

**REQUEST FOR PROPOSAL (RFP)
FOR
EVENT PLANNING SERVICES –
BROWNFIELDS CONFERENCE**

**CONTROL No. 2920000183
ADDENDUM No. 1**

ISSUE DATE: 11/15/13

DEADLINE: 12/04/13 AT 2:00 PM EST

This addendum is being issued to modify and clarify some sections of the RFP as well as to answer questions submitted by the question deadline. **Note: Actual text changes are highlighted in BOLD or italicized.**

I. MODIFICATIONS:

- a. **ADD** the following to Section C.1.2 GENERAL CONTRACTOR RESPONSIBILITIES

C.1.2.1. The successful Bidder (Contractor) shall be required to perform the following duties:

C.1.2.2. Open a meeting-specific bank account

C.1.2.3. Manage and pay invoices prior to, during and after the event.

C.1.2.4. Manage and sign all contracts, upon approval of the DEQ authorized representative (e.g. hotel, AV, exhibit expenses, decorator, transportation, etc.).

- b. **CHANGE** the Proposal Deadline Date to **December 4, 2013.**

II. CLARIFICATIONS:

The Contractor is responsible for Graphic and print work, however, DEQ does have an in-house graphics team that can produce most of the work and materials itself.

III. ANSWERS TO SUBMITTED QUESTIONS:

1. To confirm, we need to be an Oklahoma approved state vendor to submit a proposal?

A1. No. Any business which meets the requirements may submit a Proposal. You must be an approved State vendor to be awarded a Contract or Purchase Order. See Section A.15.3.

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2. In regards to Section **A.21**: Invoices paid in Arrears: Does this mean that the entire project is complete prior to being paid for project fees or can billing/payments be made quarterly or monthly? The question goes for expenses to drive and/or hotel stays for planning meetings?

A2. All 'fees' should be included in Proposal price. DEQ will not pay itemized expenses. Also, see Section C1.9 and C.1.4 of the RFP document.

Budget

3. Is there a current overall budget in place?

A3. No.

4. Can you provide a copy of last year's budget?

A4. The budget for this project will be based in part on funding, sponsorships, and fees obtained by the Contractor. DEQ does not base budget on previous year(s) events due to the variability of funding.

5. Is there an actual list of items that are included in the budget? Does the contractor do the budget itself or provide costs to DEQ? for the budget?

A5. Contractor will provide a budget for items payable through this funding. Additional budget items must be paid for through sponsorships/fees. Contractor must be flexible to the sponsorship money collected.

See Section H of this RFP - Estimated Cost of Services Table for allowable expenses.

Financing

6. Does the contractor open a meeting-specific bank account?

A6. Yes. Also see Modification I.a. above.

7. Is the contractor responsible for direct payment of invoices prior to, during and after the event?

A7. Yes. Also see Modification I.a. above.

8. Who signs and/or is liable for all meeting contracts (hotel, AV, exhibit expenses, decorator, transportation, etc.)

A8. This is the Contractor's responsibility. Also see Modification I.a. above.

Registration:

9. Is the contractor responsible for the collection of all registration fees?

A9. Yes. Also, see Section C.1.8.1 and C.1.8.4 of the RFP document.

10. Can the contractor sub-contract to a registration company and can that company collect fees?

A10. Yes. Also, see Section A.18-A.20 of the RFP document.

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11. Does the contractor set the registration fee or is there a standard Government fee?

A11. No. There will be a tiered fee will be set by the ODEQ planning committee.

Hotels:

12. Who signs the hotel contract? Is there any room pickup history (past 2-3 years) for determining booking for 2014?

A12. Contractor will sign hotel contract. No.

13. Does the DEQ allow commissions on hotel room bookings/contracts?

A13. No

14. Are room reservations made direct to the hotel by the attendees?

A14. In previous years a room block at several hotels was set aside, and it was up to attendees to call the hotel and ask for rooms in the block, however; this is negotiable. Last year's blocks were exhausted before the event. DEQ acknowledges hotel's policies regarding expiration of room blocks before the event.

Schedule:

15. **Day 1:** 8:00a - 5:00p: Sessions/Breakouts (how many sessions and for # of people?)

Unknown, this will be decided by the planning committee, last year we had three (3) sessions per break out, and three (3) break outs in the mornings, and two (2) breakouts in the afternoon; however, numbers will be dependent upon registration.

12:00p - 1:00p: Lunch - Dependent on registration. (2012 – 350 guest)

5:00p - 8:00p: Social Event (250 guest)

These numbers are provided strictly for historical reference. DEQ does not know how analogous the numbers will be to this event. All numbers for this event are dependent upon registration.

A15. See underlined text above.

16. **Day 2:** 8:00am – 12:00: Sessions/Breakouts (how many and for # of people?)

A16. See response A.15 above.

Graphics:

17. Are in-house graphics expenses included in the meeting budget and/or covered by registration fees?

A17. Yes this expense is included in the meeting budget. Also, see Item II. Clarifications above

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18. Do they provide design, layout and printing services?

A18. Yes the Contractor will be responsible for these services. This is a payable expense to be included in the proposed budget. Also, see Item II. Clarifications above.

Exhibits/Sponsorship:

19. Is the contractor responsible for exhibit sales and/or soliciting sponsorship revenue?

A19. DEQ will be responsible for acquiring sponsorships and the contractor will develop the marketing materials (sponsorship brochures). Contractor will be responsible for collection and management of revenue.

20. Is there a current database for pursuing exhibitors (and sponsors)?

A20. Yes. This information will be provided by ODEQ during the planning process.

21. What is typical number of booths?

A21. This will be dependent of the size of the event space.

22. How much square footage is needed?

A22. This information is unknown and will depend on registration. There were seventeen (17) booths sold 2012.

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