



SUBJECT: MULTI-CULTURAL FESTIVAL(S)

DUE DATE & TIME: September 10, 2009 AT 2:00 P.M.

MANDATORY PRE-PROPOSAL MEETING:

August 26, 2009 at 10:00 a.m.

City Hall – 17011 NE 19th Ave

2nd Floor City Council Chambers

SUBMIT TO: CITY OF NORTH MIAMI BEACH

Procurement Management Services,

Attn: Brian K. O'Connor, C.P.M., A.P.P.

ROOM 315

17011 N.E. 19th AVENUE

NORTH MIAMI BEACH,

FLORIDA 33162

RFP NO:

2009-21

United States
Census
2010



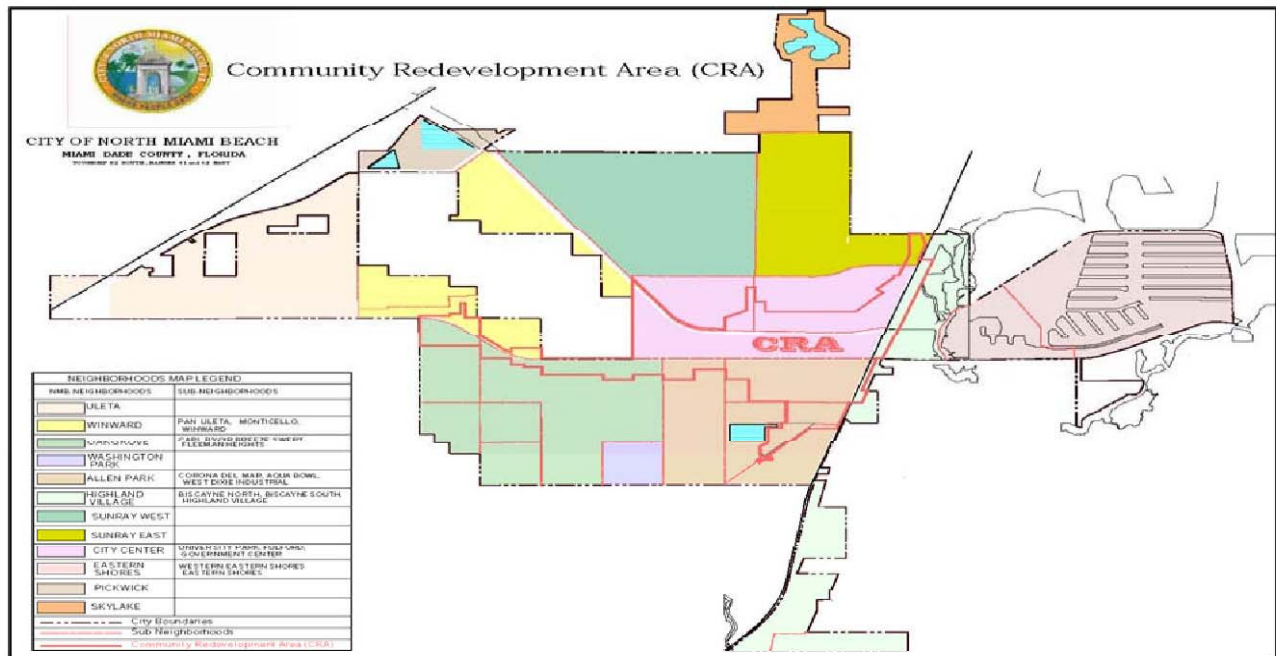
IT'S IN OUR HANDS

www.census.gov/2010census

SCOPE

OVERVIEW

The City of North Miami Beach will co-sponsor one or more Multi-Cultural Festivals by providing monetary grants and use of City facilities. It is hoped that through these events, the City and its residents will achieve a spirit of togetherness throughout the North Miami Beach community and surrounding communities throughout Miami-Dade County. The festivals shall take place within the CRA limits of the City of North Miami Beach, at the Senator Gwen Margolis Amphitheater located at 16501 N.E. 16th Avenue, North Miami Beach, Florida. Please note, the Senator Gwen Margolis Amphitheater is an outdoor facility and no specific capacity limits can be provided. The actual capacity permitted shall be determined on a case-by-case basis by the fire department and appropriate City officials depending on the event(s) proposed.



