Request for Proposals
Special Events/Meeting Planning Support
Questions and Answers
Posted 2/6/18

**Please note that the RFP originally posted the contract amount at $104,000 of which $54,000 should be set aside for audio visual services for the State of the Region Breakfast. This amount is incorrect. The correct figure for State of the Region audio visual services is $44,000.**

How many participants will be submitting bids for your RFP?
We have no way of knowing as this is an open process and was advertised in the Fulton County Daily Report, a daily legal newspaper with a circulation of 3,808.

Is there an incumbent submitting a bid? If so, how long have they been working with ARC and who is it?
ARC hired The Juice Studios in 2017 to coordinate elements of ARC’s annual State of the Region Breakfast event. They have indicated that they will be submitting a proposal.

What are the deciding factors that will be used to select the event management partner and how is the decision made?
The review of written proposals will be based on the following evaluation criteria, with the relative weights in parentheses:
1. Related experience, qualifications, and references of the firm or project team (40%)
2. Technical approach (35%)
3. Work plan and schedule (15%) Note: This includes the consultants’ ability to demonstrate a balanced workload for its staff in order to carry out its responsibilities to ARC in balance with any other contracts the consultant may have.
4. Proposed budget (10%)

Who is making the final decision?
The decision will be made by a panel of at least three ARC staff familiar with the special events planning needs of the agency.

The budget is listed at $104,000. Is that for one event or all the events hosted by ARC?
As stated in the RFP, the $104,000 is inclusive of a $54,000 ($44,000) set aside for audio visual services for the State of the Region Breakfast. *This amount was presented incorrectly on the Request for Proposals and should be $44,000. Please see the note above about this amount.*

This list of events to be managed through this contract are: State of the Region Breakfast, Aging & Independence Forums, Connect ATL, Workforce Luncheon, Leadership Programs Reunions and other small to mid-sized event. Anticipated workload percentages can be found in the proposal Tab IV. Work Tasks.
Please confirm everything outlined in the scope is local.
Yes, all events will be held in the 10-county metro Atlanta region.

Have any dates already been slated on the calendar for any of the events? Are there dates we have to work around.
Yes, a few dates have been confirmed. Others are at least allocated to a particular month. Attached, you’ll also find an agency-wide calendar that lists both events that will be responsibility of the consultant and other events. While the consultant will not be responsible for these other events, they will need to coordinate around them in some instances.

- State of the Region Breakfast – November 2
- Aging and Independence Forums – March 28, April, June 20 and October
- Connect ATL – September
- Workforce Luncheon – December 4 or 6

QUESTIONS ABOUT THE AGING & INDEPENDENCE FORUMS
Full Day vs Half Day?
Undetermined at this time but generally 9-3pm.

Who sources the venue?
The consultant with the assistance of ARC staff. Locations have already been set for the March and June events.

Who manages and develops the content and on-site logistics for the general session, production, and breakouts?
The consultant will take the lead as a participant of an ARC team comprised of Communications and Aging and Independence Services staff.

Who sources and manages speakers logistics?
The consultant will take the lead as a participant of an ARC team comprised of Communications and Aging and Independence Services staff.

Who manages Food & Beverage?
The consultant.

How many attendees are anticipated at each event?
50-150 average

Who manages invites and RSVP & registration including name badges, pre-conference correspondence, sponsors, rooming, parking, signage and meeting materials?
The consultant will take the lead on developing deadlines and copy for the digital invitations. Design and registration set-up will be handled by ARC staff. The consultant will be provided with access to the registration tool to manage RSVPs. Name badges are typically hand-written but will be managed by the consultant. Pre-conference correspondence will be handled by the consultant using ARC tools (e.g. Eventbrite and Mail Chimp) and staff as necessary. Sponsorship
securement is handled by ARC staff. Communication to sponsors will be handled by the consultant. Rooming is not required. Parking will be handled by the consultant. Signage and meeting materials will be designed and produced by the consultant.

**Is there an Evening event or Social element in this meeting?**
No.

**QUESTIONS ABOUT CONNECT ATL**

*At this time, we do not expect the consultant to assist with the quarterly meetings.*
*Consultants will only assist with the ConnectATL Summit.*

**Who sources the venue?**
The venue, Georgia Tech Conference Center, has been selected.

**Who manages and develops the content and on-site logistics for the general session, production, and breakouts?**
The consultant will support an ARC team comprised of Strategic Relations and Mobility Services staff.

**Who sources and manages speaker’s logistics?**
The consultant will support an ARC team comprised of Strategic Relations and Mobility Services staff.

**Who manages Food & Beverage?**
The consultant.

**How many attendees are anticipated?**
50-100

**Who manages invites and RSVP & registration including name badges, pre-conference correspondence, sponsors, rooming, parking, signage and meeting materials?**
The consultant will take the lead on developing deadlines and copy for the digital invitations. Design and registration set-up will be handled by ARC staff. The consultant will be provided with access to the registration tool to manage RSVPs and manage name badges. Pre-conference correspondence will be handled by the consultant using ARC tools (e.g. Eventbrite and Mail Chimp) and staff as necessary. Sponsorship securement is handled by ARC staff. Communication to sponsors will be handled by the consultant. Rooming is not anticipated but should accommodations be needed for speakers, the consultant will handle. Parking will be handled by the consultant. Signage and meeting materials will be designed and produced by the consultant.
Is there an Evening event or Social element or just meeting?
Unknown at this time.

WORKFORCE LUNCHEON
Is the Workforce Luncheon consist of one event?
Yes. This event typically runs from 11:30-1:30pm

Who sources the venue?
ARC has secured Maggianos in Buckhead.

Is there a program or content or is this just a luncheon?
Traditionally, program participants are recognized through a video presentation and certificate presentation.

How many attendees?
50-75

Who manages invites and RSVP & registration including: name badges, pre-conference correspondence, signage and meeting materials.

LEADERSHIP REUNIONS
Who is responsible for finding the venue?
Unknown at this time.

# of Reunions
3-5

# of attendees
50-100

Single day event?
Yes

Do you offer rooming and parking?
Rooming – no; Parking – yes.

Who develops and prints signage and meeting materials?
Unknown at this time.

What is the format: Evening event, Social Event, or Meeting?
Undefined at this time though typically a light agenda wrapped around a social event.

Who manages invites and RSVP & registration including name badges, pre-conference correspondence, sponsors, rooming, parking, signage and meeting materials?
The consultant will take the lead on developing deadlines and copy for the digital invitations. Design and registration set-up will be handled by ARC staff. The consultant will be provided with access to the registration tool to manage RSVPs and manage name badges. Pre-conference correspondence will be handled by the consultant using ARC tools (e.g. Eventbrite and Mail Chimp) and staff as necessary. Sponsorship securement is handled by ARC staff. Communication to sponsors will be handled by the consultant. Rooming is not anticipated but should accommodations be needed for speakers, the consultant will handle. Parking will be handled by the consultant. Signage and meeting materials will be designed and produced by the consultant.

Additional questions were asked about Scope and number of additional programs. At this time those details are unknown and will be defined and agreed upon during the contracting phase.