January 12, 2016

ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #LP010516
Commodity: VASCUPP Conference & Event Planning Services
Dated: January 5, 2016
Proposal Due: 1:00 p.m., Friday January 15, 2016

Greetings:

Please reference the following for clarifications to the RFP #LP010516 issued on January 5, 2016 for VASCUPP Conference & Event Planning Services:

Preproposal Questions with answers in RED:
1. Is this proposal for VASCUPP events, University of Virginia events or other VASCUPP member events? Mainly VASCUPP events.
2. Who is the current provider (incumbent)? Handled in-house.
3. Can you provide specifics on the events this RFP is intended to support? How many? What is the nature, size, scope and location of each? Primary event is SWaMest, 400 attendees, location varies, networking and training workshops.
4. What is the breakdown of events the contractor will be supporting—social, conference, educational, training, galas, award dinners, luncheons, etc.… Primarily training and networking; Events locally, regionally, and possibly nationally.
5. Would the successful vendor need to provide access to external lists for audience recruitment purposes or would VASCUPP provide those lists? Typically provided by VASCUPP.
6. Will the successful vendor be responsible for the back end accounting, accepting registration/sponsor dollars and paying vendor invoices? Yes.
7. What registration platform/database is currently in use? Does VASCUPP anticipate the vendor will manage the existing system or bring its own? Currently in-house database management.
8. In the area of conference literature design, do you anticipate that the vendor will be working with an existing look and feel or that a new look and feel would need to be created? Similarly, would the vendor be expected to provide content as well as layout and design? Content provided by VASCUPP; Vendor will likely work with VASCUPP-recommended graphic designers.
9. Would the successful vendor be responsible for selling sponsorships or securing exhibitors for these events? Not likely.
10. Would the successful vendor be responsible for speaker identification and outreach? No.
11. Can you provide additional guidance on the business proposal/pricing portion of the RFP? Are you looking for hourly rates broken down by job function or are you looking for a firm/fixed price proposal per event? Both; hourly rates broken down by function as well as firm/fixed price, scaled by number of anticipated attendees (e.g., 400, 1,000, 2,500)

12. Regarding the contractor's price proposal, are you looking to receive labor cost only, for conference and event planning services or are you looking for both labor and other direct costs (ODC)? Please provide pricing both ways.

13. Who is the target audience for the pre-conference brochure? SWaM businesses across Virginia, VASCUPP Schools, Local Municipalities, State Agencies...

14. Who is the target audience for the pre-conference video? SWaM businesses across Virginia, VASCUPP Schools, Local Municipalities, State Agencies...

15. What type of content should be included in the brochure? Venue, dates, sponsorship packages, other info as provided.

16. What type of content should be included in the video? Similar to above answer with other items TBD.

17. How long should the video be? TBD

18. What is the annual budget for the VASCUUP conference and event planning services? Self-sufficient; fees from sponsorships and attendees to cover costs.

19. For printing purposes, how many attendees should the contractor plan for? No less than 400; vendor will likely work with VASCUPP-recommended printers.

20. How many exhibitors should the contractor plan for? Depends on size of venue; No less than 60.

21. In the pricing of services, should the contractor include the cost of the venue or just the cost of sourcing the venue? All costs.

22. What is the definition of a Protocol Liaison? One who communicates/coordinates between SWaMFest leaders, vendors, attendees, sponsors, VASCUPP schools, etc.

23. Should the rental fees associated with these items be included in the pricing/budget submitted by the contractor? Yes.

24. What are the specific expectations or needs for this requirement? Nothing extravagant at this time.

25. May the contractor plan to leverage any existing websites or should the contractor plan to develop and host a new website? Existing websites.

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 924-4216. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Lori Ponton
Senior Buyer

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

_____________________________   ______________________________
Signature                        Name of Firm
______ ________________
Please Print Name of Person Signing Above            Date

TTC 1/16
F:\FORMS\RFP\ADDENDUM.DOC