

REQUEST FOR PROPOSAL

MARKETING DEPARTMENT

**Community Relations-Social Development
Commission in Milwaukee County
1730 W. North Avenue,
Milwaukee, WI 53205
Attn: Scott Scherer, Purchasing Coordinator
RFP # 06-1623**

**Staging for Summit on Poverty Event
Including the SDC Annual Meeting, the Summit on Poverty, and the SD
Foundation Legacy Gala Events**

Issued June 16, 2023

**Proposals must be postmarked or received no later than Friday, July 7, 2023
Late proposals will not be accepted.**

Scope of Work for RFP#06-1623 Staging for Summit on Poverty Event

The Community Relations-Social Development Commission (CR-SDC) is seeking to secure the services of a Staging Company for the Staging and Production of our Summit on Poverty Event. This Event will include the CR-SDC's Annual Meeting, the yearly Summit on Poverty and the Social Development Foundation's Legacy Gala Fundraiser.

General Requirements of Proposal Content

Proposals should address the areas listed below. Respondents may supplement proposal narratives with additional material (such as renderings; set designs; brochures, promotional materials, sample materials, etc.).

1. CR-SDC is interested in having the look of each of our events differ. Please describe how you would affect this change. An example of each look can be provided within this RFP.
2. Cost and basis for cost — Please list the total cost for the services you describe in your proposal.
 - Provide the basis for your cost estimate (such as cost per hour of facilitation, equipment rental, set design; on site crew; cost per actual time spent on all activities, a flat fee, or other basis).
 - Be sure to account for any expenses, such as mileage, if expenses are not included in your proposed fee. The cost basis may be used in negotiating the final contract amount with the successful proposer, so proposers are encouraged to provide as much detail as possible for their cost estimates.

Specifications for RFP#06-1623 Staging for Summit on Poverty Event

Tentative Event Schedule:

Tuesday, September 12, 2023 – Hyatt Regency Milwaukee

8:00am-5:00pm Load In – Regency Ballroom

Wednesday, September 13, 2023 – Hyatt Regency Milwaukee

8:00am-5:00pm Load-In and Set Breakout Rooms
12:00pm-4:00pm Technical Rehearsal – Regency Ballroom **Annual Mtg and SOP**
5:00pm-8:00pm **Annual Meeting** – Regency Ballroom

Thursday, September 14, 2023 – Hyatt Regency Milwaukee

7:00am-8:00am **Summit on Poverty** – Regency Ballroom and Breakouts ready
8:00am-5:00pm **Summit on Poverty** – Regency Ballroom
8:00am-5:00pm **Summit on Poverty** – Regency, all Breakout Room

Friday, September 15, 2023 – Hyatt Regency Milwaukee

7:00am-8:00am **Summit on Poverty** – Regency Ballroom and Breakouts ready
8:00am-5:00pm **Summit on Poverty** – Regency Ballroom
8:00am-5:00pm **Summit on Poverty** – Regency, all Breakout Room
1:00pm-5:00pm Load In and Set for **Legacy Gala Event** – Vue (if needed)

Saturday, September 16, 2023 – Hyatt Regency Milwaukee

8:00am-2:00pm Reset Regency Ballroom for **Legacy Gala Event**
8:00am-2:00pm Strike Breakout Rooms from **Summit on Poverty**
2:00pm-3:30pm Technical Rehearsal – Regency Ballroom – **Legacy Gala**
4:00pm-9:00pm **SDFoundation Legacy Gala** – Regency Ballroom and Atrium
4:00pm-9:00pm **SDFoundation Legacy Gala** – Vue (possible)
9:00pm-1:00am Strike

Specifications for RFP#06-1623 Staging for Summit on Poverty Event

Event Specifics:

- 1 General Session Room (Regency Ballroom all days)
- 1 Vendor/Guest Area – Atrium (all days)
- 10 Break Out Rooms (September 14-15)
- 1 Silent Auction (September 16)

Staging Requirements:

