



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

## **REQUEST FOR PROPOSALS**

### **AUDIO-VISUAL SERVICES**

**DATE OF ISSUE:** Wednesday, December 14, 2022

**DEADLINE:** Wednesday, January 11, 2023

The Mid-Ohio Regional Planning Commission (MORPC) is Central Ohio's regional council with more than 80 members comprised of counties, cities, villages, townships, and regional organizations. We take pride in bringing communities of all sizes and interests together to collaborate on best practices and plan for the future growth and sustainability of our region.

The Mid-Ohio Regional Planning Commission (MORPC) is requesting proposals from interested and qualified firms to provide audio visual services for MORPC's signature events for the years 2023 and 2024 with an option to extend the contract to include signature events in 2025.

Consultants interested in being considered must submit **one (1) copy in a PDF format via email**. Proposals will be received by MORPC until 5:00 p.m. on Wednesday, January 11, 2023.

#### **Submit proposals to:**

Mid-Ohio Regional Planning Commission

Attn: Amanda McEldowney

[amceldowney@morpc.org](mailto:amceldowney@morpc.org)

Proposals must arrive in the designated (above) email inbox prior to the proposal due date and time. Facsimile submissions will not be accepted.

All questions must be submitted in writing via email to Amanda McEldowney at [amceldowney@morpc.org](mailto:amceldowney@morpc.org). No answers will be given over the phone. Written answers, including any amendments to the RFP, if necessary, will be posted on MORPC's website. Responses to questions will be posted at <http://www.morpc.org/rfps-rfqs/>.

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, religion, ancestry, national origin, gender or sex (including pregnancy, gender identification or expression, and sexual orientation), gender identity or expression, age

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(including federally protected 40 years or older), disability or other handicap, genetic information, marital/familial status, military status (past, present or future), medical conditions, income status with regard to public assistance, or limited English proficiency in consideration for an award.

Small, minority-owned, or woman-owned businesses are strongly encouraged to apply.

Neither MORPC nor any member agency of the Committee shall be liable for any costs incurred by the consultant in response to this RFP, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

## I. OVERVIEW/PROJECT BACKGROUND

MORPC's signature events include MORPC's annual State of the Region and Summit on Sustainability. The State of the Region is MORPC's annual luncheon that showcases the agency's upcoming planning efforts while highlighting communities in the region. The Summit on Sustainability is MORPC's environmental conference highlighting sustainability efforts throughout Central Ohio.

2023 events:

- State of the Region – March 31, 2023, at the Hilton Columbus Downtown Tower II
- Summit on Sustainability - October 26, 2023, Hilton Columbus Downtown

The dates for 2024 have not been confirmed, but the vendor will be notified as soon as they are confirmed so the dates can be held. Typically, the State of the Region is held during March/April and the Summit on Sustainability is held in October.

## II. SCOPE OF SERVICES

The Service Provider will support MORPC staff by producing and executing audio visual services at events that require on-site production. The successful Service Provider will work with MORPC's event manager by providing audio, visual, and event production needs, including stage design for the events.

The State of the Region consists of the following:

- Staging and audio-visual production for annual luncheon.
- The stage design will include a video wall that will enhance the graphic elements of the program.
- Vendor will work with event manager to develop a list of equipment that is needed to produce the event (mics, lavaliers).
- Vendor will provide presidential teleprompters.
- Vendor will work with CTV to record the program and provide MORPC with copies of the recording within 72 hours of conclusion of the event

The Summit on Sustainability consists of the following:

- Staging and audio-visual production for General Session.
- The event manager and vendor will work together to develop stage design for the General Session.
- Audio-visual production in 5 breakout sessions to include laptop, projector, and screen. Each breakout session will include a microphone at the podium and two wireless mics at the head table for panelists.
- Vendor will record the two General Sessions and provide MORPC with copies of the recordings within 72 hours of the conclusion of the event.

The Service Provider will also be responsible for incorporating the positive culture and established branding standard, style guide, and color palette for MORPC.

The Service Provider will also provide ample time for review of staging design by MORPC staff for comments and feedback which would then be incorporated into the final production.

### III. PROPOSAL FORMAT

The proposal must address the following items in the following order. Failure of the proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all proposals.

