



Request for Proposals

The Society for Neuroscience (SfN) is seeking proposals for audiovisual services.

The Society for Neuroscience (SfN) sponsors an Annual Meeting and Exposition that attracts 32,000-35,000 attendees each year. The conference offers five days of scientific programs, ranging from workshops to major lectures, exhibits, (including association exhibits), scientific posters, committee meetings, and social functions. The Society's Annual Meeting is considered the most important annual forum for the neuroscience research community. SfN is a nonprofit membership based organization of basic scientists and physicians who study the brain and nervous system. Neuroscience includes the study of brain development, sensation and perception, learning and memory, movement, sleep, stress, aging and neurological and psychiatric disorders.

Society for Neuroscience
1121 14th Street, NW
Suite 1010
Washington, DC 20005
202-962-4000
(f) 202-962-4947

No. RFP-022108AVRFP

REQUEST FOR PROPOSAL

THIS REQUEST FOR PROPOSAL ("RFP") IS NOT IN ANY MANNER TO BE CONSIDERED AN ORDER FOR, OR AN OFFER FOR, THE SERVICES / PRODUCTS SET FORTH HEREIN, NOR WILL THE SOCIETY FOR NEUROSCIENCE (SfN) INCUR OR BE LIABLE FOR ANY COSTS ASSOCIATED WITH THE PREPARATION OF YOUR OFFER. SfN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL OFFERS. ACCEPTANCE OF YOUR RESPONSE IN NO WAY OBLIGATES SfN TO ISSUE SUBSEQUENT RFP'S OR CONTRACT INFORMATION TO RESPONDING FIRMS.

BY ACKNOWLEDGMENT OR RESPONSE TO THIS RFP, THE FIRM HEREBY CERTIFIES THAT NO GRATUITIES WERE OFFERED OR SOLICITED BY ANY SfN EMPLOYEE, EITHER DIRECTLY OR INDIRECTLY. ANY SITUATION WHERE A GRATUITY IS SOLICITED BY A SfN ASSOCIATE MUST BE REPORTED IMMEDIATELY TO SfN's DEPUTY EXECUTIVE DIRECTOR AT (202) 962-4000.

About Society for Neuroscience (SfN): SfN is a nonprofit membership organization of basic scientists and physicians who study the brain and nervous system. Neuroscience includes the study of brain development, sensation and perception, learning and memory, movements, sleep, stress, aging and neurological and psychiatric disorders. It also includes the molecules, cells and genes responsible for nervous system functioning. Recognizing the tremendous potential for the study of the brain and nervous system as a separate field, the Society was formed in 1970. It has grown from 500 members to more than 37,500 and is the world's largest organization of scientists devoted to the study of the brain and nervous system.

NUMBER:

RFP-022108AVRFP

ISSUE DATE:

March 21, 2008

PROPOSAL VALIDITY PERIOD:

Your offer shall be valid for a period of 120 days from the closing date.

CONFIDENTIALITY/NON-DISCLOSURE

This RFP is confidential and the property of SfN. Each Firm that receives this document, by its acceptance hereof, represents and agrees that it will not distribute or provide information contained herein to any person not directly responsible for generating a response to the RFP. Firms wishing to respond to this RFP must sign and date the "Non-disclosure" agreement then fax it to the attention of SfN's Procurement Manager at 202-962-4947.

A Firm may disclose relevant parts of the RFP to partners and/or subcontractors provided that the partner and/or subcontractors first execute a non-disclosure agreement identical to the non-disclosure agreement signed by the Firm. Distributing or sharing of this RFP by the Firm with any other party must be approved in writing by the SfN Procurement Manager.

Non-Disclosure of Information. Confidential Information means any and all information and technical data of a proprietary or confidential nature disclosed or made available by a party hereto to the other party in the course of performing hereunder, whether in written, oral, magnetic, photographic, optical or other form and whether now existing or hereafter created, including, without limitation, all Trade Secrets, know-how, information systems, technology, data, computer programs, processes, methods, operational procedures, plans, strategies or results, software, source code, drawings, databases, schematics, blueprints, memoranda, flow charts, specifications, test results, production, lab or engineering techniques and manuals, methodologies, all related intellectual property or its physical embodiments, membership lists or information, industry and competitive information, strategic business plans, marketing plans, product and proposed product information, pricing and cost data arrangements and agreements with distributors, licensors and licensees, information concerning employees, financial information and other information of a similar nature that is not generally disclosed by such party to the public, whether any of the foregoing is disclosed by access to a party's facilities or documents or by conversations with a party's employees, directors or consultants. "Confidential Information" shall not include any information which (i) is proven by written evidence to have been in a receiving party's possession prior to disclosure by the other party; (ii) is received from a third party having the right to disclose such information; (iii) is or hereafter becomes public knowledge through no act or fault of a receiving party; (iv) is proven by written evidence to have been independently developed by a receiving party without access to the Confidential Information of the other party; and (v) is required by law to be disclosed; provided that to the extent practicable, the other party is first given notice of the required disclosure and an opportunity to seek appropriate legal relief to prevent such disclosure or limit its use and further disclosure.