General Session (Regency Ballroom) Includes:

- (2) large presentation screens with high quality projectors
- (3) cameras with record, streaming General Sessions only
- all presentation laptops and clickers
- confidence monitors
- sound system for the entire Regency Ballroom including DJ and Musician assist.
- (8) wireless mics
- cue light system
- stage wash and uplighting
- drape and scenic panels for behind stage
 - stage and backdrop design for the 3 different looks

- (4) Operators (audio, video, slides, cameras)

(10) Breakout Rooms include:

- screen/projector with drape
- presentation laptop
- sound system w/ mic for recording, wireless/handheld or LAV mic, computer audio
- remote clicker
- Camera with record, no streaming

- (4) operators to "float" between rooms

All meeting rooms within the Hyatt will be used for this conference.

Recordings of all sessions to be delivered on external drive 2 days after the event.

Eligibility Requirements:

The Contract award will be made after successful negotiation of a final agreement with the respondent whose proposal is selected from all respondents with the implementation of services to follow. This RFP, however, does not indicate a commitment by the CR-SDC to award a contract to any successful respondent. The CR-SDC reserves the right to reject any and all proposals without cause and to end negotiations without cause. A selection is estimated to occur within approximately two days after the proposal deadline. The CR-SDC intends to evaluate the proposed services based upon the data presented in response to the RFP. The proposals will then be reviewed based on qualifications, specific experience, familiarity with the services, and compensation; and then will be rated according to which firm best meets the needs of the CR-SDC.

Applicants whose existing contracts with CR-SDC that are not in good standing will not be considered for a contract. Agencies not eligible include those that have had a CR-SDC contract terminated for default; are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

Contract Award:

Under this Formal RFP, the contract period is estimated to begin upon execution of the signed agreement. The RFP will be reviewed by the CR-SDC on an individual basis. The CR-SDC reserves the right to terminate the contract at any time should the vendor not meet service and performance expectations.

Contract Specifications:

A complete response to this Request for Proposal (RFP) must include answers and completion of all the above and any attached questions and statements. Any CR-SDC signature to accept this proposal or enter into a relationship agreement will be subject to review by CR-SDC Legal Services. The appropriate and authorized CR-SDC signer(s) will not sign any documents until all CR-SDC legal reviews and concerns with the pending documents are resolved in writing.

A contract will be issued to the successful bidder. The selected provider will be expected to meet performance objectives as determined by CR-SDC. CR-SDC will consider all the

following factors listed below, as well as the completeness and timeliness of responses addressed in the RFP in the evaluation of all proposals.
Please include all this requested information in your RFP response.

Additional Information

Letter of Intent Deadline: Friday June 23, 2023, 2:00p.m. CST - email letters of intent accepted – please send email to sscherer@cr-sdc.org

To assist in the evaluation of potential Staging Companies please provide the following information:

1. Firm name, address, and contact information including telephone number, email address and website address.
2. Names and titles of all principals of the firm (name, title, phone number).
3. Type of firm: individual, partnership, corporation, subsidiary, or government entity; and whether in good standing at the time of submitting the proposal.
4. Organizational structure of the firm, history, including number of years in existence, number and location of offices, and total number of employees.
5. What characteristics most distinguish your firm from your competitors? Summarize the benefits to our organization of engaging your firm.

Other:

1. Are there any conflicts of interest between your firm and the Community Relations Social Development Commission (CR-SDC)? If "yes" please elaborate.
2. Has your firm or anyone that will be working with the CR-SDC ever been cited by a professional or regulatory governing body for disciplinary reasons? If "yes" please elaborate.

Please review the following important information prior to submission:

➤ **Non-discrimination:** Any agency or organization providing services for CR-SDC agrees not to discriminate against any employee, client, or applicant for employment or services on the basis

of age, race, religion, color, disability, physical condition, sex, national origin or ancestry, arrest or unrelated conviction record, sexual orientation, military/veteran status or military participation. This provision shall include, but not be limited to all employment situations and selection for services.