GRANT/ EVENT PARAMETERS AND REQUIREMENTS

Target Population: Residents and businesses within and around the City of North Miami Beach.

Grant Award Amount: The **Community Redevelopment Agency “CRA”** has earmarked \$22,000 to provide grant(s). The grant amount(s) awarded may be up to \$5,000 in cash and must be on a reimbursable basis only (no advances will be granted) all descriptive, relative and reasonable receipts must be provided before reimbursement is paid. The City will provide up to \$6,000 in expenses for in-kind services and will not remunerate for any unused in-kind services. The City of North Miami Beach reserves the right to award to multiple organizations and to allocate the grant funds in the best interest of the City. The Senator Gwen Margolis Amphitheater current rental rates are \$1,650 per day, the City will additionally be waiving the cost of the rental of this facility.

Payment Requirements/Use of City Facilities: Fees for the use of City facilities shall be waived. However, proposers shall be responsible for the payment of all costs for City services utilized such as sanitation, maintenance, setup, cleanup, police, security, and sound equipment. The costs for City services may be deducted from the grant amount awarded or may be paid directly to the City. Each awarded proposer shall be required to sign a contract prior to the event proposed. The City shall provide an estimate of the costs for City services. This amount shall be reserved or directly deducted from the total grant amount. The balance of the grant amount may then be paid to the awarded proposer(s) upon submitting proof of approved expenses (receipts or invoices) to the City. The awarded proposer(s) shall provide invoices or receipts to the City prior to each payment.

Funding Period: The funding period for these events is October 1, 2009 through March 31, 2010.

Contract Reporting Requirements: The awarded proposer(s) shall be required to submit all expenses directly related to the event(s).

Matching Fund Requirements: There are no matching funds required however; if applicable, proposers are encouraged to seek outside sponsorship, contributions and donations. Awarded proposer(s) are required to submit the total amount of sponsorship contributions and or donations made by outside agencies.

Alcoholic Beverages: Serving/providing hard liquor, beer or wine is strictly prohibited.

Insurance Requirements: The proposer must agree to obtain and pay all costs for Comprehensive General Liability Insurance in the amount of \$1,000,000 per claim and \$2,000,000 in the aggregate and, if applicable, Workers’ Compensation Insurance for all employees as required by Florida Statute 440. Successful proposer(s) shall be required to include the City of North Miami Beach as an additional insured for their general liability coverage and provide proof of the required insurance prior to any events taking place.

City Event Dates: The City reserves the right to request that certain dates be blocked out for conflicts with City event, holiday's or other reason determined by the City.

2010 US Census: The City of North Miami Beach has made extreme efforts to publish the upcoming **2010 US Census**. The City is encouraging all proposers to assist in this effort to promote the participation in this process and would like to see in each proposal an effort to assist in this process. The US Census Bureau has offered additional incentives as well as possible funding of expenses that are outline in the attached agreement (Exhibit A) that will be required to be completed. The City will also provide all Census publication information as well as free bottled water. To obtain more information you can visit <http://2010.census.gov/2010census/>

SELECTION PROCEDURE

All proposals will be reviewed and evaluated by a Selection Committee to be designated by the City Manager. A recommendation for award will be submitted to the City Manager for final approval. The proposals shall be evaluated based on the following criteria to determine the proposal or proposals that are in the best overall interest of the City. Award may be made to one or more organizations.

- Proposed festival/event, how it meets the goals and objectives and addresses the needs of the City and its residents - **20pts**
- Proposed 2010 Census Initiative Participation - **20pts**
- Proposed Festival/Event schedule, dates, and timeline -**15pts**
- Proposed budget, including outside sponsorship and proposed donations – **10pts**
- Event Security and Maintenance – **10pts**
- Local preference i.e. business owner, resident or organization - **5pts**
- Experience and qualifications of the proposer, including past experience and performance organizing similar festivals - **20pts**

The City of North Miami Beach reserves the right to reject any and all proposals, to waive any and all irregularities or informalities in any proposal, and to make awards in the best interest of the City.

