Proposals

Date issued: *Friday, 27 July 2001.*
Bids due: *Close of business (COB) EDT on Friday, 10 August 2001.*

1. Objective.

The Apache Software Foundation (hereafter referred to as 'ASF' or 'Foundation') seeks a company to produce and manage its technical conferences, and issues this Request For Proposals ('RFP') to solicit bids from interested companies or organisations.

Please submit all bids via e-mail to:

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<rfp@ApacheCon.Com>
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Bids must be received by close of business (COB) EDT on Friday, 10 August 2001.

2. About The Apache Software Foundation.

The Apache Software Foundation is a non-profit U.S. corporation which develops open software for distribution to the public at no charge. The software developed by the members and contributors of the ASF is in use at millions of locations around the world. The Foundation hosts many different development projects.

3. Overview.

As the ASF software projects are all very active and in continuing development, and have users world-wide, the ASF wants to hold conferences twice annually. At these conferences information about the projects is shared with and by users. To date, the ASF has held three such conferences, and is seeking a conference management company (hereafter 'Management Company') with which to contract in order to continue this activity.

3.1. Conference Goals.

The ApacheCon conferences are intended to serve a number of purposes, including but not necessarily limited to:

- Offering the highly-distributed Foundation members and developers an opportunity to get together for face-to-face development

- Providing the Foundation an opportunity to share and teach information about its software.

- Giving users of the Foundation's software a place in which they can learn more about the software, share their own experiences and insights, and potentially get involved in its development.

- Generate revenue to offset the operating expenses of the ASF and provide funding for furthering its goals.

3.2. Conference Background.

3.2.1. Conference Programme and Schedules.

Past ApacheCon conferences have consisted of three-to-four concurrent tracks of technical presentations over a span of two-to-three days. Presenters have been drawn from both the project development and user communities. Ad-hoc, informal ('birds-of-a-feather' or 'BOF') sessions have allowed delegates to get together and discuss topics that were not formally scheduled, or to continue discussion of highly-popular scheduled topics.

Information about past programmes may be found on the Web site at

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http://ApacheCon.Com/
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Choose the appropriate link from the left sidebar.

NOTE: The programme for the ApacheCon 2001 Europe conference that was to be held in Dublin, Ireland, in October 2001 has already been selected. The Foundation's intent is to use as many of those presentations as possible for the next ApacheCon, so a CFP may not be necessary.

3.2.2. Exhibit Hall ('Expo').

Every ApacheCon conference to date has included an exhibit floor, where vendors of products and services related or complementary to Foundation packages, or of potential interest to delegates and attendees, may display and demonstrate their wares.

3.2.3. CFP Response.

Call for Participation (CFP) periods have typically been 30-to-60 days in duration, beginning roughly 6 months before the conference. Typically two or three times as many proposals have been received as there have been time or slots in the schedule.

3.2.4. Conference Attendance.

The total number of attendees (delegates and expo visitors) has ranged between 650 and 1200.

3.2.5. Information Concerning Past Management Company Functions.

Stewart Quealy, formerly associated with Camelot Communications, Inc., has placed himself at our disposal and is available to answer questions about the Management Company side of ApacheCon conference production. He may be contacted at

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<stewq@Yahoo.Com>
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4. Compensation.

4.1. General Compensation Policies.

Where financial compensation or expense coverage is involved, it is to be handled in such a way as to impose as little financial burden on the compensated/covered party as possible.

In general, this means:

- lodging expenses will be direct-billed,

- travel will be pre-paid, and

- fee cheques will be prepared in advance and presented as closely following the completion of the contracted activity as is possible (example: a speaker who has fulfilled his speaking obligations is to receive his fee before he leaves the conference).

In those cases for which reimbursement (rather than direct coverage) is unavoidable, the recipient shall be reimbursed within ten (10) business days of expense receipts having been received.

4.2. Speaker Compensation.

As users and developers of ASF software are often volunteers and frequently do not have corporate backers, ApacheCon policy has been to ensure that presenting at the conference imposes no financial burden on its speakers. Consequently the practise has been to pay all speakers a fee according to the number of hours of presentation given, and to cover their travel and lodging expenses as described in Section 4.1.

4.3. Planner Compensation.

Similar to the speakers, the Foundation conference committee members provide their time and expertise on a voluntary basis. Covering their expenses relating to this function, such as lodging and travel to conferences, site visits, and scheduling meetings, is to be considered a normal conference expense and handled as described in section 4.1.

5. Registration Fees -- Special Cases.

Due to the value of their contributions, certain individuals are to be granted full registration fee waivers. This includes all Foundation members, and such limited additional persons as the ASF may specify on a conference-by-conference basis.

6. Proposal Requirements.

6.1. Restrictions.

The Foundation regards privacy as a very serious matter. Data collected about delegates, interested parties, Foundation members, sponsors, or others during the production of the ApacheCon conference WILL NOT be shared or sold. All such data collected will be the property of the Foundation, and licenced to the Management Company solely for use in the promotion of the ApacheCon conferences.

6.2. Risk.

The ASF is a non-profit organisation and has no ability to assume any portion of the financial risk of conducting a conference. As a consequence, the Management Company must be prepared to assume all financial risk and liability.

6.3. Responsibilities.

The responsibilities of the Management Company include the planning, marketing, and production of the conferences, and oversight of tactical and logistical issues concerning them.

The responsibilities of the Foundation include the selection of the technical programme for each conference, and oversight of strategic issues concerning the conferences. The Foundation is represented by its Conferences Committee, which is composed of five (5) persons.

7. Benefits to the Management Company.

The Management Company will be entitled to a major portion of the profits from any successful show.

During the term of the contract, the Management Company will be the exclusive producer of the only official Apache conference to be licenced by the Foundation.

8. Term and Continuance.

The initial term of agreement between the ASF and the Management Company will be for two (2) conferences. If the first conference is agreed by all parties to be a success, then the ASF and the Management Company may enter into discussions to negotiate an extension of the contract for a longer term.

9. Additional Information.

Please direct questions or requests for additional information to the Foundation *via* email sent to

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<rfp@ApacheCon.Com>
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Answers and responses may be made available to all interested parties at the discretion of the Foundation.