



**REQUEST FOR PROPOSAL
Audio Visual Services**

The Mid-Ohio Regional Planning Commission (MORPC) is requesting statements of qualification from interested and qualified firms to provide audio visual services to be completed in 2018 and 2019 for the State of the Region and the Summit on Sustainability. In addition, MORPC will host the Mid-America Trails & Greenways Conference May 13-16, 2018 at the Hilton Columbus Downtown. The dates for the 2018 event are: State of the Region is on Thursday, April 19, 2018 at the Greater Columbus Convention Center and the Summit on Sustainability will be held on Thursday, October 25, 2018 at the Hilton Columbus Downtown. The 2019 dates are yet to be determined for the State of the Region and the Summit on Sustainability, but will be held around the same time-frame as the 2018 event dates. In addition, the selected audio visual firm will be available to provide audio-visual services for additional MORPC events for 2018 and 2019 as needed.

Three copies of proposals from firms and individuals to provide professional services for audio visual services will be received by MORPC until 5:00 p.m. (EDT), Friday, January 19, 2018.

Submit proposals to:

Mid-Ohio Regional Planning Commission
Amanda McEldowney
Senior Community Outreach Coordinator
111 Liberty Street, Suite 100, Columbus 43215

Questions about the proposal should be submitted via email to Amanda McEldowney at amceldowney@morpc.org. Responses to questions will be posted at www.morpc.org/rfps-rfqs.

Three (3) copies of the proposals must arrive in the MORPC offices prior to the proposal due date and time. Facsimile or email submissions will not be accepted.

MORPC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

MORPC shall not be liable for any costs incurred by the consultant in response to this RFP, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

Organization:

Mid-Ohio Regional Planning Commission

The Mid-Ohio Regional Planning Commission (MORPC) is a voluntary association of local governments and regional agencies serving a 15-county area in Central Ohio. A catalyst for regional change, evidence of MORPC's work is seen every day through planning, programming and brokerage services in the areas of data and regional mapping, energy and air quality, planning and environment, transportation, and public policy. We assist our members by providing innovative solutions for the many challenges facing our growing region. MORPC is considered both a governmental entity and a non-profit organization.

Scope of Services:

The Service Provider will support MORPC staff by creating and producing audio visual services at the State of the Region, the Summit on Sustainability, and the Mid-America Trails & Greenways Conference. The successful Service Provider will work with MORPC's event coordinator by providing audio, visual and event production needs and design for the events. Also the Service Provider will need to accommodate public access Channel 3 for an audio and video feed and any entertainment activities performed at the Greater Columbus Convention Center for the State of the Region.

The State of the Region is held at the Greater Columbus Convention Center. The State of the Region requires stage rigging and design in the ballroom and will also need to be set-up for videotaping. In addition, two screens, projectors, a podium, microphone, and a lavalier(s) will be required.

The Summit on Sustainability is held in five breakout rooms and the George Bellows Ballroom at the Hilton Columbus Downtown. All breakout rooms will require a microphone placed at the podium, podium, screen, projector, and 2 microphones placed at a table for a panel discussion. All breakout rooms will require 1 lavalier microphone for the moderator of each session. The George Bellows Ballroom will require staging and design, podium with microphone, lavalier(s), two screens, and projector.

The Mid-America Trails & Greenways Conference is held in five breakout rooms and the George Bellows Ballroom at the Hilton Downtown Columbus Downtown. The conference will require audio-visual services on May 14-16, 2018. All breakout rooms will require a microphone placed at the podium, a screen, projector, and laptop. The George Bellows Ballroom will require staging and design, podium, microphones, lavalieres, two screens, and projector.

Design Requirements:

The Service Provider will also be responsible for incorporating the positive culture and established branding standard, style guide and color palette for MORPC.

General Statement of Work:

The Service Provider will also provide ample time for review of staging design by MORPC staff for comments and feedback which would then be incorporated into the final production.