SUBMISSION OF PROPOSALS

One original (unbound) proposal and five (5) bound copies of each proposal shall be enclosed in a sealed envelope or container and submitted to:

Brian K. O'Connor C.P.M., A.P.P.
Chief Procurement Officer
City of North Miami Beach
17011 NE 19th Avenue, Room 315
North Miami Beach, FL 33162

The exterior of each envelope shall be clearly identified on the outside with RFP # 2009-21, City of North Miami Beach Multi-Cultural Festival(s), September 10, 2009 at 2:00 p.m. and the name of the respondent.

All proposals must be received in the Procurement Management Division Office by September 10, 2009 at 2:00 p.m. Late proposals will not be accepted or considered and will be returned unopened.

SUBMITTAL REQUIREMENTS

1. Provide all information requested on the attached proposal forms. Provide any other information that will assist the City in evaluating your proposal. You may replicate or duplicate the forms or attach separate pages as needed.
 - Festival/Event Proposed-provide a complete description of the proposed festival/event, describe what you intend to do, how you are going to achieve the goals and objectives specified herein, how the festival/event will address and celebrate cultural diversity within the City of North Miami Beach through the display of art, music, food, education, and public interaction with one another. Include proposed event security and maintenance plan.
 - Organization Experience and Qualifications-describe your organization's previous experience organizing similar festivals/events and your organization's qualifications. Include the qualifications of key individuals. Provide a complete list and description of similar festivals organized.
 - Festival/event calendar – provide a complete calendar describing a typical festival/event schedule.
 - Budget – provide a complete budget with narrative outlining and explaining all expenses directly related to the festival/event proposed. Also include all proposed sponsorships and donations.
 - References – provide a minimum of three (3) references
2. Provide any news articles, brochures, flyers, certifications and photos as attachments.
3. Complete and submit the attached forms: Drug-Free Workplace, City Gift Policy Bid Signature Page for Sole Proprietor or Partnership, or Corporation as applicable.

ADDITIONAL INFORMATION /CONTACT PERSON

For additional information about the requirements of this Request for Proposals, please request all information in written format to the Procurement Division, FAX 305-957-3522 or e-mail bids@citynmb.com .

PROPOSAL FORMS

RFP #2009-21

City of North Miami Beach Multi-Cultural Festival(s)

Company/Organization Name:

Signature (Authorized Representative)

Print Name (Authorized Representative)

Title (Authorized Representative)

Contact Name: _____

Address: _____

Phone Number: _____ **FAX:** _____

Please check agency/organization status:

501c3 ☐

(submit proof of not-for-profit status)

Festival/Event Proposed: Provide a complete description of the proposed festival/event. Describe what you intend to do, how you are going to achieve the goals and objectives specified herein, how the festival/event will address and celebrate the cultural diversity within the City of North Miami Beach, through the display of music, art, food, education and public interaction with one another. Include proposed event security and maintenance plan.

(Attach separate sheets with festival/event proposal as necessary, **must be in typed format**)

RFP #2009-21This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

RFP #2009-21

City of North Miami Beach Multi-Cultural Festival(s)

Event Calendar: – Fill in the calendar below (or provide your own calendar) describing a typical event schedule.

Sample: One-day event, Saturday – 12 p.m. to 10 p.m. List date of event and scheduled activities.

Friday	Saturday	Sunday	Monday

**Provide the program outline you will be using for this festival/event:
(Attach separate sheets as necessary, must be in typed format)**

[illegible]

PROPOSAL FORMS (continued)
RFP #2009-21
City of North Miami Beach Multi-Cultural Festival(s)

Budget and Budget Narrative: Provide budget and expenses directly related to the festival/event proposed, including a budget narrative:
(Attach separate sheets as necessary, **must be in typed format.**)

Budget Summary:

Personnel _____

Contractual _____

Other Cost _____

Total Cash by City (not to exceed \$5000) _____

In-Kind by City (not to exceed \$6,000) _____

Total Contributions/Sponsorships _____

Total Event _____

PROPOSAL FORMS (continued)
RFP #2009-21
City of North Miami Beach Multi-Cultural Festival(s)

REFERENCES
(Provide a Minimum of Three (3))

