



REQUEST FOR PROPOSAL (RFP): AMM 2017 AV SERVICES

The California Partnership to End Domestic Violence (Partnership) invites you to submit a proposal for Audio Visual Services for our 2017 Annual Membership Meeting (AMM).

Additional information about our organization, project & scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to procurement@cpedv.org using the subject line: *%AMM 2017 AV Services RFP Inquiry%* by 3:00pm on 07/21/2017. Answers will be posted to www.cpedv.org/procurement by 3:00pm on 07/24/2017.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to procurement@cpedv.org by 5:00pm on 07/28/2017.

Award of Contract

The Partnership intends to award a contract by August 4th 2017. All candidates will be informed of a decision when a contract is awarded.

Note

All costs related to the submission of this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed.

SECTION I. Organizational Overview & Introduction

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 survivors, advocates, organizations & allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications & capacity-building efforts, we align prevention & intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates & policy-makers can end domestic violence. Working at the state & national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform & connect all those concerned with this issue, because together we're stronger.

SECTION II. Scope of Work

The Partnership seeks to contract with an Audio/Visual Services provider to provide services for our two-day Annual Membership Meeting in September 2017.

A. Event Details

Date: September 11-12, 2017

Venue: Doubletree by Hilton

Location: 2233 Ventura Street, Fresno, CA 93721

Expected Attendance: 150

B. Event Agenda

The following is meant to provide a general idea of the event agenda, which has not yet been determined.

- AV Services will be needed for General Session and Reception, only.
- Day 1
 - General Session from 8:00am-5:00pm
 - Reception from 5:30pm to 7:00pm
- Day 2
 - General Session from 8:00am-3:30pm

C. Services required

While exact needs are still being determined, it is expected that we will need the following:

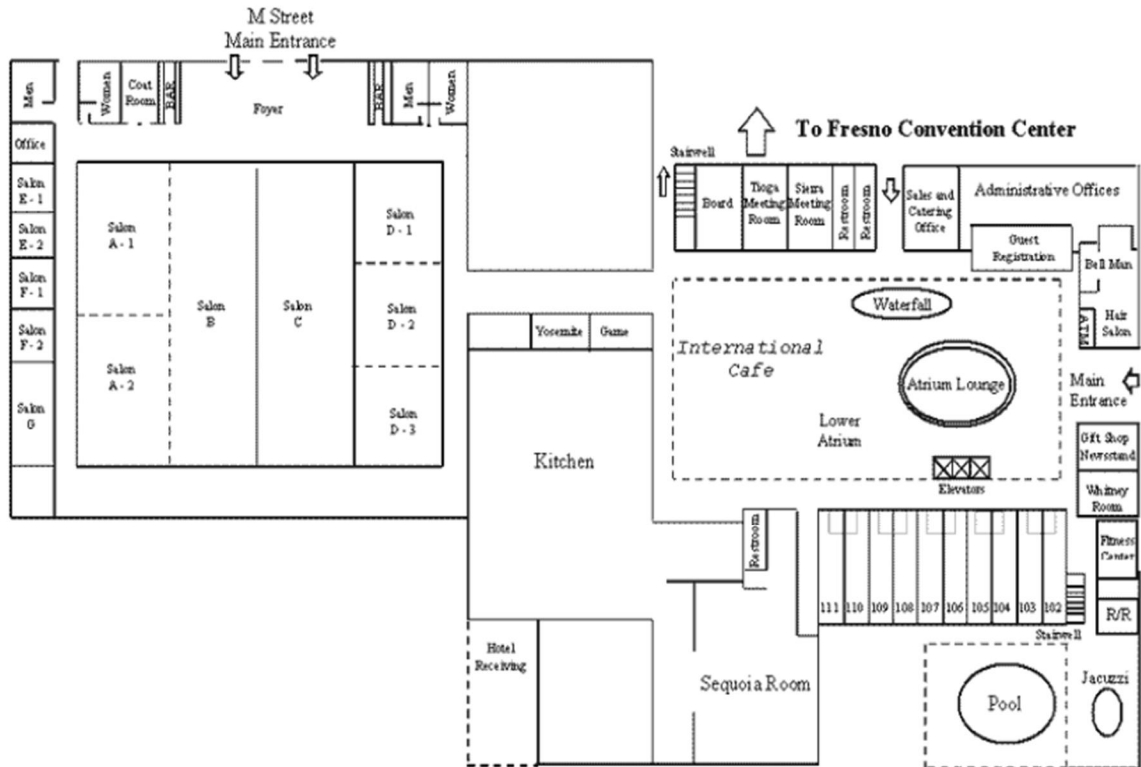
- General Session - (Salon C - 40' x 82' - 3,280 sq. ft.) This room will be setup with banquet seating, will host our various speakers and panels, and will need to be staged for sound and projection. We will need to be able to connect projectors and sound system to a laptop to show video, slideshows and play music.
- Reception - (Salon B - 40' x 82' - 3,280 sq. ft.) This room will host a reception and awards ceremony. We will need sound and projection connected to a laptop, a podium wired for sound, and wireless microphones.

Please note: We will be utilizing simultaneous interpretation devices (direct transmitters) and will need to be equipped to handle such devices.

Equipment utilized at previous membership meeting:

- 4 Loudspeakers w/stands
- Mixer with line level program feed
- DI Box for Laptop Audio
- 1 Wireless Lav Mic
- 4 Wireless Mics with switch
- 2 tabletop Mic stands
- 2 4K Lumen High Resolution LCD Projectors
- 2 10' Screens, carts
- Wireless Advancer, VGA DA, Cables/Power Strip
- 1 Switcher (Folsom Presentation Pro)
- LCD Projector & Cradle Screen, Projector cart/stand (For Reception)
- 2 Laptop Computers

D. Event venue floorplan:



SECTION III. Proposals

Those wishing to submit proposals for this contract should carefully review & submit the following information:

A. General Information

- Name of firm
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail

B. Organizational Overview & Qualifications

- Describe the firm, including history & scope of practice
- Provide examples of similar events you have serviced
- Provide a list of staff expected to work on the event, including expected role and brief summary of experience

C. Services and fees

- Describe the equipment and services available to meet the needs outlined above (Sec. II) as well as any and all associated costs
 - Please provide a descriptive explanation, as well as an itemized price list of equipment you expect to use for our event
 - Please be sure to explain all labor needs including setup and strike, and any reimbursement expected for travel/lodging/etc.
 - Please include a price list of any other commonly used equipment
 - Please DO NOT include lodging in the proposal, as The Partnership has obtained reduced room rates for the event and will provide necessary accommodations to the selected vendor.
- Provide a description of any discounts available to the Partnership
- Please explain any service fees or taxes that the Partnership should expect to incur in utilizing your firm/services

D. References

Contact information for three (3) specific professional references for whom you have provided similar services.

SECTION IV. Selection Criteria

The Partnership's decision to select a candidate will be based on, but not limited to, the following priorities:

- Availability and costs of services
- Firm history and experience
- Quality of references

SECTION V. Additional Terms

A. Applicant Rights

All materials submitted in response to this RFP become the property of the Partnership upon delivery & shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Partnership & the contracted vendor. Each applicant, as an express condition for the Partnership's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary & trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

B. Conflict of Interest

Proposing contractors/firms are asked to identify any conflicts of interest in serving the Partnership & to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the Partnership are met.

C. Reservation of Rights

This RFP does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The Partnership reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel in part or in its entirety this RFP if, at the sole discretion of the Partnership, the organization determines that it is in its best interest to do so.