May 30, 2014

Addendum No. 1
CUNY/CUCF MWBE Conference
Event Planning and Management Request For Proposal
Project No: CUNY-CUCF-05-14

This Addendum is issued for the purpose of conveying the Questions and Answers below, which include responses to the questions that were emailed to the CUNY Contract Dept. All information provided herein is made in good faith for informational purposes only and does not in and of itself change the solicitation. Changes to the solicitation may only be made by formal amendment if and when required.

Questions & Answers:

1. Under Section A. Responses, 3. Minimum Qualification Requirement – Include evidence that the minimum qualifications requirements is met;
   *Please clarify in the Addendum what the minimum qualification requirements are?* What type of proof should I supply for this question? Responders should submit previous project information as indicated in the RFP that demonstrate fulfillment of the requirement – Appendix A - Scope of Services.

2. The title is *seeking firms to provide event planning, management and website services* - Is this three separate RFPs or is one firm required to handle all three? *One firm will be responsible for all services.*

3. I am a MWBE firm, LLC Sole Proprietor. I am the sole employee - I use consultants for these tasks. Can I still apply? *Yes, provided you can meet the qualifications required.*

4. Website design – can we use a consultant? *Yes.*

5. **Size of venue** – what is the legally allowable number of persons (re: occupancy permit) that can be accommodated inside the room where the event will be held at John Jay College? *The Theater can accommodate up to 595; Student Dining Hall – 400; Workshop/Classrooms (2) – 120 seat Lecture Halls and (1) 76 seat Lecture Hall.*

6. About how many attendees and staff members (who worked on the event) participated in the event at past conferences? *This is an annual event which has been attended by at least 400.* If registration is incredibly successful, is there a cut-off on the maximum number of attendees that you would allow? *Yes. This will be determined as registrations come in.*

7. How many “breakout rooms” for seminars will be available and what is the capacity of each? *There are four including the Theater. The capacity of the lecture halls is as indicated above.*

8. Will floor plans of the main room and any available seminar rooms be provided PRIOR to the event for prospective bidders of the RFP to consider, with regard to layout of room, capacity planning, etc.? *Floors plans will be distributed to the successful proposer prior to the event.*

9. Who will provide the equipment for the event (tables, chairs, table skirts, etc.) or should this be included in my bid? *CUNY will provide this equipment.*
10. The RFP said that will work with the signage vendor, up to 25 signs; however, who will be responsible for placement / hanging of the signs? Does this need to be done by union employees? The Consultant will be responsible for placement of signage; see answer to Question 26, below.

11. In addition to AV staff, will there be an electrical consultant provided by CUCF / CUNY to go over the requirements for the day of event? Yes. College personnel will be available for a walk thru prior to the event to discuss any requirements.

12. Will CUCF / CUNY provide security for the day of the event OR do I need to make an allowance for this in my bid? Campus security will be provided by the college.

13. Will CUCF / CUNY provide custodians to handle garbage needs and replenishing the bathrooms for the day of the event OR do I need to make an allowance for this in my bid? The college maintenance staff will maintain the area.

14. Who will acquire and maintain the web domain for the event OR does the consultant need to procure one and provide maintenance? The consultant will be responsible for updating and maintaining the website for the event.

15. The RFP said that the consultant selected is expected to provide web development services to update the CUNYBIZ.com website – is there a webmaster / developer on the CUCF/CUNY side that will give the consultant access to the CUNYBIZ.com website OR does the consultant just provide the updates and a member of your staff will load the updates on to the site? The consultant will be given access to the site.

16. Do you want refreshments available at the event? Actual food (hot dogs, hamburgers, chips, popcorn, etc.) and/or just drinks (soda, juice, water, etc.)? Will the refreshments be free to attendees or available for a fee? Refreshments will consist of a free Continental breakfast and a midday snack.

17. If you want refreshments at the event, does the consultant need to provide the food and the servers, OR is there in-house CUCF/CUNY concession vendor to work with to create the menu & serve the food? The refreshments need only be placed out and kept orderly and replenished.

18. Do you want PRESS in attendance at the event, i.e., radio station personnel, local news reporters? Yes, as practical.

19. Do you want this event to have a creative theme? (We like to create events that are fun as well as educational.) Yes.

20. Do you have preferred calendars for listing your events, preferred electronic posting sites, or media outlets? Yes this will be distributed to the successful proposer.

21. Do you have direct media contacts? Yes in addition to the NYS MWBE Directory.

22. The RFQ shows that the consultant is to purchase advertising space. Is that part of our budget or does CUNY/CUCF pay for that? It is part of the Consultant’s budget.

23. Is there a signage budget? No, it is inclusive of the fee.

24. Are your speakers paid or are they pro bono? Pro-bono.

25. Is there a budget for speakers? Would that budget be part of the consultant’s budget or is that paid by CUNY/CUCF? No budget is available for speakers.

26. Do we need to provide easels for sign placement at the venue? Easels are not allowed on campus, there are rolling stands which will be made available for usage.

27. Are gift bags given out when attendees check in or as they leave? Gift bags are to be given out upon check-in.

28. Would you consider an electronic survey post event in addition to the on site survey? Yes.

29. How does updating the CUNYBIZ.com web site work? We will make the registration site, but would we have access to the CUNYBIZ website so we could make the changes? Yes.

30. Does “manage outreach to prospective exhibitors” include selecting them, or does CUNYBIZ give the list and we reach out to them? A list of exhibitors will be distributed to the selected Consultant and they may recommend additional exhibitors.

31. Are you seeking a timeline in the proposal? Yes.
32. Is there a separate budget for advertising or is the figure for the project given all-inclusive? The advertisement is part of the all-inclusive amount.

33. If a subcontractor is included in the proposal, do you wish to see an overall fee or a break down for both the Event Planner and subcontractor fees? Breakdown of each for Event Planner and any subcontractors.

34. Regarding workers compensation, disability and commercial insurances, are you disqualified from submitting a proposal if your staff consists of contract consultants and workers compensation and disability insurance are not required? At a minimum commercial liability insurances must be provided.

35. When will CUCF select the Contractor? By mid-June.

36. Is the contract for 3 months or 5 months? Five months including wrap-up session and look-ahead recommendations.

37. Can the Contractor make a recommendation regarding the time period to produce the Conference? The venue and date have already been confirmed.

38. Will the Conference be billed with CUNY/CUCF or CUCF/CUNY? It will be billed as CUNY and CUCF.

This Addendum is issued pursuant to Request for Proposals. Proposers are asked to acknowledge receipt of the Addendum by returning it signed with their submitted Response. Failure to do so may be considered grounds for rejection of your Response.

Contact: Michelle Bent at CUNY.Builds@cuny.edu

By signing in the space provided below, the Proposer acknowledges receipt of this Addendum.

This Addendum must be signed by the Proposer and submitted with the Response.

_____________________________
Name of Proposer

_____________________________      _________________     ________________  __________
Name of Authorized Proposer                     Title                             Signature                       Date

Representative