Each party acknowledges and agrees that during the RFP process, access to certain Confidential Information belonging to the other party may be required. Each party agrees that it shall keep such Confidential Information in strict confidence and shall not disclose it to any person, firm, partnership or corporation other than to its agents or employees who have a need to know such information in order to perform hereunder, nor use the same for any purpose other than performance hereunder. Each party shall advise all such agents and employees with access to Confidential Information of the other party of its obligations with respect thereto. Notwithstanding the foregoing, each party shall be and remain liable and responsible for the confidentiality obligations of its agents and employees. In addition to the foregoing, each party shall protect and safeguard Confidential Information of the other party by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination or publication of such Confidential Information as such party uses to protect its own confidential or proprietary information of a like nature.

Authorized Officer or Director

Date

DEVELOPMENT COSTS AND CONDITIONS

Neither SfN nor its representatives shall be liable for any expenses a Firm incurs in connection with preparation of a response to this RFP. Applicants should prepare their proposals simply and economically, providing a straightforward and concise description of the Firm's ability to meet the requirements of this RFP.

The issuance of this RFP does not commit SfN to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to actually procure the requested services.

SfN reserves the right to reject any or all the RFP applications submitted in response to this solicitation, due to the lack of responsiveness, changes in SfN's operating objectives, lack of funding, or for any reason determined by SfN and at the sole discretion of SfN.

GENERAL INFORMATION

Time Extension: SfN may for good and sufficient reason extend the response deadline, in which case all potential vendors will receive an addendum setting forth the new time and date.

Request for Additional Information: Prior to the final selection, vendors may be required to submit additional information that SfN deems necessary to further evaluate the vendor's qualifications. As part of the evaluation process vendors shall furnish such additional information as SfN may reasonably require.

Denial of Reimbursement: SfN will not reimburse vendors for any costs associated with the preparation and submission of a proposal or for any travel or other costs that are incurred.

SfN will not be liable for any costs incurred by the vendor in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.

Gratuity Prohibition: Vendors shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this proposal. If an SfN associate solicits a gratuity, the vendor is obligated to inform SfN's Deputy Executive Director.

Right of Withdrawal: A proposal may not be withdrawn before the expiration of one hundred and twenty (120) days from the proposal due date.

Right of Negotiation: SfN reserves the right to negotiate with the selected vendor the exact terms and conditions for a contract.

Liability and Insurance: The selected firm shall purchase and maintain insurance in the amounts and types as needed for the protection from claims caused by the contractor's personnel or work, or by any subcontractor performing work for the contractor.

Legal Compliance: In connection with the furnishing of supplies or performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.

Disqualification: No award will be made to any firm, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.

Performance and Approval of Sub-Consultants: The vendor will perform the project as an independent contractor and not as an agent or employee of SfN. The vendor shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.

Licenses, Permits & Taxes: The price or prices for the work shall include full compensation for all taxes, permits, etc. that the vendor is or may be required to pay. SfN is a tax exempt entity.

Minority/Women Business Enterprise (MWBE) Policy: It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a vendor plans to sub-contract a portion of the work, it is required to make “A Good Faith Effort” to engage qualified MWBEs for such work. Vendors shall keep records of such efforts, when applicable, that are adequate to permit a determination of compliance with this requirement. If subcontracting is involved in the proposal, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.

Presentations: After a formal internal review process, a selected number of firms may be requested to discuss their proposal, at the firm’s expense, in Washington DC. More specific information will be provided to the selected vendors.

