



REQUEST FOR  
QUALIFICATIONS

FOR

EVENT PLANNER SERVICES

FOR



DATE OF ISSUANCE: November 1, 2017



REQUEST FOR QUALIFICATIONS (RFQ) FOR EVENT  
PLANNING SERVICES

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REQUEST FOR QUALIFICATIONS (RFQ) FOR EVENT  
PLANNING SERVICES

**DATE:** November 1, 2017

**TO:** Interested Bidders

**FROM:** Safe & Sound Hillsborough

**INTRODUCTION**

Safe & Sound Hillsborough (S&SH) requests proposals from qualified individuals or firms to provide event planning services for its upcoming *SafeSummit'18* Violence Prevention Conference.

Based on the response provided, it is the intent of Safe & Sound Hillsborough (S&SH) to select at its sole discretion, a single individual or firm to provide event planning and production services for *SafeSummit'18*. Selection of the desired firm will be based on the most cost efficient

**The date for this event has not been set, but is expected to be in May of 2018.**

With respect to this RFQ, please prepare your response in the same order as the information requested below, and submit to the following by 12:00 PM on **Thursday, November 20, 2017**

Freddy Barton, Executive Director  
Safe & Sound Hillsborough  
1002 E. Palm Avenue, Suite 200  
Tampa, FL 33605

**1 original, signed copy must be submitted along with 4 copies and 1 digital copy on a flash drive.**

**LENGTH OF CONTRACT**

The anticipated length of the contract is 180 days with customary provisions for early termination based on performance. The contract may be extended beyond the original contract period on a year-to-year basis at S&SH's discretion, and by mutual agreement based on need or agency performance.

## **SELECTION**

The selected Proposer will be chosen based on the submissions determined by S&SH, in its sole discretion, to best meet the requirements of S&SH. The factors used in evaluating responses to this RFQ will include:

- Relevant expertise, reliability, experience and history of the Proposer and demonstrated success designing, producing, scheduling, budgeting, contracting with vendors, and managing operational funds for large meetings, conferences, and events in varied venues (hotels, convention centers, specialty venues, etc.);
- Comprehensive experience creating and implementing a plan of action/strategy/solution for event project(s); utilization of most efficient methodology, innovativeness of solutions and utilization of best practices;
- Superior skills and reputation, including timeliness and demonstrated results, as confirmed by references;
- A proposal that meets the requirements set forth in this RFQ with a cost-effective budget, with demonstrated ability to leverage outside resources or in-kind opportunities.

These factors, along with the final Submissions, will be used to select the Consultant. It is contemplated that a contract will be negotiated with the highest scoring person or firm. If a satisfactory cost arrangement is unable to be negotiated, the second highest scoring person or firm will be invited to negotiate. At no time prior to the execution by S&SH of a written agreement with a Proposer, shall S&SH be considered to be under any obligation or commitment to contract or purchase any proposed service or product from any respondent to this RFQ. S&SH reserves the right to conduct negotiations with one or more of the selected Proposers. S&SH reserves the right to request best and final offers or modify this procurement process in its own best interest.

**EQUAL OPPORTUNITY AND NONDISCRIMINATION:** It is the policy of S&SH to provide equal opportunity to all business enterprises without regard to race, color, creed, age, sex, national origin, ethnic identity, physical or mental disability, veteran status, marital status, economic status, religion, sexual orientation, gender identity, or any other legally protected basis. Each Proposer, as well as each subcontractor and/or sub consultant proposed for this project, should itself be, and/or have a proven history of working with, minority-owned business enterprises (“MBE”), women-owned business enterprises (“WBE”), business enterprises owned by persons with disabilities (“DsBE”), veteran-owned business enterprises (“VBE”), disadvantaged business enterprises (“DBE”), and unionized workers.

*Minority-owned business enterprises (“MBE”), women-owned business enterprises (“WBE”), business enterprises owned by persons with disabilities (“DsBE”), veteran-owned business enterprises (“VBE”), and disadvantaged business enterprises (“DBE”) are strongly encouraged to apply.*

## WHO WE ARE

Safe & Sound Hillsborough (S&SH), formerly The Hillsborough County Community Violence Prevention Collaborative was created as an initiative to transform the way local policy makers address violence. This initiative shifts policy from a public safety to a public health model and aligns community and professional stakeholders to develop a comprehensive prevention and intervention approach.

The Collaborative features a Leadership Council of local elected policymakers who established priorities – the Board of County Commissioners, the Mayors of Plant City, Tampa, and Temple Terrace, the Sheriff’s Office, School District, The Children’s Board, State Attorney, Public Defender, and 13th Judicial Circuit Chief Judge. It also included of numerous and diverse community stakeholders who worked on subcommittees that provided focus in key areas, including health care, education, community-based organizations, faith groups, and public safety/judiciary.

