

FAQ - About RFP for BMM Convention 2026

1. Can mandal submit the RFP response earlier than the timeline given?

Yes, a completed RFP can be submitted before the deadline of March 15, 2024.

2. What if Mandal has questions about RFP?

Mandal should send their questions via email to the 'officer' email id mentioned in the RFP. All questions should be in writing via email.

3. What is the process after the RFP submission?

BMM will set up an evaluation and selection panel. After the March 15th deadline, the panel will review the RFPs, request further information from the Mandals as well as an interactive presentation may be requested from the mandal as required.

4. What is the date the decision will be made and informed to the winning mandal?

Though the exact date is not yet decided, the decision is expected by the end of May 2024 or early June 2024. This will give enough time for winning mandal to prepare when they arrive at the convention.

5. What is expected from the winning Mandal at the convention?

<< Sandeep to suggest answer >

6. Should Mandal provide any other documentation in addition to what is asked in RFP?

To have consistency across mandals in the RFP responses and not have different types of contents, only the RFP as distributed to all mandals will be considered in the evaluation process. If BMM requires any additional information during the evaluation process, the request will be sent to the mandal accordingly. Hence submit the RFP response as requested based on the RFP format and contents.

7. Can there be changes to the RFP after winning the convention award?

The RFP is binding and CANNOT be changed after it is awarded to the mandal. If there are compelling reasons for any changes then the Mandal and BMM will need to review, discuss, and agree for the changes.

8. As the Mandal EC may change during 2024-26, can we allow the Convention Team that Mandal plans to create to sign the RFP in place of current EC signing.

The RFP represents the Mandal (and not just current EC) i.e., the mandal is committing for next two years of commitment. Current Mandal EC should ensure all the involved parties are onboard at the time of submission of RFP. Hence current Mandal EC should sign in the respective location in the RFP response. Internally the Mandal may want to gather commitment from the other convention team members for their own records.

9. It will be difficult to get signatures from the sponsors 2 years in advance. Would a letter of intent (LOI) from sponsors be acceptable instead of a signature on the form?

Convention is a big task, commitment and is a significant financial responsibility for the Mandal. In fact, for the benefit of Mandal, sponsorship needs to be committed even during the RFP process. The Mandal and their sponsors need to be on the same page about the funding requirements, funding sources and the proposed budget along with other terms in the RFP response. Assuming Mandal wants the letter of intent to be signed by the potential sponsors as a form of commitment, a signature on an RFP is the same. Mandal additionally can gather letters of intent to include further details they want internally for their own records.

10. What are the expected sources of funds to be listed in the RFP response.

Financial details are very important for preparing for the convention. It should include sources of funds of major types with estimated amounts as well as significant items of estimated expenses. Mandal should provide high importance to financials which is the single most important driver of a successful convention.

11. What is the latest date to backout of the awarded convention by the winning mandal?

There must be a genuine reason for backing out of an awarded convention. The winning Mandal must provide BMM the detailed documentation in support of proposed withdrawal. BMM will review the documentation and the reasons for such backout and conduct meetings, as required, with the winning Mandal. BMM will be the final authority to decide if the awarded convention can be withdrawn. Mandal can propose a backout only until 11/31/2024 with agreement for an unconditional payment of \$10,000 to BMM. It takes almost two years to plan, prepare and execute a successful convention and hence there needs to be enough period for the backup mandal to step in. After the above date, Mandal must execute the convention based on agreed terms with complete responsibility and liability of all aspects of the convention.

12. Will there be a backup winning mandal and how many?

Yes, there will be a total 2 mandal short listed by the selection panel with 1st being the winning mandal and the second mandal as the backup. The backup mandal will be asked to conduct the convention based on their submitted RFP once BMM agrees with the withdrawal from winning mandal.

13. Will there be a convention committee set up to manage, control and execute the planning, preparations, and execution of the convention.

Yes, a BMM Convention Committee (BCC) will be set up for the above purpose. BCC will include 5 members from BMM and 5 members from the winning Mandal. BCC meeting guidelines and protocols and scope must be defined, documented and established no later than October 31st, 2024, with a mutual agreement of the execution of BCC between BMM and the winning Mandal. The BMM President will chair the BCC and BMM Secretary will be responsible to set up agenda and minutes and BCC meetings.

Typically, each week there is a BCC meeting starting 1st January 2025 until a month after the convention ends.

14. Will the decision be conveyed to other mandals who do not win and will the reasons be provided?

<< Sandeep to suggest answer >

15. Who will sign the non-disclosure agreement (NDA) from the BMM team that they will not share Mandal confidential RFP information with anyone except selection panel members.

There is no formal NDA because it is expected that the RFP response process and RFP responses are always treated as confidential by BMM and by the mandals.

16. What is the purpose of the Terms and Conditions in the RFP that Mandal has to review and agree?

Convention is a big commitment. It is better for Mandals to know what the terms and conditions are, at the time of submission itself so that there are no misunderstandings later. Upon submission of the RFP, the terms and conditions described in the RFP are binding to mandal and BMM. After awarding the convention, if there are any operational aspects that need to be agreed between BMM and Mandal, the respective teams can coordinate for such additional documents and agreements. But at a minimum, the RFP describes the basic and mandatory terms and conditions.

<< Add more questions, if any >>