

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Request for Quote (RFQ): Virtual Event Management Services & Platform
21st Annual General Assembly, Thursday, March 18, 2021

REQUEST FOR QUOTE (RFQ): Consultant / Firm Questions Answered

Question: What is the RFP process and next steps?

Answer: SBCCOG has released an RFQ (not an RFP) in order to solicit a list of services and costs from the consultant / firm based on the specified scope of services requested. RFQ process and next steps list under Timeline (see page 1 of RFQ).

Timeline

- Monday, October 12, 2020 - RFQ released
- Thursday, October 22, 2020 – Questions - *Submit all questions in writing via email to info@southbaycities.org, on or before (October 22, 2020).*
- Monday, October 26, 2020 - Formal response to questions posted online by 4:00 pm @ www.southbaycities.org
- **Thursday, November 5, 2020 - Due date (by 4:00 P.M.)** - *Quotes received after this date and time will be rejected. Requests for extensions will not be granted. Quotes or unsolicited amendments to quotes received by the SBCCOG after the acceptance date will not be considered. Submit via email to Chandler Shields, Environmental Services Analyst at info@southbaycities.org. E-mailed quotes must be print-ready. No fax or mailed quotes will be accepted. All e-mailed submissions will receive a confirmation e-mail within 1 business day. If you do not receive a confirmation e-mail from your quote submission, please contact Chandler Shields at 310-371-7222.*
- Thursday, November 19, 2020 - Recommendation of preferred consultants to SBCCOG Board of Directors
- Monday, November 23, 2020 - Notice to proceed (pending SBCCOG Board contract approval)

Question: How many attendees are expected?

Answer: Typical attendance is 350 - 400 (see page 2 of RFQ).

Question: How many exhibitors are expected?

Answer: Approximately 30 – 45 (see page 2 of RFQ).

Question: Will the General Assembly have concurrent breakout sessions?

Answer: No.

Question: What purchase stage is SBCCOG in?

Answer: SBCCOG is currently evaluating the need to purchase based on the quote submitted by the consultant / firm.

Question: What package is SBCCOG looking to buy?

Answer: SBCCOG is considering the consultant's / firm's services based on its response to the RFQ.

Question: What is the timeline of purchase?

Answer: SBCCOG will determine the purchase timeline after November 23, 2020 when SBCCOG Board has given contract approval (see page 1 of RFQ).

Question: Is there a budget range that SBCCOG needs to stay within as the consultant / firm puts together a scope of work for event management and the virtual platform?

Answer: The budget amount is \$10,000 - \$20,000. Proposers are cautioned to develop adequate, but lean budgets to allow sufficient resources to effectively perform the work envisioned. Quotes proposing other amounts will be considered.

Question: Does SBCCOG need help securing sponsors?

Answer: The SBCCOG currently conducts sponsorship outreach inhouse; however, SBCCOG will consider procuring this service if there is added value. Quotes should list this service as a separate line item.

Question: Does SBCCOG mind sharing its target sponsorship revenue goal?

Answer: FY 2020-21 Budget projected revenue \$40,000.

Question: Will sponsor commercials be delivered presentation-ready, or will they need production assistance?

Answer: Depending on individual sponsor capability, some commercials may need production assistance. If proposers are interested and able to provide this service, associated costs should be submitted separately from the event management services.

Question: Does SBCCOG need help with registration pricing?

Answer: No, the event is free.

Question: Will SBCCOG plan a virtual alternative for the historical in-person lunch?

Answer: SBCCOG will review recommendations presented by proposers and select options that meet the organizational needs and event goals.

Question: Are speakers for the agenda confirmed?

Answer: 80% of the speakers have confirmed.

Question: Does SBCCOG need additional help confirming speakers or agenda items?

Answer: No.

Question: Does SBCCOG need any graphic design work (e.g. event guide, virtual floor plan, web banners, web graphics)?

Answer: Possibly, any graphic design work should be identified as a separate line item.

Question: Per the Post Event audio/video “copy of event” – does SBCCOG require post-production to create one file event video, or would SBCCOG just like access to download all individual recordings?

Answer: SBCCOG would like one comprehensive event video file as well the individual files for each session / component of the program that has been compiled using a post-production process. Costs for this service should be listed separately.

Question: Are the insurance requirements within SBCCOG’s Professional Services Agreement applicable for a virtual event?

Answer: Yes.