Please refer to the following items during preparation of your Proposal:

1. PROJECT SUMMARY

The Society for Neuroscience is seeking proposals from selected audio visual contractor to handle all aspects of the Society’s audio-visual needs during the Annual Meeting. The contractor awarded an agreement will be providing services at the following meetings:

38 th Annual Meeting 2008 – November 15-19	Washington, DC
39 th Annual Meeting 2009 – October 17-21	Chicago, IL
40 th Annual Meeting 2010 – November 13-17	San Diego, CA

2. SfN’s Annual Meeting Audio-Visual Equipment Requirements:

The following list summarizes the equipment utilized during SfN’s most recent Annual Meeting. This list has been provided to assist you with developing pricing but should NOT be construed as the requirements for future meetings.

Equipment:	Quantity:
20” Screens	6
16” Screens	2
14 ‘ screen	5
14” Screens imag & rigging hardware	1
15’x20 screen	3
12’x16’ screen	14
10’ screen	4
7.5x10 screen	13
6”x8’ screen	16
Data Video Projectors, 48” video carts, vga cable	7
Data Video Projector & rigging hardware	1
Data Video Projector, cart Extron 4x1 switcher, 1x2 splitter, DI, 2-laser pointers	7
Zh,Digital Video Effects Mixer	1
Folsome Presentation Pro	1
Camera on stix for imag	1
Camera on stix for video taping	1
Audio Cassette CD Recorders	2
HD 106GB DVD Recorders	2
Sony DVD Recorder	1
TFT 15” Monitors	2
TFT 9” Monitors	2

VGA Scan Converter HD1024	1
MacBook Pro Laptop Computer	1
Toshiba Qosmio AV-205 Laptop Computer	1
Extron 1x6 BNC distro amp	1
Extron 1x4 BNC distro amp	1
Recorded Video DVD-R's	14
Recorded Audio CDR's	48
24 Channel Lighting Counsel	1
16 Channel Digital Console	1
8 Channel Digital Console	1
Digital Delay	1
24 Way Dimmer	1
Source 4 Pars med 750w	22
Source 4 19 degree Lekos	3
10' (12"x18") Chrome Truss	8
Lighting Motors	4
Rigging Supplies	1
30'x28' Black Drape	1
Par64 with Floor Stands	6
High lift	1
FOH rack	1
10 3 way line array PA (main l&R)	10
3 way line array PA (Delay Center)	6
2 way front fill	6
Monitor System (includes eq, amps, wedges)	1
Low profile podium mic	2
Switched VOG mic	1
UHF RF Handheld mic system	6
UHF RF Lavalier mic system	3
DI's for PC	6
¼" Whirlwind cables	6
Professional snake system	1
Professional power distro system	1
Boom lift	1
1 ton chain motor	6
Speaker/amps & stand	8
DVD Combos	2
27" TV	2
Personnel	
Audio Engineer	1
Asst Audio Engineer	1
Riggers	14 hours
Stagehands	22 hours
AV Techs	1,012 hours
AV Tech Overtime	308 hours

A. Scientific Sessions

Featured Lectures

Approximately 24 Featured Lectures are scheduled throughout the meeting, Saturday – Wednesday, and are always held in an exhibit hall or ballroom with the capacity to accommodate 8,000 attendees. In some cities, overflow rooms with live video and audio

feeds may be necessary. Audiovisual needs are typically the same for each lecture, and are as follows:

- (4) 20' Screens
- (1) Imag Screen
- (6) Data Video Projectors, 48" video carts
- (1) Digital Video Effects Mixer
- (1) Folsom Switcher
- (1) Camera on stix for Imag
- (1) Camera on stix for Video taping
- (2) Audio Cassette CD Recorders
- (1) HD DVD Recorder
- (2) DVD Recorders
- (4) 15" TFT Monitors
- (1) DVD/CD Playback
- (1) VGA Scan Converter HD 1024
- (5) Extron P2/D2
- (1) Extron switcher 4x1
- (2) Extron 1x4 VGA distribution amp
- (9) Recorded Video DVD-R's
- (50) Recorded Audio CDR's
- (25) Recorded audio cassette tapes
- Recorded Mini DV tapes
- (1) Digital Limiter
- (1) Laser Pointer
- Truss Lighting: tbd

Symposia

Three rooms are set theater style to concurrently accommodate symposia for 1200+ attendees each. Symposia are from 1:30 – 4:00pm Saturday – Wednesday, and 8:30 – 11:00am Sunday – Wednesday. Audio visual requirements for each room are:

- (1) 20' Screen
- (1) Data Projector with 48 " video cart
- (1) 1x2 Splitter
- (1) 4x1 switcher
- (1) 100' VGA Cable
- (1) Audio D1
- (1) Digital Limiter.
- (1) Laser Pointer
- (2) Projectionists

