



## **Responses to Q+A for Request for Proposals for Event Planning Services**

## Proposal Details

**Q:** Should the proposal include specific vendor recommendations and pricing estimates or is an outline of the planning methodology acceptable?

**A:** Both specific vendor recommendations with estimates *or* outline planning methodology are acceptable as specific vendor needs will change based on the event (e.g. full-service catering vs food trucks)

**Q:** What reporting requirements do you anticipate in addition to those named: event run-of-show, event signage, budget, and work plan (timeline and schedule)?

**A:** SVCE would also expect attendance tracking and welcomes additional reporting recommendations to track event success.

**Q:** Which budgeted costs associated with events will be borne by the bidder for reimbursement and which will be paid by SVCE directly?

**A:** SVCE will fulfill all event-related invoices directly, separate from the selected vendors event planning costs.

**Q:** Is there a page limit for Section 4 - Proposed Solution?

**A:** No.

**Q:** Is there an overall page limit for the full proposal response?

**A:** No.

**Q:** Do key personnel resumes count toward the 6-page limit for Section 3, or may they be included as an Appendix that is not counted toward the page limit?

**A:**

No, they will not count toward the page limit and may be provided as an appendix to the proposal.

**Q:** Are there any restrictions on formatting such as preferred font, font size, margins, etc.?

**A:** No

**Q:** Is a Table of Contents required?

**A:** Not required but encouraged for review efficiency.

**Q:** May our responses include additional components not specified in the RFP, such as a cover page, cover letter, etc.?

**A:** Yes.

**Q:** In Section 5 of the RFP (Proposal Submittal), the sections of the response jump from 4 to 7. Was section 5 and 6 intentionally removed and the numbering did not update, or should there be a section 5 and 6?

**A:** This was a formatting error. Content is not missing/was not removed.

## **Budget and Timeline**

**Q:** Is there an estimated or predetermined budget for event planning services for the outlined scope of events?

**A:** No.

**Q:** For the Community Celebrations (4-14 events per year) and Business Meetings (6-10 events per year), do you have preferred months for these events? Additionally, can you provide typical attendance ranges for each?

**A:** Events will take place throughout the year. Community Celebration event attendance will vary, our last community event had 100 attendees. Business meeting event attendance will vary but we anticipate the range to be between 15-50 guests, this is dependent on the type of event.

**Q:** How detailed should the budget be for each event? Are broad cost ranges acceptable or should we provide specific cost breakdowns for venue rental, catering, labor, etc.?

**A:** Broad cost ranges are acceptable as we know cost can vary based on specific event needs; but should be estimated by category (e.g. rental estimation, catering estimation, staffing estimation).

**Q:** Should the work plan include a full timeline for each sample event or just an overview of the typical planning process?

**A:** A hypothetical timeline for each sample event is preferred.

**Q:** How are the events identified in the High-level Scope of Work as Local Community Celebrations (4-14 events annually) spread out during the year?

**A:** These are ad-hoc events, there may end up being 2-3 within several weeks, or spread out with a few months in between. The community events are often tied to our community grant projects reaching completion, so these dates are dependent on external variables and the partner jurisdictions (local towns and cities).

**Q:** What is the cadence of business meetings? Generally timing they take place?

**A:** Business meetings are ad-hoc. They have historically taken place Mondays-Fridays between the hours of 9 a.m. and 3 p.m. but this may change depending on the event needs.

**Q:** For community events what is that general timing they take place and weekday/weekend?

**A:** Community events will take place weekdays and weekends and will vary between morning, afternoon and evening events.

**Q:** How far in advance does SVCE know what events will take place? If SVCE sets the dates, how far in advance would SVCE know when an event would take place? This does not need to be exact; we are just trying to get a sense for SVCE's planning cycles.



**A:** SVCE aims to have 4-6 months of lead time to an event but this may vary depending on external factors, event type and size. There have been occasions when the lead time is short, ~6 weeks, but we try to avoid this whenever possible.

### **Scope of Work and Misc.**

**Q:** Will logistics such as event email announcements and online registration be conducted on SVCE-provided platforms or those of the bidder?

**A:** Email announcements and online registration will be conducted by SVCE staff.

**Q:** Does SVCE set the date of the event, or is this a role you want the event planning service provider to fulfill?

**A:** SVCE will lead the date selection for the events but will coordinate with the event planning service to ensure availability. Some of the events will be dependent on external factors including municipal project completion, speaking invitations, etc.

**Q:** Is this RFP open to bidders located outside of the California/SVCE territory?

**A:** Yes.

**Q:** If SVCE is open to bidders outside of the California/SVCE territory, are there (if any), other requirements for the bidding organization as it pertains to being outside of California (IE., registered to do business in California)?

**A:** SVCE does not have procurement requirements for the location of its vendors. Per the terms of the agreement, "Consultant shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to Authority and licensed to do insurance business in the State of California. Endorsements naming the Authority as additional insured shall be submitted with the insurance certificates."

**Q:** Is there any scoring preference given to bidders in the California/SVCE territory?

**A:** We will evaluate the bids based on the terms of the RFP and the best value to SVCE as determined by staff. In regards to hiring third-party vendors for the events, per the RFP, "as a local, not-for-profit, SVCE aims to source event needs (catering, gifts, etc.) from local businesses."

**Q:** Does the SVCE have an incumbent provider for one or all areas in the requested scope of work?

**A:** No, there is no incumbent provider for these services.

**Q:** Is there a preference of local vendors vs. non-local vendors? Do you weigh local vendors more than non-local vendors?

**A:** We will evaluate the bids based on the terms of the RFP and the best value to SVCE as determined by staff.

**Q:** How long might this contract engagement be for?

**A:** One to three years.

