



## REQUEST FOR QUOTE (RFQ): 2019 CONFERENCE AV SERVICES

The California Partnership to End Domestic Violence (Partnership) invites you to submit a proposal for Audio Visual Services for our 2019 Conference.

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

### Questions Regarding RFQ

Inquiries concerning this RFQ should be submitted to [christina@cpedv.org](mailto:christina@cpedv.org) by 3:00pm on 1/25/2019. Answers will be posted to [www.cpedv.org/procurement](http://www.cpedv.org/procurement) by 3:00pm on 1/28/2019.

### Submission of Quotes

Documents must be submitted in PDF format via e-mail to [christina@cpedv.org](mailto:christina@cpedv.org) by 5:00pm on 2/1/2019.

### Award of Contract

The Partnership intends to award a contract by February 8<sup>th</sup>, 2019. All candidates will be informed of a decision when a contract is awarded.

### Note

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

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## SECTION I. Scope of Work

The Partnership seeks to contract with an Audio/Visual Services provider to provide services for our Shifting the Lens conference in March 2019.

### A. Event Details

Date: March 10-14, 2019

Venue: Sheraton Gateway Los Angeles Airport Hotel

Location: 6101 West Century Boulevard Los Angeles, California 90045

Expected Attendance: 500

### B. Event Agenda

The following is meant to provide a general idea of the event agenda, which is subject to change. AV Services will be needed for Reception, General Session, Breakout Sessions, and for two day training immediately following main conference.

- Day 1
  - Arrival and setup, will have access to venue by 5:00pm
  - Reception from approximately 6:00pm to 8:00pm
- Day 2
  - 8:30am Welcome & Conference Opening
  - 8:45am Keynote Address
  - Break (15 min)
  - 10:00am Courageous Conversations Panel
  - Break (15 min)
  - 11:00am Critical Conversations Discussion Groups
  - 12:30pm Lunch Buffet
  - 1:00pm Lunch Keynote
  - Break (15 min)
  - 2:00pm Workshops 1
  - Break (15 min)
  - 3:30pm Workshops 2
- Day 3
  - 8:30am Keynote Address
  - Break (15 min)
  - 9:45am Workshops 3
  - Break (15 min)
  - 11:15am Workshops 4
  - 12:40pm Lunch Buffet
  - 1:30pm Lunch time Call to Action
  - 2:30pm Closing Plenary
- Day 4&5
  - 8:00am Registration
  - 9:00am Workshop Begins
  - 12:00pm Lunch Break (1 hour)
  - 4:00pm Lunch Buffet

## Services required

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

- Reception – The reception will be hosted in The Brasserie and will require amplified sound for two wireless microphones.
- General Session – (Grand Ballroom – 100'x114'x14.5', 11,400 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 dual projection. We will need to be able to connect projectors and sound system to a laptop to show video, slideshows and play music. We will require 3 wireless lavalier microphones and 3 wireless handheld microphones.

We would like pricing on the the following additions to basic sound and projection:

1. Pipe & Drape at rear of stage
2. Basic uplighting
3. Live video feed from General Session to a nearby breakout room for the first keynote speaker (approx.1 hour).

- Breakout Sessions – There will be 6 concurrent breakout sessions. Each breakout session should be prepared for approximately 100 attendees.

Breakout sessions will require projection and amplified sound. We will require three wireless handheld microphones per room.

Breakout Sessions will be hosted in the following rooms:

Breakout 1 – Hermosa Room – 33'x49'x14.5', 1167 sq. ft

Breakout 2 – Laguna Room – 33'x49'x14.5', 1167 sq. ft

Breakout 3 – Malibu Room – 33'x49'x14.5', 1167 sq. ft

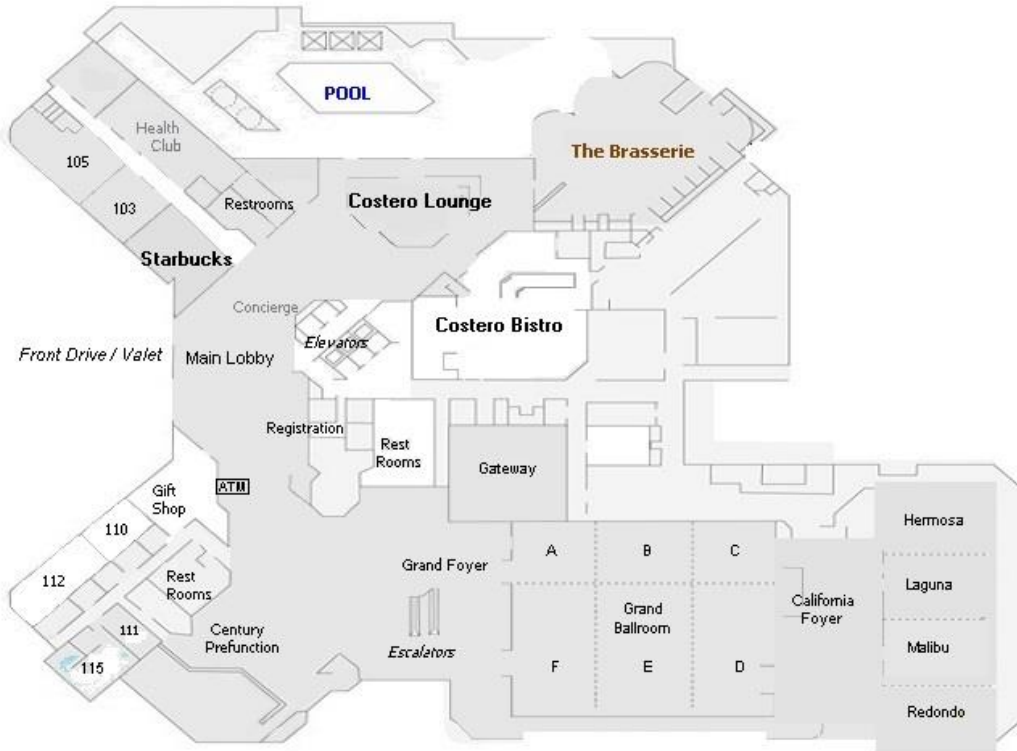
Breakout 4 – Redondo Room – 33'x49'x14.5', 1167 sq. ft

