Request for Proposal

2017 Mackinac Policy Conference
Session Producer

Prepared: September 23, 2016
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1.0 Schedule of Events

1.1 RFP Release Date  September 26, 2016
1.2 Deadline for Receipt of Email Inquiries  October 7, 2016
1.3 Proposal Due Date  October 21, 2016
1.4 Evaluation Period  October 24 – November 4, 2016
1.5 Anticipated Contract Award  November 9, 2016

2.0 General Information

2.1 Background: The Detroit Regional Chamber has hosted The Mackinac Policy Conference for over 30 years and it is one of the largest and most respected policy conferences in the nation. While the Conference is a regular platform for Michigan notables such as our governor and Michigan-based corporate leaders, it regularly attracts national figures. Conference mission is to drive the required catalyst to ensure Michigan’s dynamic economic growth by providing national experts and innovative thought leaders to challenge Michigan’s business, government and community leaders.

The Detroit Regional Chamber hosts every Mackinac Policy Conference at Grand Hotel on Mackinac Island. The Grand Hotel is a charming venue that has been in operation for over 100 years. As it is a historic location, there are certain logistical parameters that outside vendors must accommodate. In order to maintain its idyllic setting, Mackinac Island does not allow motorized vehicles and can only be reached via ferry. With these unique constraints in place, all equipment must be transported via ferry and horse drawn drays (flatbeds) with limited run times. If given a permit for direct hotel delivery, there are restricted access times for motorized vehicles.

2.2 Contract Term: The contract resulting from this RFP will commence upon execution of the contract and will end June 30, 2017. The winning vendor will have the opportunity to renew the contract for the 2018 Mackinac Policy Conference.

2.3 Method of Payment: Payment for the project will be made via check in two payments. The first payment will be a deposit paid upon execution of contract. The second payment will be made within 30 days of service delivery (May 30 – June 2, 2017, no later than June 30, 2017). All invoices for payment should be submitted to:

Detroit Regional Chamber
Attn: Tammy Carnrille
PO Box 33840
Detroit, MI 48232-0840
2.4 Email Inquiries: Inquiries regarding technical specifications can also be sent via e-mail to wnodge@detroitchamber.com by the date specified in section 1.2. All inquiries and their responses will be made available to all bidders upon their request.

3.0 Technical Specifications

3.1 Scope of Work: The Detroit Regional Chamber requires a Session Producer for the 2017 Mackinac Policy Conference. This vendor will coordinate the conference sessions with the chamber in the following areas and be expected to:

- Serve as liaison to enable the collaboration and coordination of vendors and session partners/teams in production to facilitate the calling of the show.
- Provide documents and tools required to produce a seamless show, timed run sheets are included in the documents to be delivered.
- Under the direction of the chamber, oversee conference production, session production for each room, entertainment consultation and any other conference function at the Detroit Regional Chamber’s request using the Chamber’s budget as a guide.
- Assist the chamber by providing coordination of content management through working with the AV/Production Provider, Logistical and Technical Provider, Digital Content Management and Entertainment.
- Participate in monthly and weekly meetings.
- Provide all associated support to ensure a smooth and consistent production of programs.
- Attend a pre-conference onsite venue visit in late April/early May or as designated by the Detroit Regional Chamber.
- The vendor is responsible for all associated travel costs for staff while onsite for the event. Food over and above the Chamber staff food plan will be on your own. Lodging will be provided by the Chamber.
- The vendor is responsible for the transport of their equipment/supplies to Mackinac Island in coordination with assigned chamber designate.

4.0 Vendor/Experience Information

4.1 Mandatory Requirements: The bidder must provide the following mandatory information:
- Proof of proper licensing and insurance
- Proposed service schedule for May 30 – June 2, 2017
- Proposed necessary equipment
- The Detroit Regional Chamber agrees that the services listed in the proposal are as they have previously been performed. Any scope
changes need to be approved and agreed upon by both parties in writing in advance.
  - The winning vendor must be a member of the Detroit Regional Chamber

4.2 Vendor Organization: Describe your organizational structure and explain how your organization qualifies to be responsive to the requirements of this RFP.

4.3 Key Staff Qualification and Experience: Describe the qualifications and experience providing similar services or goods as required in this RFP for key staff who will be assigned to this project. Include the percentage of their time allocated to the project and detail any previous experience working events with Grand Hotel and/or Mackinac Island.

4.4 References: The bidder shall provide a minimum of three conference/event references with complete contact information. The references should have utilized similar products or services similar in scope to the requirements in this RFP.

5.0 Proposal Response Format

5.1 General: Proposal must be submitted by email no later than October 21, 2016 to Wendy Nodge, Senior Director, Signature Events, at wnodge@detroitchamber.com

5.2 Technical Response: Proposals must respond to the RFP requirements in sections 3.0 and 4.0 of the RFP requirements by restating the number and text of the requirements in sequence and writing the response immediately after the requirement statement.

5.3 Cost Proposal: This should contain all costs, the cost schedule and maximum costs that would be billed to the Detroit Regional Chamber. If the method of payment in section 2.3 of the RFP is upon deliverables, detail out the costs for each item within the scope of work from section 3.1 of your technical response.

6.0 Method of Evaluation and Award

6.1 Evaluation Criteria: An evaluation team from the Chamber will review the proposals. The criteria listed below will be used to evaluate proposals for the purpose of ranking them based on how fully each proposal meets the requirements of this RFP.

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<tr>
<th>Evaluation Criteria</th>
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4.1 Mandatory Requirements  Pass or Fail
3.0 Technical Specifications  35
4.0 Vendor Information  30
5.3 Cost Proposal  35
Maximum Total Points  100

6.2 Discussions and Best and Final Offers: The Chamber may either accept an initial proposal by award of a contract or enter into discussions with bidder(s) whose proposals being considered for award. After discussions are concluded a bidder may be allowed to submit a “best and final offer”.