Selection Criteria and Process:

An evaluation committee of MORPC’s Public & Government Affairs and Planning & Environment Department will review and evaluate all properly submitted proposals that are received on or before the deadline.

Proposals will be evaluated based on the following factors:

FACTOR	WEIGHT GIVEN
Capacity	20%

The capacity of the Service Provider to meet planned needs for MORPC’s signature events.

Requirements of the Service Provider to meet product and staffing needs.

The capacity of the Service Provider to work with MORPC staff and event location staff and the ability to handle multiple and complex requests.

FACTOR	WEIGHT GIVEN
Capability	20%

The capability of the Service Provider to work with and transfer PageMaker, Microsoft Word, InDesign, Publisher, HTML and other files in order to produce high quality audio visual.

The ability of the Service Provider to exercise creativity within the parameters of MORPC standards.

FACTOR	WEIGHT GIVEN
Experience	20%

Past performance providing services that are identical or similar to the work identified in the Scope of Services.

Familiarity and experience working with government and/or non-profit organizations.

Samples of past events similar to those described in the Scope of Services.



References that can speak to past performance.

Expertise **20%**

Assignment of individuals with specific knowledge, education, training, and experience to carry out the work identified in the Scope of Services.

Fees and Product Pricing & the Ability to Adhere to Budgetary Guidelines **20%**

The capability to summarize, present and adhere to fees and product that is approved by MORPC.

The selected Service Provider will work within MORPC budgetary guidelines for any and all productions and services.

Negotiation and execution of contract with the successful Service Provider shall be completed no later than March 9, 2018 (State of The Region); and September 14, 2018 (Summit).

Terms and Conditions:

MORPC reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

MORPC reserves the right to request clarification of information submitted, and to request additional information from any proposer.

MORPC reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.

The contract resulting from acceptance of a proposal by MORPC shall be in a form supplied or approved by MORPC, and shall reflect the specifications in this RFP. MORPC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by MORPC's legal counsel.

MORPC shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

MORPC will evaluate the performance of the contract services at 6 months and reserves the right to terminate the contract at this time if performance by the contractor is not acceptable at meeting the scope of services. In addition, MORPC may cancel the contract at MORPC's discretion.

This RFP is designed to build a long-term relationship with the Service Provider that is based on performance, creativity and the ability to work within budgetary guidelines.

Budget

The proposed budget for the 2018 State of the Region Audio Visual Services is: \$14,000.

The proposed budget for the 2019 State of the Region Audio Visual Services is: \$14,000.

The proposed budget for the 2018 Summit on Sustainability Audio Visual Services is: \$10,000.
The proposed budget for the 2019 Summit on Sustainability Audio Visual Services is: \$10,000.

The proposed budget for the Mid-America Trails & Greenways Conference Audio Visual Services is: \$15,000.

Compensation:

Please present detailed information on the Service Provider's proposed fee schedule for the specifications proposed and for any variation for non-routine services, and any other applicable visual communication. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

MORPC reserves the right to negotiate an agreement to include any portion or portions of the services covered by this document. MORPC reserves the right to reject any and all responses in total or by components.

Payment by MORPC for the services is typically made in deposits. 50% down payment to be paid before the event and the remaining balance due within 30 days after each event.

RFP Requirements:

Three (3) copies of the proposal should be prepared simply and provide a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

The Senior Community Outreach Coordinator intends to notify the firm selected by February 9, 2018.

Responses should include the following:

1. A response detailing approach to the scope of work including possible visual designs for each of the Signature Events.
2. Description of related project work and references (minimum of three references).
3. Identify the personnel (designer, productions manager, staff assistant, etc.) who will be assigned to the MORPC project and include a resume or comparable information for each such person, indicating their qualifications and expertise.
4. Estimated project costs.
5. Samples of work.

*Questions must be submitted in writing, preferably via email. No answers will be given over the phone. Written answers, including any amendments to the proposal if necessary will be posted on MORPC's website. Responses to questions will be posted at www.morpc.org/rfps-rfqs.