Breakout 5 – Gateway Ballroom – 47.5'x49'x14.5', 2329 sq. ft

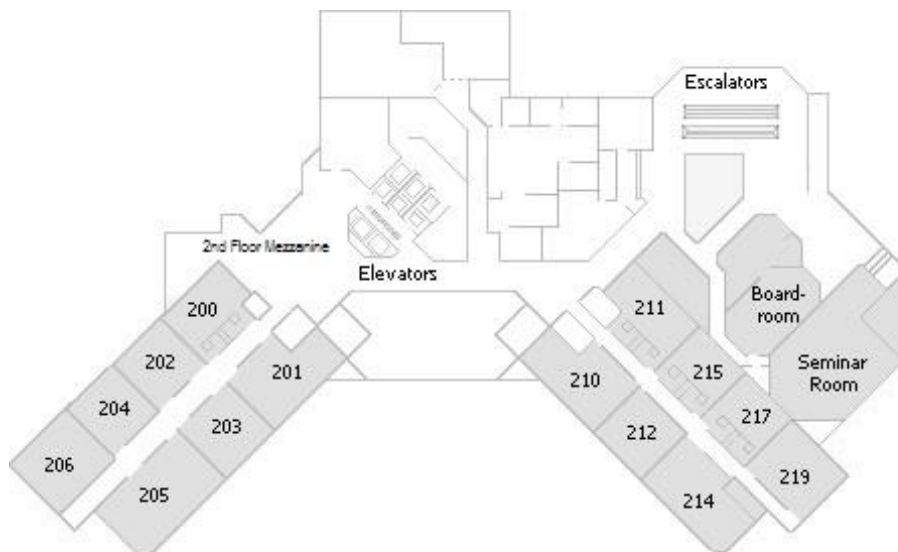
Breakout 6 – Seminar Room – Preset classroom style, 2153 sq. ft

C. Event venue floor plans:

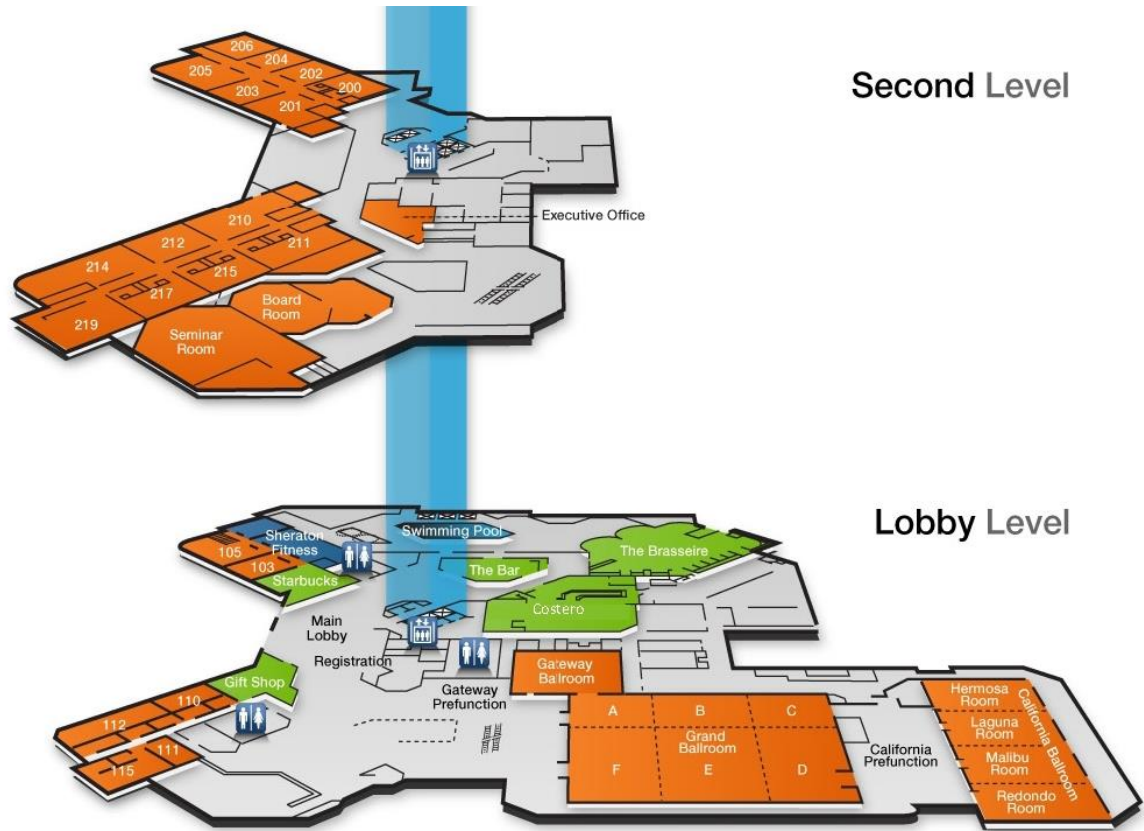
First Floor:



Second Floor:



## Layout Overview:



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## SECTION II. Quotes

Those wishing to submit quotes 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

### 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.
  - 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

### SECTION III. 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

### SECTION IV. 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.