



State of the Workforce Conference Virtual Hosting Request for Proposals

I. GENERAL SUMMARY

CareerSource Citrus Levy Marion (CSCLM) is requesting proposals from qualified and successful event planning companies to plan and coordinate our 2021 State of the Workforce Conference to be held April 22nd, 2021. Acceptable proposals shall, at a minimum, meet the specifications contained in this RFP as listed in section II.B.

CSCLM is a 501(c) 3 not-for-profit organization that provides workforce development services in Citrus, Levy, and Marion counties of Florida. As one of 24 Local Workforce Investment Boards in Florida, CSCLM receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Innovation and Opportunity Act (WIOA), the Welfare Transition Program (WTP), and the Wagner-Peyser Act.

II. INFORMATION

A. Introduction

CSCLM is a non-profit 501(c)3 corporation which receives the majority of its funding through federal and state grants. CSCLM will utilize unrestricted dollars to support this RFP. The intent of this RFP is to identify a qualified and successful event planning company to plan and coordinate CSCLM's annual State of the Workforce Conference on April 22nd, 2021.

CSCLM's State of the Workforce Conference is a regional conference designed to engage businesses in discussion and problem-solving for the area's workforce talent development needs. The purpose of the conference is to bring together business leaders, education partners, economic development organizations and workforce development partners to learn best practices regarding talent development and to discuss obstacles and solutions for workforce issues in north central Florida.

This leadership-focused conference provides unique insights into the current state of talent and what leaders need to do to tackle one of their most complex challenges, their people assets. The conference will be held in Ocala, Florida and features industry experts in the workforce development arena. Our previous event hosted approximately 150 business leaders and was carried out over five (5) hours.

With the current issues of COVID-19 interrupting in-person events we are seeking services specialized in hosting 'virtual' events. CSCLM currently has a subscription to the Zoom video and webinar conferencing platform. Proposals may include use of our existing platform, or may suggest and provide other platforms if they are found to be more suitable.

B. Services Solicited

Event Planning and Coordination

CSCLM is soliciting the services of a qualified and successful event planning company to plan, manage and execute CSCLM's 2021 State of the Workforce Conference to be held April 22nd, 2021.

Acceptance of any proposal resulting in a contractual award will be based on need. Need will be determined by future projections of interruptions to business due to COVID-19 or other public health impacting factors. Should the conference be held as an in-person event then there will be no need to award a contract based on this request.

Proposals received under this request may be selected for all or in part for services offered. More than one proposal may be selected based on qualifications and expertise exhibited by the respondents. Proposals at a minimum should provide the following services:

- **Provision of a detailed budget listing all estimates of time, materials, rentals, equipment usage, etc.**
- **Organization of Committee and Sub-committee Meetings comprised of CSCLM staff (includes convening, attending, leading, notetaking, building agendas and communicating with members)**
- **Provide a staffing summary (How many from the company's team will be designated to perform work on the Conference and what will their role be?)**
- **Development and management of an online participant registration/payment portal**
- **Track registration numbers and trends and report weekly to CSCLM senior management**

- **Ability to make recommendations regarding vendors for services that may be needed that are not covered under this request**
- **Collaborate with Committee to develop event scripting**
- **Provide CSCLM with a work breakdown structure and activity sequencing tools for all activities leading up to the event**
- **Set-up and technical rehearsal the day before event (responsible for leading set-up efforts and ensuring rehearsal runs smoothly)**
- **'Day of' logistics to include providing timing cues, oversight of tech, use of script, compiling/creating event presentation(s), and overall flow of event**
- **Other capacities to be considered (Marketing, etc.)**
- **Provision and operation of all cameras, microphones, A/V, lighting equipment, etc.**
- **Provide a final report, inclusive of expenses, regarding all event planning efforts**

C. Experience Sought

CSCLM seeks an event management professional with a minimum of five (5) years of experience. The event planner will be expected to be highly organized, detail oriented, flexible, an effective communicator (both verbal and written), calm under pressure, and a negotiator in the best interest of the Conference and CSCLM. Respondents must have experience in audio/visual production and virtual presentation platforms.

Respondents should include the following in their proposal:

1. Resume of the event management professional
2. A list of clients to serve as references
3. A statement of qualifications
4. Sample of events previously managed and outcomes – particularly virtual events
5. Strategies and techniques the respondent will use for a successful outcome

D. Budget

CareerSource Citrus Levy Marion is anticipating a total budget for services not to exceed \$17,000.00.

E. Stevens Amendment

The CareerSource Citrus Levy Marion State of the Workforce conference is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$8,600,000.00 with no percentage financed from non-governmental sources.

F. Proposal Submission

An electronic version of the proposal/quote is to be submitted no later than **4:00pm EST, December 30, 2020** to:

Cindy LeCouris,
Assistant Director of Workforce Initiatives
CareerSource Citrus Levy Marion
clecouris@careersourceclm.com
(352) 873-7939 ext. 1464

G. Questions

Inquiries regarding this Request for Proposals should be submitted in writing to:

Dale French
Executive Vice President
CareerSource Citrus Levy Marion
dfrench@careersourceclm.com
(352) 873-7939 ext. 2204

H. Proposal Review

All proposals will be reviewed by CSCLM staff and presented to the Executive Committee for final review and recommendation with contract award to be ratified by the Board of Directors.

Respondents may be asked to provide presentations to the Executive Committee prior to selection. This will remain at the discretion and request of the committee.

CSCLM holds the right to reject any or all proposals and to select a firm that, in their best judgement, meets the needs and interests of CareerSource Citrus Levy Marion.

I. Protest Procedures

Parties wishing to protest the recommendations of the Executive Committee should file a written protest within three business days of the Committee's action. Such protest should include the basis of the protest and any other pertinent material the party wishes to have considered as justification for its

protest.

Letters of protest should be addressed to:

Kim Baxley, Chair, CareerSource Citrus
Levy Marion;
c/o CareerSource Citrus Levy Marion
3003 SW College Road, Suite 205
Ocala, FL 34474

Upon receipt of a protest, the Chairmen will convene a meeting to hear the protest. Chairs will notify all parties involved in the protest of the time and place of the hearing. Any affected party will present, in writing at the time of filing a protest, a detailed response regarding the protest for consideration by the Boards.

CareerSource Citrus Levy Marion is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities using TTY/TDD equipment via the Florida Relay Service at 711. Proud partner of the American Job Center network.