Insurance Requirement:



General Liability:	\$1,000,000.00 Per Occurrence \$2,000,000.00 Annual Aggregate
Personal Injury:	\$1,000,000.00 Per Occurrence
Fire Legal Liability:	\$1,000,000.00 Per Occurrence
Products Completed Operations:	\$1,000,000.00 Per Occurrence
Medical Payments:	\$5,000.00 Per Occurrence
Owned Auto Liability and or - Non-Owned/Hire Auto Liability -	Or \$1,000,000.00 If Automobiles Utilized
Workers Compensation: (\$500/\$500/\$500)	Statutory Employers Liability
Professional Liability:	\$1,000,000.00 Annual Aggregate Per Specialty

Community Relations-Social Development Commission is to be named additional insured on all liability coverage, evidenced via a certificate of insurance.

Cover Sheet:

The enclosed Cover Sheet (last page of this RFP) shall be the first page of the bid. Use the form or replicate the form ensuring all information is provided. A signature is required to qualify the applicant for consideration.

Minority Certification (If applicable)

* CR-SDC intends to use EBE/DBE'S (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. CR-SDC will endeavor to bid to EBE/DBE's whenever and wherever possible. Bids can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE/DBE's vendor must be certified to receive this 5% preference (the State of Wis., City of Milwaukee EBE. or Wis. Unified Certification Program).

Certification documentation must be attached to all copies to qualify for points.

For Additional Information or for Clarification:

All correspondence regarding this RFP must be conducted via e-mail (sscherer@cr-sdc.org) with a telephone follow-up and must be received by 2:00 p.m. CST June 28, 2023, with RFP#06-1623 referenced.

Contact for information or clarification:

Community Relations — Social Development Commission

1730 W. North Avenue

Milwaukee, WI 53205

Attn: Scott Scherer, Purchasing Coordinator

(414) 285-3911

sscherer@cr-sdc.org

If any updates to this RFP become available, interested parties will be notified by email.

Basis of Award for Contract:

A decision will be rendered by staff and management from the SDC. Decision factors will include, but are not limited to, budget, and ability to communicate appropriately with the Facilities Manager. Proposals will be judged on completeness of response and be qualitatively assessed. In the event that proposals receive similar scores after the assessment process, potential vendors may be required to meet with SDC staff for a brief interview to clarify various points of interest. Incomplete proposals will not be reviewed. Certified minority-owned and women vendors are strongly encouraged to apply. All applicants will be notified of the final decision. As a result of this Request for Proposal (RFP), the effective date of any individual or aggregate award(s) is projected to be July 10, 2023.

Grievance Procedure:

Once a vendor has been selected pursuant to the agency's competitive proposals process, an unsuccessful applicant or bidder may raise any question, challenge, or appeal with respect to the selection process in the following manner:

1. Any complaint or challenge to the selection process must be communicated in writing to the CR-SDC Executive Department within three business days of the date that notice of selection/non-selection was received.
2. The CR-SDC Executive Office shall provide a written response to the complainant within five business days of receipt of the written complaint.
3. If after the review of the response described in step 2, above, the complainant remains unsatisfied with the process, the complainant may file a grievance with the Executive Committee of the Board of Commissioners. The grievance must be in writing, must clearly set forth the grounds or basis for the grievance, and must be filed within five business days after receipt of the response described in step 2, above. The Chairperson of the Executive Committee will review the grievance and may convene the Executive Committee to discuss the complaint.
4. The Committee may consult with persons necessary to determine the following issues:
 - (a) Did the selection process violate any policy or procedure of the agency?
 - (b) Did the selection process violate any Federal, State, or local law?

The Chairperson shall communicate a written decision to the complainant within 30 calendar days of receiving the written grievance. The written decision of the Chairperson shall be final.

