Announcement of Solicitation

The City University Construction Fund (CUCF), on behalf of the City University of New York (CUNY), is seeking firms to provide event planning, management and website services for the CUNY/CUCF MWBE Conference to be held on August 14, 2014 at CUNY - John Jay College in Manhattan.

The responsive and responsible firms that is determined by CUNY to meet the Solicitation’s minimum qualification requirement and to best meet the evaluation criteria listed at a fair and reasonable fee will be selected for contract award. The firm selected through this solicitation will enter into a contract with the City University Construction Fund on behalf of the City University of New York. A contract term of (5) months is anticipated, subject to all required internal and external oversight approvals and contingent on the availability of funds. It is further anticipated that the contract would have an all-inclusive, not-to-exceed amount of $90,000 for all assigned tasks. City University Construction Fund intends to procure these services for the annual MWBE Conference pursuant to its discretionary purchasing authority under State Finance Law S 163(6). This procurement opportunity is limited to New York State small businesses, businesses certified pursuant to Article 15-A of the New York State Executive Law.

The City University Construction Fund provides facilities for the City University of New York and supports the educational purposes of CUNY. CUNY is the largest municipal college system and the third largest university in the nation.

A. Response

Firms that wish to be considered should submit a Response comprising six (6) hard copy sets and one (1) electronic CD set of the following:

1. The firm’s brochure.
2. A company capabilities abstract that is no longer than one (1) page - Include whether you are applying as an individual and/or whether you will be teaming with another firm. Abstract should also include whether you are a New York State-Certified Minority-Owned Business Enterprise (MBE) and/or Women-Owned Business Enterprise (WBE).
3. Minimum Qualification Requirement - Include evidence that the minimum qualification requirements is met;
4. Supporting Documentation - Include staff biographies, descriptions and samples of prior work (which may include videos, website links and/or CDs and/or DVDs), contact information of former clients and/or any other relevant references.
5. Project Narrative - Describe the project approach and services you will provide and explain how these services will be implemented. Explain if anyone else will assist you in providing each service and identify how the provision of this mix will support and facilitate service delivery. Provide examples and specific strategies that you have implemented in the past that describe your experience planning large conferences/meetings. Provide a timeline for the implementation of your proposal showing key activities and milestones.
6. Management and Operational Capacity - Clearly convey your readiness to implement the component(s) of the Conference. Describe current and/or
previous experience and how this experience is relevant to the implementation. Provide a list of key staff who will participate in the implementation showing the role of each and their level of effort and qualifications. Describe the resources you currently have available for the implementation.

7. In a separate, sealed interior envelope labeled Cost Proposal - Submit a cost proposal signed by the authorized representative of the company with a total Not-To-Exceed (NTE) amount for the actual cost of the total project, including: the estimated time and materials needed to complete the project; any hourly rates, if applicable; any additional services, if applicable; a detailed line-item breakdown of costs for the project and the cost of all expenses including travel, computers, communications, etc. Optional items should be priced separately.

B. Additional Information

Firms should also submit one (1) original hard copy of each of the following:

- NYS Vendor Responsibility Questionnaire
- Vendor Disclosure Form for the Responder and each proposed sub-consultant
- NYS Procurement Lobbying Act Forms
- M/WBE & EEO Form #s 1,4 and 5
- Response Cover Sheet

C. Inquiries

All questions pertaining to this solicitation shall be directed to Michelle Bent, the Authorized Agency Contact, by email to cuny.builds@cuny.edu or postal mail to the address below by 5:00 PM on May 27, 2014. Please place “CUNY/CUCF MWBE Conference Event Planning & Management” in the subject heading of the email/mail. Any questions received after this time and date will be accepted only at the discretion of CUNY. Answers of general applicability will be issued in the form of an Addendum to this solicitation.

This solicitation, and any Addenda to this solicitation that may be issued by CUCF, are available for download at: cuny.edu/cunybuilds, or in-person pick up during regular business hours (9am-5pm) at the location in below. Receipt of an Addendum to this RFP by a Responder must be acknowledged by submitting a signed copy of the Addendum with the Response, as applicable. All Addenda shall become a part of the requirements for this RFP. See the solicitation for a full description of the project scope, process, submission requirements, timeline and contract information.

Please periodically check this website for any Addenda to this solicitation that may be issued by CUNY before submitting a Response.

D. Responses are to be submitted by June 9, 2014 12:00 Noon to:

Michelle Bent
Associate Chief, Procurement Services
Responses received after the due date and time at the above location, are late and will not be accepted except at CUNY’s discretion. Responders are responsible for ensuring that the Response is received at the location above by the prescribed deadline. Emailed or faxed Responses are not accepted.

The Submission is to be clearly marked with the RFP Title on the exterior of the outer sealed envelope or other packaging. Please note building security requires that valid photo identification be presented to enter.

Minority Owned Sub-Contracting Goal: 12%

Women Owned Sub-Contracting Goal: 8%