

REQUEST FOR PROPOSALS #0261A

Event Production Services for “A Time for Heroes” Family Festival

In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

1140 Connecticut Avenue, NW, Suite 200

Washington, D.C. 20036

Firm Deadline: Monday, July 1, 2019

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

BACKGROUND

A Time for Heroes Los Angeles (Sunday, October 27, 2019 at Smashbox Studios, Culver City, CA)

For 30 years, EGPAF has held its signature family festival and fundraising event, *A Time for Heroes*, in Los Angeles, CA. This event brings together children and families to celebrate and support EGPAF's mission to end AIDS in children worldwide. This exclusive family fundraiser will feature a variety of sports and games, arts and crafts, food and drink, and musical entertainment, combined with opportunities for guests to learn about EGPAF's work.

PURPOSE/SCOPE OF WORK

EGPAF is seeking an Event Production Consultant to work closely with its Development team to support and execute the production of “A Time for Heroes.” This annual event helps to position EGPAF as a global leader in the effort to end AIDS in children.

The Event Production Consultant (hereinafter, “Consultant”) will work with EGPAF’s Development team to organize, facilitate and execute production logistics for the event. This will include pre event planning and day of execution. The Consultant will work within a budget of \$150,000 in direct expenses (including fee).

CONSULTANT ACTIVITIES AND DELIVERABLES

- Event creative and production elements
- Venue sourcing, contract, and management, and facilitating payments
- Budget management
- Timeline management
- Vendor sourcing, contracting, and on-site management including, but not limited to:

- Staging, set-design, and related production services
- Sound, lighting and video
- Signage
- Catering
- Permitting and insurance
- Active cooperation with Foundation staff on sponsor procurement, negotiation, and fulfillment
- Active cooperation with Foundation staff on participant involvement (Stage talent, celebrities, chefs, etc.)
- Other responsibilities as project requires

MINIMUM REQUIREMENTS:

The Consultant (or manager of consultant team) must have 10+ years of experience with event planning and execution. Preference given to those with complicated logistic planning experience (forums, festivals, etc.) with a variety of parts (red carpet, games, booths, food, etc.).

FOUNDATION RESPONSIBILITIES:

EGPAF will work with the Consultant and be responsible for overall strategy behind the event.

The Director of Development and Event Lead Consultant will serve as the main contact for the Consultant, as well as other key staff. EGPAF will host regular meetings with the Consultant during the contract period. EGPAF will provide final approval on all logistics and spending.

LOGISTICS:

A Consultant based in the Los Angeles area is preferred. The Consultant will work closely with both the DC and LA offices of the Foundation.

KEY CONTRACT TERMS:

The anticipated contract type is firm fixed price. Unless stated otherwise in the statement of work, the Consultant is responsible for providing equipment and/or supplies required to perform the services.

The Consultant must propose their best offer on a fixed rate. The Consultant is also responsible for outlining costs related to travel; EGPAF will separately reimburse the Consultant for the cost of air or ground travel, lodging, and per diem for travel outside the assigned city.

All deliverables provided to EGPAF must be furnished for its use without royalty or any additional fees.

All materials will be owned exclusively by EGPAF. Consultant will not use or allow the use of the materials for any purpose other than Consultant's performance of the Contract without the prior written consent of EGPAF.

Should the agreed delivery or completion dates not be met in the case of fault of the Consultant, EGPAF shall be entitled to demand payment of late delivery penalties amounting to 0.1% of the value of the late deliverables/services per started week of delay up to a maximum amount of 5% of the entire value of the contract.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

EGPAF will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

Evaluation Criteria	Submission Requirements	Weight
1. Past performance with event production.	1. 3 professional references from similar past projects with phone and email contract information and one or more examples of prior similar work.	20%
2. Consultant's proposed process and approach to meet our needs efficiently.	2. A maximum 5-page written proposal outlining a proposed approach, budget, and timeline for implementation.	25%
3. Timeframe of implementation.	3. Estimated hours, timeframe with deliverables. Include any dates that you would not be available to work on this assignment. Availability to attend the event on Oct. 27 is required.	20%
4. Total fixed price.	4. Total fixed price for all activities, including fee.	15%
5. Qualifications of proposed individuals.	5. CVs/Resumes of proposed individuals to work on this project.	20%
Total		100%

PROPOSED TIMELINE:

Friday, June 14, 2019: Release of RFP

Monday, June 24, 2019: Submission of Contractual and Technical Inquiries: Cathy Colbert, Senior Awards and Compliance Officer, at ccolbert@pedaids.org

No phone calls please.

Wednesday, June 26, 2019: Question and Answer Response Document posted on EGPAF website at: <http://www.pedaids.org/pages/contracting-opportunities>.

Monday, July 1, 2019: Completed proposals must be delivered electronically by the deadline mentioned on page one to: Cathy Colbert, Senior Awards and Compliance Officer, ccolbert@pedaids.org with a "cc" to Craig Evans, Director of Development at cevens@pedaids.org and Stephanie Vaughan, Event Lead, at svaughan@pedaids.org.

Wednesday, July 10, 2019: Final decision announced and Offerors notified

Monday, July 15, 2019: Contract executed and Services begin.

Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.

ADDITIONAL INFORMATION

All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.

Any proposal not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFP must be noted in the proposal. EGPAF reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals will be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by EGPAF as offers to enter into an agreement. EGPAF reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

ETHICAL BEHAVIOR:

As a core value to help achieve our mission, EGPAF embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience of suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at [dhorner\[at\]pedaids.org](mailto:dhorner[at]pedaids.org) or EGPAF's Ethics Hotline at www.reportlineweb.com/PedAids/. Any vendor/consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their proposal disqualified and will not be solicited for future work.