Mini Symposia

Three rooms are set theater style to concurrently accommodate mini symposia for 800+ attendees each. Symposia are from 1:30 – 4:00pm Saturday – Wednesday, and 8:30 – 11:00am Sunday – Wednesday. Audio visual requirements for each room are:

- (1) 20' Screen
- (1) Data Projector with 48 " video cart
- (1) 1x2 Splitter
- (1) 4x1 switcher
- (1) 100' VGA Cable
- (1) Audio D1
- (1) Digital Limiter.
- (1) Laser Pointer
- (2) Projectionists

Slide Sessions

Fourteen to fifteen rooms are set theater style to concurrently accommodate slide sessions for 150 – 800 attendees each. In each session, up to ten presenters deliver 15-20 minute lectures on a specific topic and two moderators preside. Audio visual requirements for each room are:

- (1) 20' Screen
- (1) Data Projector with 48 " video cart
- (1) 1x2 Splitter
- (1) 4x1 switcher
- (1) 100' VGA Cable
- (1) Audio D1
- (1) Digital Limiter.
- (1) Laser Pointer
- (2) Projectionists

Poster Sessions

Approximately 15,000 scientific abstracts will be presented as posters, presenting research in a visual format. Some authors utilize audiovisual aids, mostly monitors and some DVD and VHS players.

Please provide information concerning you ability and experience in providing e-poster sessions.

NOTE: SfN is not looking for a PC work station but a hi-tech solution that utilizes PC's and big screen monitors and/or screens.

B. Educational Workshops

1. Short Courses

Two to three interactive sessions, the Friday before the annual meeting begins, presented by multiple speakers in full-day formats. Audiovisual equipment varies per course, but generally includes a mix of the following:
Data projection, ½" VHS, and flipcharts.

2. Neurobiology of Disease Workshop

Moderator(s) preside over one panel discussion with three – eight participating speakers. The Neurobiology of Disease Workshop is held the Friday before the annual meeting begins. Standard audiovisual equipment includes:
Data projection, ½" VHS, and flipcharts

C. SfN Booth

SfN's 50x50 booth typically requires two ½" VHS players with repeat, and two monitors.

D. SfN Sponsored Socials

SfN sponsors ten to twelve social each night Sunday to Tuesday, at one of the headquarter hotels.
About half of the socials require audiovisual equipment, typically data projection.

Speaker Ready Room

One to two rooms located in the convention center is open Friday through Wednesday. Viewing requirements include Mac and PC computers with specified software. SfN is currently in a multi-year contract with a computer rental company. Technical support from the audiovisual contractor is required Friday through Wednesday.

Exposition

Exhibitor Profile: 600+ companies using approximately 120,000 net square feet. Exhibitor orders are minimal.

- Describe plans for soliciting/servicing exhibitor requests for audiovisual equipment,

including advance telemarketing, Internet, and on-site fulfillment.

- Provide proposed exhibitor rates, including labor and delivery costs, for the duration of the contract.
- Provide a sample of the audiovisual order form inserted in Exhibitor Service Kits.

Committee Meetings

SfN holds 30-40 committee and business meetings during the conference, Friday through Wednesday. Committee meetings occur at different times throughout the day and are generally scheduled in headquarter hotels. Basic audiovisual requirements include data projection and flipcharts.

Please indicate if audiovisual company plans to use the hotel's in-house audiovisual supplier to support committee meeting requirements.

Satellite/Ancillary Groups

SfN's exhibitors and other non-profit organizations hold meetings in the convention center and at official hotels prior to and during the annual meeting.

Please indicate how audiovisual company plans to service the satellite organizers.

Will audiovisual provider service the satellite organizers, or will they have the convention center and hotels provide equipment and labor?

If audiovisual provider will provide equipment and labor, will satellite organizers be extended SfN rates?

Are direct billing arrangements available to satellite event organizers?

What marketing plan do you suggest to encourage these groups to order through the official audiovisual contractor?

What benefit might SfN receive from increased audiovisual rentals to these groups?

Please include a brief historical perspective of your organization, including years in business, number of employees, ownership structure of the organization, description of types of meetings and services that have been provided for other organizations, mission goals and financial strength of your company.

A. General

1. Brief company background.
2. Company size (including full-time personnel, national office locations, etc.)
3. Provide evidence of your company's financial stability.
4. Indicate those future SfN conference sites where you have offices/warehouses.

