



July 2, 2024

The Mathematical Association of America is seeking proposals from colleges, universities, or other qualified venues to host our 2025 summer Mathematics Olympiad training program. Since 1974, the Mathematical Olympiad Program (MOP) has brought together the most talented high school students from across the United States and the world for an intensive 3 week program where highly qualified instructors prepare top-scoring students for the most prestigious international mathematics competitions. In addition to mathematical preparation, this program builds community among students, many returning year after year, by including opportunities for students to socialize and enjoy recreational activities with peers who share their passion.

Students are selected for MOP through a series of qualifying examinations that begin with the MAA's American Mathematics Competitions. Attendees include both the current International Mathematics Olympiad (IMO) team and well as other top scorers on the USA Mathematics Olympiad exam and other team selection tests. International students may also be invited from the highest scoring countries in the previous year's IMO.

The Mathematical Association of America selects instructors for this program who can provide an enriching and meaningful experience for these highly qualified and motivated students. Many academic staff participated in the program in their youth and have experience coaching students for competitive mathematics programs. The MAA additionally hires a residential director and residential assistants to oversee the logistics of students' stays on campus and attend to non-academic needs that may arise.

If your institution is interested in partnering with the MAA to continue the success of this long standing program by hosting some of the world's top mathematical talent, please see the attached request for proposals for submission instructions. We look forward to receiving your proposal.

Sincerely,

Audrey Malagon, Ph.D.
Senior Director for Programs
Mathematical Association of America



Request for Proposals: Mathematical Olympiad Program

amalagon@maa.org

Title of Program:	Mathematical Olympiad Program (MOP)
Program Dates:	June 3-25, 2025
Submission Format:	Via email to amchq@maa.org
Submission Deadline:	August 31, 2024

1. Introduction

The Mathematical Association of America (MAA) is seeking proposals from qualified venues to host our summer Mathematics Olympiad training program. The program provides intensive training to talented mathematics students June 3 through June 26, 2025 in a residential setting. This RFP outlines our requirements and expectations for hosting this event.

2. Event Overview

Event Dates : June 3 - June 25, 2025 (arrival of staff and early arrival students on June 1)

Duration : 23 nights for attendees, 24 nights for residential and some academic staff

Number of attendees: Approximately 60-80 students plus residential and academic staff, maximum of 120-130 participants on peak nights

Event Description:

Approximately 60-80 students plus residential and academic staff participate in this event to train students for international mathematics competitions, including the International Mathematical Olympiad (IMO). Students are selected based on top performance on qualifying examinations. The atmosphere is collegial and supportive as students learn and train and enjoy recreational activities together. The ideal location will have lodging, classroom and meeting space and meal space within walking distance. Additional facilities for recreation or entertainment within walking distance are a plus.

3. Venue Requirements

Meeting Rooms: Minimum 5-6 rooms daily, including at least 4-5 classroom-sized rooms that include adequate chalkboard or whiteboard space for collaborative mathematics work and instruction. Auditorium-sized room for assemblies should accommodate students for testing and events. Ideally auditorium space will seat all students with at least one seat in between for testing.



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Restroom facilities: Meeting rooms should be near restrooms including gender neutral bathroom facilities.

A/V Equipment: Projectors and screens in classrooms and microphones for auditorium -sized rooms. Please describe the availability of IT support during the program.

Staff Office: At least 1 classroom or office space designated for staff office space for the academic director and assistant director.

Dorm Accommodation: At least 100 dorm rooms per night from June 1 to June 25 for students and residential staff, including gender neutral housing and bathrooms . Please include costs with and without linens and details about the availability of housekeeping, trash removal, and maintenance. Also include any age requirements for students staying in dorms.

Lounge Space: Space in residential area for informal socializing, board games, etc especially in the evenings

Meal Services: 3 meals per day (breakfast, lunch, dinner). Brunch on weekends is acceptable.

Theater or performance space: During the last academic evening, there should be a space for the end of event talent show performance available for approximately 3 hours.

4. Additional Services and Requirements

Parking: Provide details regarding parking availability, including any fees associated with parking for visitors and staff.

Laundry Access: Provide availability of laundry facilities and any associated costs or limitations.

Move-in/Move-out procedures: Provide details about availability of moving carts, parking for move-in and any requirements for students moving in and out of dorms

Insurance and Background Checks: Detail any requirements for vendors, staff, or contractors regarding insurance coverage and background checks . The MAA typically obtains special event insurance for this program and requires background checks for staff working with minors.

Security: Please provide an overview of campus security (gated campus, security patrols, keycard only access to academic buildings, etc).



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5. Proposal Submission

Proposals should include

Description of venue capabilities, including meeting rooms, accommodations, A/V equipment, dining facilities, parking, and laundry access addressing all details above.

Breakdown of costs for meeting rooms, hotel rooms, A/V equipment, meals, parking fees, and laundry services. Please provide separate pricing for early arrival staff and students.

Experience hosting similar events including references where applicable.

6. Proposal Evaluation Criteria

Proposals will be evaluated based on:

- Suitability of venue and facilities
- Pricing competitiveness
- Experience with hosting educational programs
- Quality of proposed A/V equipment and technical support
- Food and beverage options and pricing
- Compatibility with MAA mission, values, and goals for the program

7. Submission Guidelines

Proposal review will begin immediately but all proposals should be submitted no later than August 31, 2024. Please submit proposals electronically to amchq@maa.org

8. Timeline

- RFP Issuance Date: July 2, 2024
- Proposal Submission Deadline: August 31, 2024
- Vendor Selection: Anticipated September 2024
- Contract Negotiation: No later than December 31, 2024

9. Contact Information

For inquiries and submission of proposals, please contact:

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