Company Name: _____

Contact Person: _____

Phone: _____ FAX: _____

Address: _____

Description of services or event: _____

Company Name: _____

Contact Person: _____

Phone: _____ FAX: _____

Address: _____

Description of services or event: _____

Company Name: _____

Contact Person: _____

Phone: _____ FAX: _____

Address: _____

Description of services or event: _____

SAMPLE FOR BIDDER INFORMATION ONLY
DO NOT EXECUTE

AGREEMENT BETWEEN
THE CITY OF NORTH MIAMI BEACH
AND

This is an AGREEMENT by and between the CITY OF NORTH MIAMI BEACH, a municipal corporation, hereinafter referred to as "CITY"; and _____, its successors and assigns, hereinafter referred to as "CONTRACTOR".

WHEREAS the CITY has awarded RFP No. 2009-21 for Multi-Cultural Festivals to CONTRACTOR.

IN CONSIDERATION of the mutual terms, conditions, premises, and payments hereinafter set forth, the CITY and CONTRACTOR agree as follows:

1. The CONTRACTOR agrees to provide the materials and/or services and to be bound by the terms and conditions of the Request for Proposals, which includes General Terms and Conditions of the Request for Proposals, Specifications, and Proposal Forms attached hereto and incorporated herein as Exhibit "A" and to the terms of CONTRACTOR'S PROPOSAL attached hereto and incorporated herein as Exhibit "B".
2. The CITY agrees to abide by and to be bound by the terms of the Request for Proposals, which includes General Terms and Conditions of the Request for Proposals, Specifications, and Proposal Forms as attached hereto and incorporated herein as Exhibit "A" and to the terms of CONTRACTOR'S PROPOSAL attached hereto and incorporated herein as Exhibit "B".
3. CONTRACTOR shall deliver materials and/or provide service when and as directed by the CITY.
4. The CITY agrees to make payment in accordance with the terms of the attached Request for Proposals and Proposal Forms attached hereto and incorporated herein as Exhibit "A" and to the terms of CONTRACTOR'S PROPOSAL attached hereto and incorporated herein as Exhibit "B".
5. This Agreement constitutes the entire agreement between the parties hereto, and its provisions shall not be amended, except in writing, after formal approval by both parties.
6. This Agreement will commence on _____ expire on _____ unless otherwise notified by the City. Any extension to this Agreement shall be in writing. The City Manager is authorized to terminate this agreement on behalf of the City.
7. CONTRACTOR agrees to indemnify and hold the City harmless from any and all claims, suits, actions, damages, causes of action, and attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the products or materials used or supplied in the performance of this agreement.

SAMPLE FOR BIDDER INFORMATION ONLY
DO NOT EXECUTE

8. CONTRACTOR agrees to indemnify and hold the City harmless from any and all claims, suits, actions, damages, causes of action, and attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR and persons employed or utilized by the CONTRACTOR in the performance of this agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on this

_____ day of _____, 2009.

WITNESSES:

COMPANY NAME

President

Secretary

CITY OF NORTH MIAMI BEACH

Kelvin Baker
City Manager

ATTEST:

APPROVED AS TO FORM:

Susan Owens
City Clerk

Darcee Siegel
City Attorney

(CITY SEAL)



IT'S IN OUR HANDS

2010 Census Partnership Agreement Form

Thank you for becoming an official 2010 Census partner! The U.S. Census Bureau appreciates your support in ensuring the success of this monumental effort.

Your support as a 2010 Census partner is important. Here's why:

- ▲ Every year, more than \$300 billion in federal funds are awarded to states and communities based on census data. That's more than \$3 trillion distributed over a 10-year period.
- ▲ Census data guide local decision-makers in important community planning efforts, including where to build new roads, hospitals and schools.
- ▲ Census data affect your voice in Congress. The census determines how many seats each state will have in the U.S. House of Representatives as well as the redistricting of state legislatures, county and city councils, and voting districts.