B. Proposed Key Personnel

1. From which office would the SfN account be managed?
2. Describe the experience of the proposed account executive(s).
3. Provide a list of current meetings and dates for which the proposed account executive(s) are responsible.
4. Detail the proposed account executives' experience in each city SfN will use 2008-2011.
5. Indicate who would accompany SfN staff on site visits during the planning year.
6. Are the proposed account executives able to travel to meetings at SfN offices as required?

C. Equipment

1. Do you own all the equipment that will be used at SfN meetings?
2. How often do you purchase new equipment? What methods do you employ to insure quality control?
3. What is the maintenance schedule for existing equipment?
4. When and what type of specific equipment would you sub-contract and to whom in each city?
5. What percentage of back-up equipment will you provide on-site?

6. Is back-up equipment provided at no charge?

D. Labor

1. Explain the jurisdictions, policies, and procedures governing the performance of each union in the cities where SfN will meet.
2. Describe your experience with the labor pool in each city.
3. Do you normally use independent technicians to assist with programs?
4. If so, please explain your relationship with these sub-contractors and provide an example of why one might be hired.
5. What precautions will be in place to avoid overtime charges?

E. Speakers

1. Provide samples of materials you produce/recommend to assist SfN staff in communicating audiovisual information/guidelines to speakers.
2. Describe any preliminary conference services you offer to speakers.
3. Describe on-site services offered to speakers, including operation of the Speaker Ready Room.

F. Services

1. Do you regularly work with clients to recommend room set-ups (screen sizes, stage sizes, locations, etc.)?
2. Do you have the capability of producing room diagrams using a CAD or other system?
3. How does the company generally handle sound? House sound or stand alone sound systems?
4. Describe any other services you can offer.

G. Reports / Billing

1. Provide samples of reports, i.e., invoice/billing statement, association and/or exhibitor usage reports, or other reports you routinely provide to clients.
2. Describe your recommended procedure for fulfilling/tracking on-site audiovisual billing.
3. Discuss your procedures for insuring billing accuracy.

H. Cost Estimates

1. State the unit cost and the multiple year cost to SfN, including any benefit for multi-day rental, for each piece of equipment required within this RFP. Estimate a total cost for audiovisual services for SfN, including labor, according to Neuroscience 2007 requirements as listed in section 2.
2. Please prepare a separate proposal for providing audiovisual equipment and labor for the Featured Lectures. To the best of your ability, proposals should also include cost estimates for rigging, sound, lighting, electrical power, patch fees, lift rental, etc. based on 2007 requirements.
3. Explain your method for discounting equipment.
4. State proposed labor rates.
5. Explain your method for scheduling labor and calculating costs.
6. Indicate the setup and list the type of equipment you would recommend for each type of event listed under Scientific Sessions. Provide a discussion comparing the *least expenses* setup vs. the *most effective* setup. Outline costs for equipment and labor.
7. Discuss any cost containment recommendations you routinely make to clients.

I. Unique Strengths

Indicate areas where your company excels, where you can be creative in providing state-of-the art audiovisual services and exceptional labor at reasonable costs.

J. Industry Trends

Describe the industry trends taking place in scientific meetings and discuss how SfN can implement these advances at reasonable costs.

K. Multiple Year Contract

From both a contractor and a client perspective, discuss the advantages of a multiple year contract with your company.

3. SCHEDULE

This request for proposal will be governed by the following schedule:

Release RFP	March 21, 2008
Registration	March 28, 2008
Question and Answer Period	March 28-April 4
Proposals Due	April 25, 2008

SfN may delay scheduled due dates if it is to the advantage of SfN to do so. SfN will notify respondents of all changes in scheduled due dates by written notice.

4. REGISTRATION

All Firms that will submit an offer in response to this RFP are required to register with SfN. To register, the Firm must send an e-mail containing a point of contact, statement of intent to file a proposal, and the Firm's e-mail address to rfp@sfn.org. The signed and dated "Nondisclosure" agreement must be received by SfN COB March 28th.

5. SUPPLIER QUESTIONS

Questions may be e-mailed to rfp@sfn.org until 12:00 PM EST on April 4, 2008. No further questions will be addressed after this date. SfN will submit written responses to all questions to the e-mail address provided by registered participants.

6. PROPOSAL REQUIREMENTS

Content of Proposal

The proposal must be submitted using the format as indicated below in the proposal format guidelines.

Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

Number of Proposal Copies

Please submit one electronic and nine copies of your proposal.

