

Request for Proposal (RFP):

Virtual Event Platform

CareerSource Citrus Levy Marion

Overview and Scope of Work

CareerSource Citrus Levy Marion (CSCLM) is a 501(c)3 not-for-profit organization and is one of nearly 600 business-led local workforce development boards located across the United States. Our mission is to bring together citizens, employers, and education providers to develop programs to support high-quality education/training and employment services to meet the regional workforce needs.

CSCLM is accepting proposals to procure a Virtual Event Platform to assist our Business Services team with successful virtual job fairs, hiring events, youth career expos and other virtual events. While we understand the breadth of systems available in today's market, we are looking for a system that can, at a minimum, perform the following functions listed as 'required' and will place additional consideration on those systems that meet the criteria elements listed under 'desired'.

Virtual Event Platform Features

REQUIRED

- Edit individual "booths" for businesses including adding logos, pictures, information, titles, links and videos in the **Admin backend**
- Edit "expo hall" or "main event" with partner logos, pictures, information, titles, links and videos in the **Admin backend**
- Ability to have multiple "subevents" or smaller events within main event to help organize "booths"
- Unlimited "booths"
- Minimum capacity of 2000 event participants
- Edit the "front page" or registration area with logos, pictures, titles and links.
- Ease of use for Candidates/Participants to register including but not limited to resume upload or a profile wizard set up to add job history
- Ease of use for Businesses to set up their own booth on the front end including but not limited to a set up wizard
- Ability to have multiple Admin log-ins OR to have ability to add staff as "Editors" for back-end management
- Customer service/Tech response leading up to the event AND day of the event
- Ability to organize booths in the event space (i.e. alphabetically)
- Admin rights to monitor candidates and "kick" or ban unruly participants out of the event
- Real-time reporting of the event

- Post-event reporting with the ability to download the number of candidates, where they went, what they talked about in the text chat, and other statistics.
- Live Chat/ Direct messaging feature that follows participants around in the expo hall and booth area
- Built-in video chat feature OR ability to connect video chat application like Zoom or Teams

DESIRED

- To send automated emails from platform to participants about: “Thank you for registering”, “The Day Before”, “The Day Of”.
- Ability to edit these emails with logo, text and pictures
- Send emails to ALL participants across all virtual events held in the past
- Extra “expo room” that mirrors a networking space where participants can jump from table to table in a **live** group **video** function

Selection

All proposals will be reviewed by a selected review team from CSCLM management. Proposals will be reviewed for effective adherence to the requirements within this RFP, overall monetary value of the proposed system and additional features and benefits of each proposed system as they related to other submitted proposals. CSCLM is budgeting \$15K - \$20K for purchase of the Virtual Event Platform depending upon features and benefits in the platform.

Proposals will be scored on the above criteria. Respondents that are to be considered for final selection will be asked to provide the CSCLM management team a thorough demonstration/overview of their product. The overview must contain a thorough review of the required system elements as listed in the **Overview and Scope of Work** section above. Demonstrations may be conducted in person or via electronic means such as a live-casted webinar. Pre-recorded demonstrations will not be accepted. Demonstrations will be scheduled at a mutually beneficial time between the respondent and CSCLM.

CSCLM management will select from those respondents that are asked to provide a demonstration of their product. Final selection and award will be made by the CSCLM Board of Directors.

Responses/Quotation of Rate(s):

Responding firms must submit a written proposal that provides a thorough explanation of their system to include addressing the required elements listed in the Overview and Scope of Work. At minimum, proposals should include:

- A signed letter endorsing the proposal from an authorized agent of the business that has authority to enter into a binding agreement
- A written overview of the product including how the product addresses the needs listed in the Overview and Scope of Work.
- Staff training to be provided (training costs should be detailed in the cost overview if additional charges apply)
- Terms of future upgrades/system enhancements
- Term of initial contract
- Overview of ongoing system/user support to be provided

In doing so, the respondent agrees to provide the services requested in this RFP for the rate(s) quoted.

Future Rate Negotiation

CSCLM requires that the rates quoted are valid for at least one calendar year from date of award. CSCLM anticipates that the rates quoted will be good for a period of time beyond that year, however, CSCLM will consider re-negotiating rates, provided that the selected entity advises of its request to re-negotiate at least 90 days prior to the date a re-negotiated rate would be effective. Nothing requires CSCLM to re-negotiate and a rate increase may cause us to cancel the contract prior to that date and seek other proposals.

Stevens Amendment

The CareerSource Citrus Levy Marion Virtual Event Platform is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$6,200,000.00 with no percentage financed from non-governmental sources.

Responses

Respondents must submit four copies of their proposal (1 original is required, 3 may be copies) in a sealed envelope so that it will arrive at the address listed below no later than 4:00 p.m. on Thursday September 17, 2021. Inside the mailing package, the responses should be marked "Response for Virtual Event Planning RFP to be opened September 17, 2021". Also include a contact name, company e-mail address, and street mailing address. All submissions must be received by the deadline listed above. Responses should be mailed/delivered to the following address. Submissions will not be accepted by e-mail.

The e-mail address supplied below may be used to submit any inquiries regarding this RFP. A copy of this RFP and any future modifications will be available at: <https://careersourceclm.com/about-us/work-with-careersource-clm/>

Cindy LeCouris
CareerSource Citrus Levy Marion
Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474
(352) 732-1700, Ext 1464/FAX (352) 840-5712
clecouris@careersourceclm.com

CSCLM shall have the right to terminate this agreement if it fails to receive funding appropriate to continue operation. In such event, CSCLM shall give 30 days' notice of intent to do so, or, if funding is not established in time to allow such, then such shorter period of notice as is possible, provided, however, that notice in no event shall be less than 30 days. CSCLM reserves the right to make no award on this RFP, if most advantageous to CSCLM.

Parties wishing to protest the provider selection and 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 materials which the party wishes to have considered as justification for its protest.

Letters of protest should be addressed to:

Kim Baxley
CareerSource Citrus Levy Marion
Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474

Upon receipt of a protest, the Chairman will convene a meeting of the Executive Committee. All parties involved in the protest will be notified of the protest and the time and place of the hearing of the protest by the Executive Committee. Any affected party may present, in writing, a response to the protest for consideration by the Executive Committee.

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail accommodations@careersourceclm.com at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center Network.



Virtual Event Platform RFP

Scoring Matrix

Reviewer: _____ Respondent: _____

Scoring: Read each qualifier below and rate the above respondent's proposal on a scale of 1 – 10.
A score of 1 is the lowest with 10 being the highest.

1. Rate how well the respondent's proposal addressed all required elements contained in the Request for Proposal (RFP). _____
2. Rate how well the respondent's proposal addressed all desired elements contained in the Request for Proposal. _____
3. Rate the respondent's overall experience in providing a Virtual Event Platform. _____
4. Rate the respondent's ability to provide technical support of the Virtual Event Platform. _____
5. Rate the respondent's reasonableness of cost being commensurate with needed product requirements. _____
6. Rate the respondent's demonstrated ability to provide the platform in the proposed timeframe. _____
7. Rate the respondent's quantifiable performance history in delivering a platform as proposed with full functionality of all required elements. _____
8. Rate how well the proposed scope of work aligns with acceptability of input and adaptability of the Virtual Event Platform. _____
9. Rate how well the proposed platform aligns with a Workforce Development business model. _____
10. Rate the respondent's demonstrated capability of minimum event participant capacity in the Virtual Event Platform. _____

Overall Score 0

Staff Signature

Date