The goal of the Census Bureau's partnership program is to combine the strengths of local governments, community-based organizations, faith-based organizations, schools, media, businesses and others, to ensure a complete and accurate 2010 Census. The Census Bureau will provide promotional materials, regular updates and data assistance to partners to assist in this effort. Together, through this partnership, we can ensure the 2010 Census message is delivered to every corner of the nation. **Achieving a complete and accurate 2010 Census is in our hands.**

There are many ways your organization can get involved and support the 2010 Census:

**Please check activities in which you are interested in participating.*

- | | |
|---|--|
| ☐ Use 2010 Census drop-in articles, messages and logos in newsletters, mailings, and other in-house communications (e-mail, Web site, etc.). | ☐ Use and distribute educational materials. |
| ☐ Appoint a liaison to work with the Census Bureau. | ☐ Participate in a speakers bureau for the 2010 Census. |
| ☐ Encourage employees and constituents to complete and mail their questionnaire. | ☐ Provide a translator and/or translate 2010 Census materials. |
| ☐ Display and/or distribute 2010 Census promotional materials. | ☐ Issue a public endorsement for the 2010 Census and send an endorsement to members, chapters or affiliates. |
| ☐ Identify job candidates and/or distribute and display recruiting materials. | ☐ Place 2010 Census articles in your newspapers/newsletters/magazines. Write census editorials, and cover census events/programs. Donate space for census advertisements. |
| ☐ Provide space to test job applicants. | ☐ Air 2010 Census PSAs and B-Roll, and cover census events/programs. |
| ☐ Provide space to train new employees. | ☐ Engage regional and local chapters of your organization. |
| ☐ Provide space for Be Counted sites and/or Questionnaire Assistance Centers. | ☐ Provide speaking opportunities and exhibit space at conferences or trade shows. |
| ☐ Provide volunteers for census promotional events. | ☐ Participate in 2010 Census partnership kick-off meetings. |
| ☐ Put the 2010 Census on the agenda at meetings and/or allow presentations by Census Bureau staff. | ☐ Highlight key 2010 Census operational events in newsletters or other publications. |
| ☐ Organize and/or serve as a member on a Complete Count Committee. | ☐ Volunteer or participate in Census Bureau-sponsored events. |
| ☐ Sponsor community events to promote participation in the 2010 Census. | ☐ Other: _____ |
| ☐ Allow the Census Bureau to post your organization's name on the 2010 Census Web site. | |
| ☐ Link to the 2010 Census Web site from your organization's Web site. | |

We would like to acknowledge your organization as a partner for the 2010 Census. Please fill out the information below so we can keep you and your organization updated on what's happening with the 2010 Census communications campaign, send you updates on relevant events and activities and provide you with outreach materials.

Name: _____
Title: _____
Organization: _____
Phone: _____
E-mail: _____
Signature: _____
Date: _____

Name: _____
Title: _____
Organization: _____
Phone: _____
E-mail: _____
Signature: _____
Date: _____

Congratulations and thank you again for being an official 2010 Census partner! Together, through this partnership, we can ensure a complete and accurate 2010 Census.

United States Census 2010

U.S. Department of Commerce
U.S. Census Bureau
Atlanta Regional Census Center (RCC)

2009/2010 Partnership Support Program (PSP) Request Form

Name of Partner:

Address:

City, State, Zip:

County:

Contact Person:

Contact Person's Title:

Contact Person's
Daytime Phone:

()

Fax Number:

()

ELIGIBILITY- Partner's Proof of Commitment to 2010 Census:

Please list details (dates, quantities, photocopies) of activities proving your organization's commitment to the 2010 Census. Examples include: copies of a proclamation, resolution, letter of appointed liaison, partnership agreement, letter of support, article(s) published in partner's newsletter information on partner's Web site, evidence (sample/photo) that you've produced "area specific" promotional items or logo, proof of donations of newspaper advertising or media air time, proof of commitment to allow the Census Bureau to use free space for meetings, training or testing.

Please check off which past activities your organization have been involved in to help increase awareness about the 2010 Census. If not listed, please provide a description of your prior commitment activities in the space provided.

To receive full consideration, proof of the activities checked off must be attached.

- ☐ our organization adopted a proclamation/resolution supporting 2010 Census
- ☐ our organization designated a member to be a Census liaison
- ☐ our organization printed information, articles about 2010 Census in our newsletter or Website
- ☐ our organization paid for promotional items for 2010 Census
- ☐ our organization donated advertising space or airtime to 2010 Census
- ☐ our organization donated the use of free space for meetings, training or testing
- ☐ our organization made a 2009 Partnership Support Program donation in the form of an exhibit booth
- ☐ our organization had a presentation made at one of our meetings about 2010 Census
- ☐ our organization helped put up posters or pass out flyers about 2010 Census

Other:

PROJECT REQUIREMENTS

Describe the project.