Through this initiative, a comprehensive strategic plan was developed, along with a branding of the implementation phase as Safe & Sound Hillsborough. The Leadership Council has been expanded to include subject matter experts.

## OUTCOMES - SHORT TERM

### Increase

- Coordination of resources and services among agencies
- Positive relationships and attachments in families
- Community connectedness

### Decrease

- Mental health problems, alcohol and substance use
- Neighborhood deterioration

STRATEGIC GOALS OF S&SH	KEY STRATEGIES
<b>Goal:</b> Support the Health and Well-Being of all Families	<ul style="list-style-type: none"><li>• Mental Health Support</li><li>• Substance Abuse Prevention</li><li>• Economic Development and Job Opportunities</li><li>• Successful Re-Entry</li></ul>
<b>Goal:</b> Cultivate a Connected Community	<ul style="list-style-type: none"><li>• Quality education and school climate</li><li>• Social connections in neighborhoods</li></ul>
<b>Goal:</b> Improve Conditions in Neighborhoods Most Impacted by Violence	<ul style="list-style-type: none"><li>• Neighborhood environment</li><li>• Trauma-informed systems</li></ul>
<b>Goal:</b> Coordinate Efforts to Maximize our Impact	<ul style="list-style-type: none"><li>• Coordinated Approach</li></ul>

## VISION

The vision of Safe & Sound Hillsborough is working together to build strong families, safe schools and healthy neighborhoods

## **EVENT DESCRIPTION**

In May 2018, Safe & Sound Hillsborough will host its 2<sup>nd</sup> Annual Violence Prevention Summit, appropriately named SafeSummit 2018. This event will bring residents from all over Hillsborough County together with community agencies, healthcare professionals, law enforcement, support services, private sector and faith based leaders, with a focus on healing our communities and developing strategies and solutions to prevent violence from spreading in Hillsborough County.

Update for SafeSummit'18 (YOUTH CONFERENCE):

This year's conference will focus on youth violence prevention and therefore will be marketed and organized with youth ages 12-17 in mind as the primary audience.

The primary components of the conference will include:

- Attendee and Vendor Registration
  - Approximately 300-400 attendees expected, with the majority being youth ages 12-17
- Opening/Plenary Session
  - A greeting to all attendees by Leadership Council, Executive Director and Sponsors
  - General Housekeeping and Pertinent Information
- **SafeSummit'18** Workshops
  - Youth and Community Workshops (12). One hour each
- Annual **SafeSummit'18** Luncheon
  - Guest Speakers and lunch provided for all attendees
- Youth Scholarship Awards
  - 8 scholarships awarded to area youth graduating from high school
- Summits (1)
  - Youth Summit to allow Hillsborough County teens and young adults to speak on issues related to them and how they feel they could contribute to solutions

## **RESPONSE FORMAT**

The selected firm will be expected to furnish all services necessary and appropriate to produce the event, including the all the deliverables stated in **Appendix A – Scope of Services**.

### **1. COVER PAGE**

Please provide a cover page with the following information: written response to the above requested documentation including the following:

- Company Name.
- Principal Name(s), title(s).
- Contact Information (address, email, phone).
- Proposed project team who will manage and work on this assignment.
- Insurance Requirements

### **2. COMPANY BACKGROUND**

- a. Please provide an overview of your organizational chart, areas of specialization, number of years in operation, etc. Discuss range of services provided on a regional and local basis.
- b. Provide a minimum of three recent (2013-2017) examples of success in conference/event planning services either as a principal, subcontractor or vendor. Please state your involvement level. Proposal must show relevant expertise, reliability, experience and history of the Proposers and demonstrated success designing, producing, scheduling, budgeting, contracting with vendors, and managing operational funds for large meetings, conference and events in varied venues (hotels, convention centers, specialty venues, etc.). Include references;
- c. Detail the experience of the proposed team and comparable events in which they have been involved. Comprehensive experience creating and implementing a plan of action/strategy/solution for event project(s); utilization of most efficient methodology, innovativeness of solutions and utilization of best practices;

### **3. STATEMENT OF QUALIFICATIONS**

- a. Please include a comprehensive narrative of any qualifications. Respondents should include any special circumstances or capabilities that you would like S&SH to know about your firm/team.
- b. Include a brief statement about key relationships, business or personal, the firm has that they believe might bring value (sponsorships, media exposure, access or otherwise) to achieving the objectives of the event.

### **4. PROPOSED PROJECT**

- a. Responses must include a project plan and a projected timeline to accomplish all tasks assigned in **Appendix A - Scope of Services**. Estimated start date of timeline will be December 1, 2017.
- b. Responses must include a budget which includes all anticipated costs and fees associated with planning and executing the event and meeting deliverables in **Appendix A-Scope of Services**. (NOTE: The budget should not include actual

- conference costs as S&SH and the *SafeSummit'18* Conference Committee have an existing budget for the conference itself).
- c. All actions and anticipated expenses should be itemized with all hourly rates for services included.

