

Request for Proposal (RFP)

Audio-Visual Equipment & Services for The T&T Conference

March XX, 2015

1/ Summary and Background

The T&T Conference is currently accepting proposals for Audio-Visual Equipment and Services for their first annual conference. The purpose of this request for proposal is to seek proposals from various candidate companies, perform an extensive and fair evaluation based on the criteria listed here, and select the candidate who best represents the direction The T&T Conference wishes to go.

The T&T Conference is a one-day conference that will be taking place at Seneca Colleges' Newham Campus in March 2015. Its main focus is around the theme of "trials and triumphs" that leading professionals in the event marketing industry have experienced throughout their careers. In addition, The T&T Conference allows industry professionals to engage, network and educate themselves on how to build and maintain a successful event.

2/ Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4pm EST Monday, January 5th, 2015. Any proposals received after this date and time will be returned to the sender. All proposals submitted must be signed by a representative of the company.

If the organization submitting a proposal must contract any work to meet any of the requirements contained here, this must be clearly stated in the proposal. In addition, all costs included in proposals must be all-inclusive to include any contracted work. Any proposals, which call for contracting work, must include a name and description of the organizations/companies being contracted. All costs must also be listed and include an explanation of all fees and costs.

Contract terms and conditions will be negotiated once a winning bidder is selected for this RFP. All contractual terms and conditions will be subject to review by The T&T Conference organizers and will include scope, budget, schedule, and other necessary items related to the conference.

3/ Purpose

The purpose of this project is as follows:

The objective of this Request for Proposal (RFP) is to solicit proposals to provide Audio Visual Services for Seneca's Event Marketing Class Conference in 2015. Details of the services required are outlined below but are subject to change.

Issuance of this RFP does not commit Seneca College's Event Marketing Class to pay any cost incurred in the preparation and submission of a response, or to procure a contract for any services, software, and/or equipment.

Project Description:

Our goal in this conference is to present professionals in the field of Event Marketing with beneficial knowledge and experience of triumphs and trials that are experienced in the industry of event marketing. Furthermore we want to encourage roundtable discussions in

order to pool together a wide range of experiences, knowledge and opinions, and provide insight into issues from different angles. Ultimately, we want to provide audiences with unique content to stimulate ideas and discussion, improve delivery of our event and to differentiate, as well as raise the industry profile of Seneca College and the Event Marketing program.

We aim to:

- Provide a forum for collaboration- exchanging new ideas and critical information between professionals in the field, the academia, entrepreneurs, students and sponsors.
- Showcase speaker's experiences to sponsors, entrepreneurs, other companies and academia through presentations, and speeches.
- Provide opportunity for students to enhance their knowledge of career opportunities and the event marketing industry

Target Audience:

- Industry:
 - Owners
 - Presidents/CEOs
 - Heads/members of corporate event marketing teams
- Sponsors:
 - Representatives
- Entrepreneurs

4/ Scope

We have tried to be as specific as possible. If we have requested a particular product or brands that you do not carry please quote based on the same quality of equipment.

Conference:

- Data Projection and Screens
 - Monitor stand and base
- Pipe & Drape installations
- Computers
 - 6x laptops- W7 office 2010: for registration, and presentations
 - must support data projection
- Audio (including 6 radio mic. Packs)
 - Must be able to provide focused audio support for video presentations geared towards the 100 attendees
 - Panel and speaker microphones
- Lighting & Design
- Tech Service set-up and dismantle
- Complete A/V stage management
- Cables and Consumables
- Rehearsal times to be confirmed closer to the event

Note: Special consideration must be given to the audio set-up to ensure that sound quality is not compromised.

5/ Request for Proposal and Event Timeline

5.1 Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 4pm EST, Monday, January 5th, 2015

The proposals will be evaluated from January 6th, 2015 through to January 20th, 2015. During this period, bidders will be contacted if any additional is required.

The winning bidder will be notified on January 21st, 2015, at which point further negotiations will begin and be completed by January 30, 2015.

Unsuccessful bidders will be notified by January 26th, 2015.

5.2 Event Timeline

The event will take place on March XX, 2015.

The company is required to be on site from 7:00am set up through to 6:00pm tear down.

6/ Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time. Pricing should be listed for each of the following items in accordance with the format below:

Data Projection and Screens	NRC
Pipe and Drape Installation	NRC
Computers	NRC
Audio	NRC
Lighting & Design	NRC
Tech Set-up & Dismantle	NRC
Complete A/V management	NRC
Cables & Consumables	NRC

Note: All costs and Fees must be clearly described in each proposal

7/ Bidder Qualifications

Bidders should provide the following items as part of their proposal:

- Description of experience in producing the audio/visual components of large and small scale events
- Testimonials from past clients in which you have provided services for
- Equipment you will provide for the event
- Resources you will provide to the project i.e. number of staff, roles and experience

- Methodology and requirements (for example, time to test equipment and presentations before the event)

8/ Proposal Evaluation Criteria

The organizing committee of the T&T conference will evaluate the proposals based on the following criteria.

- Overall proposal suitability: the proposal must meet the needs expressed for the event as well as be organized in a clear manner
- Experience: Organizations will be evaluated based on their experience mentioned in their proposals, including any additional examples they include
- Previous work: Bidders will be evaluated based on their testimonials and references that are provided
- Value and costs: Costs of the production will be considered based on the value and level of services that are provided