Specify the measurable objective of the project.

Specify the 2010 Census component of your project and explain its relevance to the Census mission. How will the proposed project encourage the targeted audience to fill out and mail back their questionnaire?

If you are collaborating with another group(s), define each organization's role.

Provide project time line.

By affixing my signature, I certify that:

1. All information contained in this request is correct.
2. I have reviewed this proposal with the members of my organization, group and/or Complete Count Committee.
3. This submission contains the following:
 - _____ Proof of Commitment
 - _____ Sample, photo, and/or draft text of item(s) being requested
 - _____ Vendor's name, address, phone number, and price quote
4. _____ The recommended vendor accepts credit cards as payment.
5. _____ The anticipated completion date of this project is _____.

Signature and Title

Date

Special Note: Upon completion of this request, please contact your Partnership Specialist.



2010 CENSUS: IT'S IN OUR HANDS

Q. Will partner organizations be required to demonstrate that they are “active” 2010 partners? If so, what are some examples that may demonstrate an active partner?

- A.
- organization adopted a proclamation/resolution supporting the 2010 Census
 - organization designated a member to be a Census liaison
 - organization printed information, articles about 2010 Census in their newsletter or Website
 - organization paid for promotional items for the 2010 Census
 - organization donated advertising space or airtime for the 2010 Census
 - organization donated space for meetings, training or testing
 - organization displayed 2010 posters at their facility
 - organization formed or served on a Complete Count Committee

For more examples, contact your Partnership Specialist.

Q. What should be considered when completing a PSP Request Form?

A. The following questions should be considered before completing a PSP Request Form that supports 2010 outreach activities within hard-to-count communities.

- Will the outreach activity effectively reach an audience of specific hard-to-count groups?
- Does the outreach activity provide valuable resources that further the census effort?
- Will the outreach activity increase the awareness of the 2010 Census?
- Will the outreach activity encourage and motivate residents to complete and return their census questionnaire?
- Will the outreach activity communicate a consistent census message: *It's Easy, It's Important, It's Safe?*
- Does the outreach activity include the use of local vendors? (The use of local vendors is strongly encouraged and to the extent allowable, use of small businesses, minority-owned, and women-owned businesses.)
- Will the outreach activity create any type of embarrassment for the Department of Commerce or the Census Bureau?
- Does the outreach request identify measurable objectives, by which the effectiveness of the activity can be evaluated?

Q. Is the Partner Support Program designed for National Partners?

A. No. The Partner Support Program was designed to generate local grassroots support within hard-to-count communities.



2010 CENSUS: IT'S IN OUR HANDS

Partner Support Program FAQs for Partners

- Q. What is the Partner Support Program (PSP)?
- A. **The Partner Support Program, formerly known as the In-Kind Program in Census 2000, supports the outreach efforts of partner organizations. The purpose of this program is to better reach hard-to-count populations by establishing relationships with 2010 partner organizations.**
- Q. Is the PSP a grant program?
- A. **No, the PSP is not a grant program. The Census Bureau has no authority to issue grants. No funds are given directly or indirectly to 2010 partner organizations. All purchases are made by Census Bureau personnel in compliance with the Federal Acquisition Regulation and the Commerce Acquisition Manual and disbursed directly to vendors.**
- Q. If funds are not given to 2010 partner organizations directly, why are 2010 partners required to complete a PSP Request Form?
- A. **No funds are given to 2010 partners. Instead, funds are disbursed directly to the vendors providing products and services to the 2010 partners. The funds are used to support or supplement existing outreach activities in hard-to-count communities that have been identified by 2010 partner organizations. 2010 partners have and will continue to develop low cost and no cost outreach activities in support of the 2010 Census. If in the development of these 2010 Census activities, the partner organization identifies an additional need, which they are unable to fund, they will be able to share this with the Partnership Specialist in their community and complete a PSP Request Form to recommend that the Census Bureau consider funding this outreach activity.**