## 5. APPLICABLE LICENSURE (OCCUPATIONAL LICENSE OR EQUIVALENT)

## 6. INSURANCE REQUIREMENTS

Event Planner shall procure, and maintain throughout the term of the Contract, insurance coverage not less than the types and amounts specified in paragraphs A through C below. Should the Event Planner be unable to procure or maintain the insurance coverage limits set forth herein, Event Planner should contact S&SH. Policies containing a Self-Insured Retention will be unacceptable to S&SH.

### A. Commercial General Liability Insurance.

Limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an occurrence" basis. The policy shall be written or endorsed to include the following provisions:

1. Severability of Interests Coverage applying to Additional Insureds;
2. Contractual Liability;
3. Per Project Aggregate Liability Limit or, where not available, the aggregate limit shall be \$2,000,000;
4. No Contractual Liability Limitation Endorsement;
5. Additional Insured Endorsement, ISO form CG20, 10, current edition, or its equivalent;
6. Waiver of Subrogation; and
7. Primary and non-contributory shall apply.

### B. Worker's Compensation Insurance. As required by Florida statutes, including Employer's Liability, with limits of:

Worker's Compensation: Statutory

Employer's Liability:

- \$500,000 bodily injury by accident – each accident
- \$500,000 bodily injury by disease – policy limit
- \$500,000 bodily injury by disease – each employee

### C. Professional Liability Insurance. Waived.

The Commercial General Liability and Umbrella Liability Insurance specified above shall provide that the S&SH and its agents, officials, officers, and employees, while acting within the scope of their authority, will be named as additional insureds for the Services performed under this Contract. At execution of this Contract, Event Planner must deliver to S&SH a certificate or certificates of insurance showing all required coverage, endorsements, and additional insureds. Such certificate(s) of insurance shall declare that the respective insurer will not cancel or fail to renew the insurance coverage in whole or in part without providing S&SH with written notice of

its intention to cancel or not renew such coverage at least thirty (30) days prior to the intended date of cancellation or nonrenewal.

**S&SH reserves the right to accept or reject any and/or all proposals, and grant final acceptance to the proposal that best meets the needs and interests of *SafeSummit'18* Planning Committee. S&SH may require oral presentations for clarification of proposal but reserves the right to accept or reject a proposal without prior discussions. S&SH will be the sole judge of whether a proposal meets the required criteria.**

**TIMELINE OF RFQ**

Date	Event
Wednesday, November 1, 2017	RFQ Issue Date
Friday, November 10, 2017 by 12:00PM	Questions on RFQ Due Submit questions to info@safeandsoundhillsborough.org
Monday, November 13, 2017 by 5:00PM	Answers to questions emailed to RFQ recipients and posted on S&SH Website (www.safeandsoundhillsborough.org)
Monday, November 20 at 12:00PM	Proposer Submission Due Date**
Monday, November 27, 2017	Notification of proposal award and Negotiations to begin with selected Proposer
Friday, December 1, 2017	Contract Start Date

\*\*Proposals must be submitted to:  
 Freddy Barton, Executive Director  
 Safe & Sound Hillsborough  
 1002 E. Palm Avenue, Suite 200  
 Tampa, FL 33605

**PROPOSALS MUST ARRIVE TO OFFICE AND BE STAMPED PRIOR TO DEADLINE (CHILDREN’S BOARD FRONT LOBBY CLOCK)**

## **NEXT STEPS**

Responding firms must agree to keep their proposed project budget and the other terms of their engagement open for at least ninety (90) days past the submission deadline.

Once a firm is selected, S&SH and the selected firm must execute a written contract prior to the selected firm commencing services. Should S&SH and the selected firm be unable to agree on terms of a contract within a reasonable time (at S&SH's discretion), S&SH reserves the right to suspend or terminate negotiations without advance notice, and to pursue negotiations with another firm to provide the requested services. Any suspension or termination of negotiations shall be without liability to S&SH or the selected firm(s). Alternatively, S&SH may terminate this process (in its discretion), and either discontinue this project, or issue a new RFQ for the requested services. Each respondent shall assume all fees and costs (including but not limited to legal fees) incurred in responding to this RFQ and negotiating a contract with S&SH. S&SH shall bear no liability to any respondent for any costs, fees, or liability incurred in connection with this RFQ or any response thereto.

## **QUESTIONS**

Questions about this RFQ should be directed to Rosalia Smith, Program Administrator, by email, [info@safeandsoundhillsborough.org](mailto:info@safeandsoundhillsborough.org). **Please note that phone calls will not be accepted.** All questions and S&SH's answers will be made available to all potential RFQ respondents, upon request.

