



NATIONAL ASSOCIATION OF NEGRO BUSINESS AND PROFESSIONAL WOMEN'S CLUBS INC.

REQUEST FOR PROPOSAL

NANBPWC Inc. Hybrid 84th National Convention

Sherelle T. Carper
NATIONAL PRESIDENT/CEO

REQUEST FOR PROPOSAL

Original Date Issued: May 23, 2022

Deadline for Questions: June 8, 2022, 5 PM EST

Closing Date: June 27, 2022, 11:59 PM EST

Decision Date: July 18, 2022, 5:00 PM EST

**SUBJECT: Request for Proposal – NANBPWC 84th National Convention – 2023
Proposal NO. – NANBPWC84/Hybrid 2023**

Technical questions concerning this solicitation should be directed to edavis@nanbpwc.org with a copy to executivedirector@nanbpwc.org. All contractual questions relating to this solicitation must be submitted to Executive Director at executivedirector@nanbpwc.org with a copy to edavis@nanbpwc.org. Questions are due by June 8, 2022, 5 PM EST.

All communications must include the solicitation title, NANBPWC84/Hybrid 2023, in the subject line. RFP responses should be submitted by June 27th, 2022 by 11:59 PM, EST to executivedirector@nanbpwc.org with a copy to edavis@nanbpwc.org.

No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent's behalf) in an attempt to influence this procurement: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent not being awarded a contract.

This solicitation in no way obligates NANBPWC Inc. to award a contract nor does it commit NANBPWC Inc. to pay any cost incurred in the preparation and submission of a proposal.

NANBPWC Inc. bears no responsibility for data errors resulting from transmission or conversion processes.

NANBPWC Inc. appreciates your responsiveness and looks forward to a mutually beneficial business relationship.

Sincerely,

Sherelle T. Carper
President
NANBPWC Inc.

PURPOSE: The National Association of Negro Business and Professional Women's Clubs Inc. seeks a Project Manager for its 84th National Convention which will be a hybrid event held in Aurora-Denver, Colorado in 2023.

BACKGROUND INFORMATION: National Association of Negro Business and Professional Women's Clubs Inc.

The National Association of Negro Business and Professional Women's Clubs, Inc. founded in 1935, emerged as a national non-profit organization considering the need to promote and protect the interests of women business owners and professionals.

The importance of education and economic development through entrepreneurship was emphasized as women sought to support women through community service and social activism. The NANBPWC, Inc. through its national leadership, regional districts and local clubs provides opportunities for women to increase their leadership skills, experience governance and parliamentary procedures, and enhance their educational awareness of issues impacting the Black community through volunteerism. The NANBPWC, Inc. encourages youth and young adults to achieve economic independence by joining the rising tide of young people in business today.

The members of the National Association of Negro Business and Professional Women's Clubs, Inc. understand that we can make a difference by sharing our blessings. The very concept of sharing is integral to a sense of community. While it is the responsibility of everyone to make the most of his or her life, it is the responsibility of the larger community to provide the conditions that encourage success, a healthy, stable environment, and opportunities for educational and economic achievement.

The association has members located throughout the United States. Our International Affairs Division operates in Africa, the Caribbean and the global community building socio-economic relationships between women. and Africa. The National Association of Negro Business and Professional Women's Clubs, Inc. is a 501(c)3 nonprofit organization. For additional information regarding our organization please go to www.nanbpwc.org.

Please see below for convention information:

Dates: July 19 – July 22, 2023

Location:

Aurora-Denver, Colorado

Project Overview

The National Association of Negro Business and Professional Women’s Clubs, Inc. (NANBPWC) is planning a hybrid 84th National Convention with a physical presence in Denver Colorado and an online presence for those members who are attending virtually. The association is seeking an individual(s) who would serve as project manager for convention events. Individual chosen will provide services with the goal of presenting a live experience that will be broadcast virtually. Services include management and production of on-site events and broadcast of the convention to online registrants.

Project Scope – Hybrid Conference

The events listed will require on project management, production (pre and post), recording and Live broadcasts.