For example, a 2010 partner organization may have already planned to organize and host a 2010 Census Day in their hard-to-count community. The partner's outreach activity may include the donation of staff time to organize the event, donation of the facility to host the event, and donation of materials and resources to promote the event via radio, e-mail campaigns, flyers, etc. In evaluating the effectiveness of the 2010 Census Day event, the partner organization determines that the event will be greatly enhanced with the addition of a banner to publicize the event. However, due to the partner's limited resources, they determine that they will not be able to fund the purchase of the banner. The partner organization then requests (by completing a PSP Request Form) that the purchase of the banner be made by the Census Bureau, as it would (a) add tremendous value to the outcome of the event *and* (b) is consistent with the Census Bureau's goals to reach a wide audience of hard-to-count groups.



2010 CENSUS: IT'S IN OUR HANDS

Q. What is the maximum amount of funds the Census Bureau can spend on each PSP Request?

A. **\$2,999 for product-based requests and \$2,499 for service-based requests.**

Q. What are examples of acceptable products and services which the Census Bureau is authorized to purchase in support of 2010 partner outreach activities?

A. **Examples of products include: promotional banners, pens, pencils, T-shirts, stress balls, balloons, stickers, chip clips, magnets, water bottles, baseball caps, bags, paper weights, hand fans, etc.**

A. **Examples of services include: labor hours to pay for clowns to perform at an event, a translator to translate materials from English to Thai, a graphic designer to design various printed materials for a hard-to-count community.**

The vast majority of requests are expected to be product based.

Q. Are there any items or services that the Census Bureau can not purchase in support of existing 2010 partner organization outreach activities?

A. **Yes. Food can not be purchased with these funds. Advertisements/media can not be purchased with these funds.**

Q. Will the items purchased by the Census Bureau be delivered to the 2010 partner organization's address?

A. **Deliveries will be made to the address identified on the PSP Request Form. Each 2010 partner organization will be required to send the proof of delivery (packing slip), which will be included with the delivered items. Upon receipt of the materials, the shipping documentation (packing slip) must be provided to the Census Bureau. The Partnership Specialist will be the point of contact to whom the 2010 partner organization will coordinate the submission of all delivery documentation.**

Q. Will 2010 partner organizations be required to identify or suggest a vendor?

A. **No. Though partners are not required to identify a vendor, we encourage partners to suggest vendors in writing to their Partnership Specialist. The Regional Census Center Management Team has the ultimate responsibility for identifying vendors.**

Q. If a vendor does not accept government credit cards, does this exclude them from being considered as a suggested source for Partner Support purchases?

A. **No, however, the inability to accept government credit cards may create a delay in processing the request.**



2010 CENSUS: IT'S IN OUR HANDS

- Q. Can a partner submit more than one PSP Request?
- A. **No. A partner can only submit one PSP Request.**
- Q. Who should 2010 partner organizations contact to obtain copies of PSP Request Forms?
- A. **Please contact your Partnership Specialist.**
- Q. Who should 2010 partner organizations contact for additional information on the PSP?
- A. **Please direct all inquiries regarding the PSP to your local Partnership Specialist.**
- Q. What is the time line for which the PSP will be implemented?
- A. **Regions begin implementing the PSP in May 2009. Organizations should send PSP Request Forms to their regional Census Bureau office no later than December 1, 2009. We encourage partner organizations to use these resources for the purpose of educating their constituents about the 2010 Census and encourage them to return their completed questionnaire during the mail back phase that takes place in March 2010.**
- Q. If my organization participates in the PSP, does this mean that the Census Bureau will no longer provide to my organization regular resources such as DVDs, brochures, etc., as well as promotional materials, electronic materials, drop-in articles or technical support for the formation and administration of a Complete Count Committee in my community?
- A. **No, your organization will continue to receive regular resources and promotional material, including electronic and printed resources.**
- Q. What does the Census Bureau hope to achieve through the PSP?
- A. **The goal of the PSP is to equip a 2010 partner with very specific community materials (printed materials and promotional give-aways). These items are above and beyond what Census will provide through its normal channels. The ultimate objective is to elevate awareness about the census and achieve a high rate of return of the 2010 Census questionnaire within hard-to-count communities.**