Submission of Proposals

Please submit proposals to:

Society for Neuroscience
1121 14th Street, NW
Suite 1010

Washington, DC 20005
Attention: Paul Troxell
Telephone: (202) 962-4000
Email: ptroxell@sfn.org

All proposals must be delivered to the above office no later than 4:00 P.M. Eastern time on April 25, 2008. Proposals received after the above date and time will not be considered.

Rejection of Proposals

The Society reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of Society. It is also within the right of the Society to reject proposals that do not contain all elements and information requested in this document. The Society for Neuroscience shall not be liable for any losses incurred by those firms who submit proposals throughout this process.

Proposal Format Guidelines

Interested contractors are to provide the Society with a thorough proposal using the following guidelines:

Proposal should be typed and as brief as possible. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward and concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected. The following proposal sections are to be included in the proposer’s response:

A. Cover Letter

A cover letter, not to exceed three pages in length, should summarize key elements of the vendor’s proposal. An individual who is authorized to bind the company must sign the letter. The letter must stipulate that the proposed terms will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor’s office located nearest to the Society’s headquarters, and the office from which the project will be managed.

The Proposer must include in the proposal a complete disclosure of any alleged significant prior or ongoing contract failures, and any civil or criminal litigation or investigation pending that involves the company or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The Society reserves the right to reject any proposal based upon the Proposer’s prior history with the Society or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contract milestones or other contractual failures.

B. References - At least six references for meetings of similar scope should be included. For each reference, indicate the reference’s name, organization affiliation, title, complete mailing address, and telephone number. State the number of active customers and how many new customers were acquired during the last fiscal year. Indicate the number of customer that have transitioned to and from your company during the last fiscal year. Include the names of clients that have at least 5 years’ experience with your company. The Society reserves the right to contact any of the organizations or individuals listed.

Information provided shall include:

- a) Client name, contact person and telephone number
- b) Meeting description.
- c) Meeting dates and locations
- d) Technical requirements
- e) Client project manager name and telephone number.

7. EVALUATION CRITERIA

A team of SfN staff will review proposals and recommend a contractor to the Executive Director. The Executive Director will present the recommendation to the SfN Council for approval.

SfN considers quality of service and product at a reasonable cost to be the most important aspect in selecting a contractor. Contractors are partners and function as an extension of SfN staff through the planning and execution of the Annual Meeting. Each candidate will be judged on these factors as well as creativity, reliability, compatibility with SfN staff, professional reputation, and cost and contractual items.

Proposals must be received by April 25, 2008. If deemed necessary, formal presentation will be scheduled at the SfN office in early June.

8. SfN Contract Requirements

Please consider the following elements when preparing your proposal:

Once selected, equipment prices may not vary from those listed in the proposal. All labor rates must be confirmed one year out. Should SfN equipment or labor needs change dramatically, prices may be re-negotiated. There should be no increase in charges for equipment ordered on-site by SfN staff for SfN sponsored events.

One or two annual site visits will be conducted preceding the conference. SfN will endeavor to provide complimentary hotel rooms; however, the contractor is ultimately responsible for all costs associated with these trips.

Approximately 45 days prior to the conference, contractor staff may be required to attend a meeting at SfN to review all audiovisual services ordered for the conference. At this time, adjustments to equipment and labor may be made. A preliminary cost for all services should be provided to SfN one week after the review. A preliminary cost estimate is required regardless of whether this meeting is held.

SfN provides the contractor with secured storage space for audiovisual equipment used in meeting rooms and provided to exhibitors. Any additional storage space and required security will be the responsibility of the contractor.

The contractor is responsible for costs associated with setup and operation of the AV office.

The contractor will provide all required equipment and technical staff in the Speaker Ready Room.

SfN provides up to eight (8) complimentary rooms at a hotel of SfN's choice for contractor staff; additional rooms will be offered at the SfN staff rate when possible. All other travel expenses will be billed at contractor cost to SfN.

If not produced on PowerPoint (or similar program), general information/logo slides will be produced for SfN at no charge.

SfN requires the contractor to submit an annual certificate of insurance valid from set-up to tear-down. This certificate is due to SfN no later than June 1.

Invoicing systems are important. SfN requires invoices to be separated by date and room name/number.

A deposit of approximately 50% of the total estimated cost for providing audiovisual services will be paid prior to the conference upon receipt of an invoice. The balance will be paid within 45 days of receipt of the final, correct invoice, less any items in dispute. At no time will SfN incur interest charges on any portion of the bill in dispute. If deemed necessary, contractor staff will jointly review billing with SfN staff.