## **IMPORTANT – NO ORAL INTERPRETATIONS**

Interpretations, explanations, corrections and changes in this Request for Qualifications will be made only by written answers to Proposers' questions submitted prior to the deadline for such questions and/or by addendum. Interpretations, explanations, corrections and changes of the Request for Qualifications made in any other manner, or made orally by S&SH staff or committee membership will not be binding on S&SH and Proposers shall not rely upon them.

## **IMPORTANT – RESTRICTED COMMUNICATIONS**

Communication with S&SH personnel and/or S&SH Governing Board or review committee members regarding this Request for Qualifications, from November 1, 2017 until November 20, 2017 may result in rejection of such Proposer.

## APPENDIX A – SCOPE OF SERVICES

**Note: The list of services is an exhaustive list of services that may or may not be used in entirety. It is expected that the selected provider will work with existing conference committee, S&SH staff and Executive Director to determine appropriate level of services needed and adjusted timeline for completion of services.**

**There is an existing Conference Planning Committee that will provide support to the selected provider. The selected provider will be primarily tasked with organizing the committee members and working with S&SH staff to accomplish tasks according to the (revised) timeline.**

### **1. Supplier Procurement**

Work with *SafeSummit'18* Conference Committee, S&SH Staff and Executive Director to determine status of existing and needed supplies, materials, and auxiliary services including but not limited to:

Tables, chairs, computers, lighting, audio/visual, signage, printing support, registration support

### **2. Supplier Management**

- Manage all vendor communications and coordination throughout the planning process including, but not limited to:
  - Create a detailed Vendor Contact List and update as vendors are confirmed.
  - Produce a day of Production Timeline to include vendor load in/outs and all program elements.
  - Maintain a budget spreadsheet of vendor costs related to the event.
  - Work with host site (University Mall) staff to coordinate logistics

### **3. Budget Management**

- Maintain and manage the operational event budget for S&SH.
- Provide updated and timely accounting to S&SH on all operational items related to the festival.

### **4. Production Schedule; Master Event Day Timeline and Site Plan**

- Create a working Production Schedule for event load-in; Event day and load out.  
NOTE: There is an existing timeline of services as the conference committee has been in operation for a number of months. This will be furnished to the selected proposer in advance of contract start
- Create a master timeline to include all elements happening throughout the day.
- Create a working site plan.

### **5. Police and Security**

- Work with S&SH partners to determine and secure appropriate security needed for the event (Hillsborough County Sheriff's Office)
- Work with the host site and Conference Committee to identify key areas to place officers and/or security personnel.

## **6. Marketing and Promotion of Event**

- Create marketing plan to publicize the event through media outlets and community partners
- Manage and maintain social media sites to keep current and relevant conference information posted
- Work with Registration Committee and Executive Director to secure sponsorships and develop sponsor packages
- Assist in developing content for press releases, interviews and print media segments

## **7. On Site Operations Management**

- Oversee load in of all Suppliers including but not limited to: Tent Rentals, Tables, Chairs, & Linen rentals, Staging, Audio Equipment, Trash Boxes and Liners, Radios;
- Oversee all Vendor load-in and set up throughout the morning;
- Work to manage/maintain the event timeline included staged performances, design room and all other planned activities;
- Manage the break down and load-out of conference suppliers and vendors upon the conclusion of the event;
- Act as liaison with sponsors to assist in their load-in and load out process.

## **8. Volunteer Support**

- Provide the planning committee with a key list of volunteer positions to cover the event. It is the responsibility of the planning committee to provide the volunteers;
- Provide a Volunteer Coordinator/Manager day of event to interface with the S&SH; and/or Conference Committee's Volunteer Coordinator to assist in managing all on-site volunteers and their individual areas of responsibility;
- Meet with the Conference's Volunteer Coordinator prior to the event to ensure that both parties have a clear understanding of our volunteer resources, volunteer allocation and how we can be most helpful to him or her day of the conference.

## **9. Professional Staffing – Day of Event**

- Provide one Project Manager to oversee all event logistics.
- Provide Management staff for day of the event to manage vendor set and breakdown and management of overall event logistics.

## **10. Site Crew**

- Secure and manage (as per budget allotment) the necessary site crew for the conference set-up and break down.

## **11. On Site Communication Plan**

- Develop an on-site communication plan for day of event.
- Procure necessary radio equipment for management staff (cost of radios to be included in S&SH operations budget for event).

## **12. Sponsor Fulfillment**

- S&SH will provide an updated list of all sponsors secured, along with an update of day-of sponsor benefits for each level so that the team can familiarize.

## **13. Post Event Support**

- Provide for Committee, partner and sponsor evaluation.
- Prepare final event expense budget to include in-kind donations, discounts and actual costs.
- Prepare final wrap-up report and meeting.