WEDNESDAY, JULY 19, 2023	THURSDAY, JULY 20, 2023	FRIDAY, JULY 21, 2023	SATURDAY, JULY 22, 2023
<i>Morning</i>	<i>Morning</i>	<i>Morning</i>	<i>Morning</i>
	Opening Breakfast Candidates Forum	Memorial Service	
<i>Afternoon</i>	<i>Afternoon</i>	<i>Afternoon</i>	<i>Afternoon</i>
	International Jazz Luncheon	Life Members Luncheon Ombudsmen Luncheon	Youth Luncheon
<i>Evening</i>	<i>Evening</i>	<i>Evening</i>	<i>Evening</i>
Vocal Arts Competition	Youth Rites of Passage	President’s Gala	Awards Banquet and Installation of New Officers

Online Convention Event Production

- Record, stream, and host live video and audio for events identified above via audio and video feed from NANBPWC’s convention virtual provider and hotel convention A/V provider.
- Create and host a web page using NANBPWC’s convention online provider providing attendees access to streaming sessions.
- Record and stream live up to events via audio, video, and synchronized PowerPoint presentations with Vendor’s cameras or hotel audio visual equipment.
- Full-service technical support for end-users online.
- On-site production labor and setup.
- Send out email reminders to registrants, directing them to the event launch page, which includes detailed connection instructions.
- Conduct training sessions for registrants on accessing all online events via convention virtual provider.

Post-Convention Production Services

- Provide digitizing, editing, and mastering services of all recorded material for delivery no later than 7 days after initial recordings.
- Upload convention event video content (archived web events, etc.) that can be purchased and viewed on-demand for events stated above via convention platform.
- Record each event identified above and deliver a master recording to NANBPWC Inc.

- Unless otherwise specified, master recordings will be made available for archival by NANBPWC Inc.
- NANBPWC Inc. retains copyright and distribution rights for all content

Pre-Convention Planning and Management

- Pre-convention trip to convention hotel in September 2022
- Secure speakers within theme/topic as directed by National President/CEO with final selection and approval by National President/CEO
- Secure speaker arrangements including any accommodations required subject to approval by National President/CEO
- Secure all entertainment for all events with convention planning team subject to approval by National President/CEO
- Secure accompanist for Vocal Arts Competition with convention planning team subject to approval by Vocal Arts Chair and National President/CEO
- Planning and production of all events to be pre-recorded no later than 40 days prior to convention
- Meetings with association individuals/teams as required
- Bi-Weekly updates to designated parties on pre-convention planning efforts
- Run of Show for all events 90 days prior to convention start

Convention Onsite Management Services

- Daily meeting team meetings with assigned association and hotel staff as required
- Management of all speakers/live entertainment on-site at convention
- Liaison with hotel staff on all events
- Management of member seating and dais with support of convention planning team
- Management of all audio-visual and technology required for live events

Travel

- Air transportation will be reimbursed with documentation supporting that the least expensive and unrestricted flights were utilized
- Meals will be reimbursed at the per diem rate of \$79 per day
- Ground transportation will be reimbursed round trip from the airport
- All transportation and meals shall be included in the proposal pricing

NANBPWC Inc. will:

1. Secure convention platform for online events
2. Secure the audio-visual services contract for the convention hotel
3. Provide convention planning team to support pre-convention planning and on-site management of events
4. Provide Registration for events onsite; credentialing for onsite events
5. Provide technology liaison(s) for contracted audio visual, pre-convention planning and on-site convention events
6. Provide a hotel room (2 nights – September 2022/5 nights – July 2023)

PROPOSAL REQUIREMENTS

Please note that a proposal that does not meet all vendor requirements as outlined below will not receive consideration.

VENDOR REQUIREMENTS:

Company profile:

Please limit to no more than two pages. Resumes will not count toward the page limit.

1. Provide a description of your business
2. Provide the year established in the current business for the services requested in this request for proposal.
3. Please provide a copy of your annual report and include information on company size, number of employees and annual revenue.
4. Resumes of key personnel-in a leading paragraph, please indicate how much time each person(s) will devote to this project and what other projects this person (s) undertake at the same time.
5. Please provide your latest annual financial statement and indicate if your firm has ever filed for bankruptcy

References:

A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered Respondents should provide references as follows:

1. At least three (3) examples of relevant work within the past year;
2. At least two (2) organizations to which you recently submitted unawarded bids within the past year;
3. The contact information should include the contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process

Technology:

1. Describe your ability to support hybrid virtual events including pre and post production, live feed, etc.
2. Describe your ability to provide pre-recorded events - pre-production, production and post production as well as on-site event (live-streaming).
3. Describe the controls your company has in place to ensure that data provided by NANBPWC and our users is protected.
4. Describe your ability to provide multiple forms of content during an event – i.e. Powerpoint, Live music and speakers within a single event.

Customer Service:

1. What type of customer support is available before and during a virtual event?
2. Describe your ability to support technology-challenged individuals.

Project Management

1. Describe your ability to manage hybrid on-site events.

Staffing:

1. Indicate how you would staff the virtual conference.
2. Indicate how you would staff the on-site events.
3. What are options for reducing staff cost.

Pricing

Provide an itemized listing of your proposed pricing. State where there may be extra fees for either customizations or extra services.