



Request for Proposal

Mid-Ohio Regional Planning Commission

Proposals Due: February 27, 2009

Submit To: Mid-Ohio Regional Planning Commission
111 Liberty Street, Suite 100
Columbus, Ohio 43215

Attention To: Pia Brady
Senior Communications Coordinator

RFP Purpose: 2009 Audio Visual Services

Overview

The Mid-Ohio Regional Planning Commission (MORPC) is soliciting proposals from experienced qualified audio visual providers to design, install, and configure complete services for MORPC's "State of the Region" annual conference and the "Clean Air Fair."

MORPC is a voluntary association of over 40 local governments serving a 12-county area in central Ohio. A catalyst for regional change, evidence of MORPC's work is seen every day through planning and programming in the areas of housing, transportation, water and air quality, land use, economic development, environmental and public policy. MORPC is a 501(c) (3) non-profit organization and a political subdivision of the State of Ohio.

Scope of Work:

This proposal will address audio visual support services required for the two events.

1) State of the Region

MORPC will hold its 2009 Annual Meeting entitled "*The State of the Region*" on Thursday April 30, 2009 in the Hyatt Regency Columbus Ballroom beginning at 11 a.m. The purpose of the meeting is to inform and inspire the approximately 1,200 attendees who are important constituents of MORPC about the mission, progress and aspirations of the organization. Specific live presentations will include several recognition awards and a key note address. Lunch will be served.

Specific services included are preproduction planning and the staging of the event including audio visual equipment, a draped proscenium and labor.

Preproduction

The event and program content require coordination, planning, creative development, vendor management and technical considerations. As the core component of successful event planning expert management of preproduction and coordination is critical. The allowance of time for the producer is estimated to be sufficient in order to complete the successful event as described.

Preproduction/ Event Consultation:

Not to exceed \$ 250.00

Live Event Production

MORPC's "*State of the Region*" will be held in the Hyatt Regency ballroom. Guests will arrive and gather for registration in the atrium area outside the ballroom entrance. At 11:00 a.m. the doors will open and guests will enter the ballroom. The event will conclude by 1:15 p.m. The following budget will address stage and audio visual equipment set-up to enable the live event including music, draped proscenium, rear screen projection of speakers and live presentation capabilities.

Live Event Production:

Event Production Not to Exceed

\$6,000.00

2) Clean Air Fair

MORPC will hold its 2009 Clean Air Fair from 11 a.m. to 1 p.m. on Tuesday May 5, 2009 at the Battelle Plaza (corner of Nationwide Boulevard and Front Street) in the Arena District. The purpose of the event is to engage downtown employees in activities and discussions with local organizations emphasizing the importance of clean air, energy and transportation. By providing resources and simple pollution-reducing behavior changes, downtown employees can enjoy a unique lunch break with a lasting effect.

Specific services included are preproduction planning and the staging of the event including audio visual equipment and labor.

Live Event Production

Services will address stage and audio visual equipment set-up to enable the live event that includes the following:

1. Radio station CD101's ice cream truck will be located on the plaza, with a sound feed playing music for the attendees.
2. The presentation of the Clean Air Awards will take place at noon. Three individuals, businesses and/ or organizations will be recognized for their outstanding leadership in improving air quality in central Ohio.

The cost for these services shall not exceed \$1,000.

Live Event Production Equipment:

- PA audio system
- 4' X 4' riser w/stairs and skirt (8' X 8' configuration)
- Wired podium microphone
- Carpeted podium
- 10' tent to surround stage

(Please note that the equipment to be used is not limited.)

Selection Criteria and Process:

MORPC staff will review and evaluate the proposals and may conduct oral interviews in addition to the written proposal. Evaluations will be based on the following factors:

A. General Quality and Responsiveness of the Proposal

- i. Responsiveness to the terms, conditions and performance
- ii. Completeness and thoroughness of the proposal
- iii. Grasp of the scope of services to be performed, and the technical approach used.

B. Qualification and Experience of Firm and Personnel

- i. Evidence of good organizational and management practices
- ii. Qualifications and experience of key personnel
- iii. Experience and past performance of firm

Time Schedule for RFP

Issue solicitation	February 10, 2009
Proposal submittal deadline	February 27, 2009
Complete review of proposal	March 4, 2009
Award contract	March 6, 2009

Inquires

Any questions pertaining to this RFP should be directed to Sr. Communications Coordinator, Pia Brady, at (614) 233-4130 or email pbrady@morpc.org.

Proposals Requirement:

Proposals should respond to all requirement of the RFP to the maximum extent possible. The vendor is asked to clearly identify any limitations or exceptions to the requirement inherent in the proposal. Alternative approaches will be given consideration if the approach clearly offers increase benefits to MORPC.

Offers should not include any unnecessary elaborate or promotional material. Lengthy narratives are discouraged, and presentation should be brief and concise. Utilizing the format below will aid in the evaluation of your proposal. The proposal shall include the following:

1. **Understanding Scope of Services** – Please describe your understanding of the services to be performed and/or the product to be provided.
2. **Experience and Qualifications** - A response detailing an approach to the scope of work. Also please list similar services successfully accomplished within the last 3 years.

3. **Key Personnel** – Please provide names and qualification of key personnel that may be assigned to the project, if any, in addition to primary contact person.
4. **References** – Provide list of references, minimum of 5 each from both past and current clients within the last 3 years. Please verify accuracy of contact information.
5. **Fee Proposal** – Include the following in Proposal:
 - Itemized and total bid for all equipment and accessories requested and/or recommended
 - Total miscellaneous charges and or taxes, if any.

Proposal Submittal Guidelines

Applicants are required to submit original and 5 copies of the proposal in a sealed envelope unless they prefer to email their proposal.

All proposals shall be submitted by February 27, 2009 in a sealed envelope and addressed to Pia Brady, Sr. Communications Coordinator, Mid-Ohio Regional Planning Commission, 111 Liberty Street, Suite 100, Columbus, Ohio 43215. Email submissions may be sent to pbrady@morc.org.

General Terms and Conditions

All creative content provided by the audio-visual service provider is considered intellectual property and provided to MORPC in good faith. After acceptance of contract and payment of initial deposit a work schedule and timeline will be developed and mutually agreed upon.

Payment terms of the project require a deposit of 1/3 at least 30 days prior to the event date with the balance, including any additions, due following the completion of the event. Variance to the scope of work or deliverables as detailed in this proposal will be subject to renegotiation.

Invoices are due upon receipt. Account balances over 30 days past due are subject to an additional and a cumulative 2% monthly finance fee.

We agree to these general Terms and Conditions:

Client Signature: _____ **Date:** _____

Client Signature: _____ **Date:** _____

Producer: _____ **Date:** _____