Criteria Review: Maximum Points 110 Points

Statement of Qualifications:

- 1) Firm Experience & Area(s) of Expertise (25 points)
- 2) Comprehensive Assessment Snapshot (50 points)
- 3) Professional Project References & Samples (25 points)

References/Minority-Owned Vendor: 10 points (maximum)

- 1) References - The applicant has provided the names and contact information of five nonprofit or government references where similar services have been rendered. (5 points)
- 2) Minority-Owned Vendor - The applicant is a certified minority-owned vendor. Certification documentation must be attached to the proposal to qualify for points. (5 points)

Bidding Instructions

Official sealed bids shall be received at Community Relations- Social Development Commission (CR-SDC) offices located at 1730 West North Avenue, Milwaukee, WI 53205 no later than **2:00 p.m. on Friday, July 7, 2023.**

The words **“Sealed Bid”** and **RFP # 06-1623 - Staging for Summit on Poverty Event** shall be clearly marked on your envelope, along with your Company name and address listed in the upper left-hand corner of the envelope.

Make seven photocopies of the complete set of original documents. Mark the photocopied sets **“Copy.”** Place the original bid and 7 copied set(s) of documents in a sealed package (envelope or box).

Additional documents needed within bid:

Cover Sheet with signature (page 12) - The cover sheet must be the first page of the proposal.

Statement of Qualifications: Exhibit A - Not to exceed two (2) typewritten pages, single-spaced, 10-point font or larger and 1-inch margins on all sides.

Letter of Intent: Information provided on page 6 of this RFP.

References: Three (3) professional letters of reference/recommendation. References must include Organization Name, Contact Person, Title, Address, Phone, and E-mail address.

Minority Vendor Certification (if applicable): One (1) copy of certification documentation must be attached to the original in order to qualify for bonus points.

Only one bid per company will be accepted.

Proposals will be publicly opened @ 2:05 p.m. on Friday, July 7, 2023, at 1730 West North Avenue, Milwaukee, WI. 53205.

Walkthroughs of the Hyatt Regency Downtown Milwaukee will be given upon request. Please call Eileen Devine at 414- 906-2768 to make an appointment.

Submission on Proposals

The bidder, in submitting his/her proposal, agrees to enter into a contract with CR-SDC.

Protests regarding the validity or appropriateness of the invitation for bid will not be considered unless the protest is filed in writing with CR-SDC Purchasing Office, prior to the closing date of the RFP.

Awards

Community Relations-Social Development Commission (CR-SDC) reserves the right to reject any or all proposals if bidder is non-responsive/non-responsible. The CR-SDC reserves the right to reject any or all proposals for business reasons.

The CR-SDC strives to work with all competitive vendors whenever possible and reserves the right not to award the bid to the lowest bidder if the Proposal is deemed non-responsive or non-responsible to CR-SDC needs.

Bidders are expected to carefully examine the specifications, terms and conditions. Failure to do so shall be at the bidder's risk.

REQUEST FOR PROPOSAL# 06-1623 Staging for Summit on Poverty Event

COMMUNITY RELATIONS – SOCIAL DEVELOPMENT COMMISSION

Marketing Department

COVER SHEET

Organization Name: _____

Contact Person: _____

Title: _____

Phone: _____ Ext: _____ Fax: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Website: _____ E-mail: _____

Social Security or Federal ID Number: _____

Total Proposed Budget if applicable: _____

Certified Minority Vendor* YES _____ NO _____ Certified EBE YES _____ NO _____

Certified Woman Vendor* YES _____ NO _____ Certified DBE YES _____ NO _____

Certification documents attached YES _____ NO _____

* CR-SDC intends to use EBE/DBE'S (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. CR-SDC will endeavor to bid to EBE/DBE's whenever and wherever possible. Proposals can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE/DBE's vendor must be certified to receive this 5% preference (the State of Wis., City of Mil. EBE. or Wis. Unified Certification Program).

Certification documentation must be attached to Proposal to qualify for points.

Statement of Certification

The proposed activities, qualifications, dates, availability of resources, staff, cost, and all statements made are true and correct.

Authorized Representative Signature and Title:

(Print)

(Date) (Signature)

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