Each consultant shall submit a formal proposal not to exceed 20 – 8.5” x 11” pages (excluding tabs, dividers, etc.) and shall contain the following sections:

- A) Cover Letter
- B) Organization, Personnel, Experience & Project Management
  - a. Consultant’s Personnel Profile and Corporate Qualifications
  - b. Project Team Availability and Capacity
  - c. Project organization chart showing key personnel, their relationships, and affiliations
- C) Consultant’s Methodology/Work Plan
- D) List and Description of Deliverables
- E) Project Schedule
- F) Budget or Cost Proposal

#### **A) COVER LETTER**

The **cover letter** shall be signed by a representative authorized to legally bind the firm, and include:

- Name, telephone number, and e-mail address of a contact person with authority to answer questions regarding the proposal (ideally the day-to-day project manager for this work).
- Name, address, and phone number of a contact person to be notified regarding contractual issues.
- Identification of the firm as a corporation or other legal entity.
- Will meet the MORPC DBE goal and be signed by a representative authorized to legally bind the firm.

The letter shall state that the proposer:

- Has sole and complete responsibility for delivery of the required services.
- Is presently not debarred, suspended, proposed for debarment, declared ineligible or involuntarily excluded from covered transactions by any federal department or agency or the Ohio Department of Transportation.

#### **B) ORGANIZATION, PERSONNEL, EXPERIENCE & PROJECT MANAGEMENT**

Specific background information on key individuals who are anticipated to be assigned to the project should be included, most notably the project manager. Identify the location of the office where most of the work is to be performed. This section shall also provide an overview of each key personnel working on the project and show their relationship to the firm and their affiliations. Identify any diversity and inclusion efforts the consultant is taking or will take.

**C) CONSULTANT'S METHODOLOGY/WORK PLAN**

This section shall indicate the consultant's understanding of the project scope of work, a definition of the scope of the project (including a discussion of the tasks to be performed to accomplish the scope of work), a definition of the final product, and the consultant's approach to the project (including the estimated time of completion for key tasks, phase deliverables, the management organizational chart, and identification of the Committee's roles in the project).

The consultant's proposal shall contain a step-by-step explanation and description of the methodology to be employed and how the methodology addresses MORPC's scope of work. The consultant's proposal shall further contain a detailed level of effort. In addition, please explain any aspect of your method that is unique or innovative.

Also, administrative information, such as the consultant's status reporting procedures and the consultant's approach to effective communication with MORPC personnel and sub-consultants, shall be included.

**D) LIST AND DESCRIPTION OF DELIVERABLES:**

The consultant's proposal shall list and describe the deliverables for each identified task that are part of the various steps of the methodology. All materials created and submitted throughout the lifetime of the projects related to the contract shall become the property of MORPC. All materials received shall be considered public information and shall be open to public inspection.

**E) PROJECT SCHEDULE:**

Included as part of the proposal, the proposer shall provide a schedule identifying all tasks and sub-tasks, all deliverables, and time in the scope of work. The project should be completed by December 2024. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why.

**F) BUDGET OR COST PROPOSAL:**

The Budget for each event is as follows:

**2023 BUDGET:**

- State of the Region – \$12,000
- Summit on Sustainability – \$14,000

**2024 BUDGET:**

- State of the Region - \$14,000
- Summit on Sustainability - \$16,000

The proposer should be aware that it is the goal of MORPC to process and pay properly prepared and submitted invoices within 60 days, although that is not guaranteed. Improperly prepared and submitted invoices will be returned and will consequently not be processed and paid within the 60-day goal. Proof of payment will be required for all charges included on invoices.

## IV. PROCUREMENT PROCESS

### ***RFP TIMELINE***

The schedule for the RFP is given below. Dates are tentative and may be modified by MORPC as necessary.

| <b>Key Date</b>     | <b>Event</b>                                                            |
|---------------------|-------------------------------------------------------------------------|
| December 14, 2022   | Proposal is posted on MORPC website for interested parties to retrieve. |
| January 11, 2023    | Completed proposals due to MORPC by 5:00 p.m.                           |
| January 12, 2023    | Proposals will be opened at 9:00 a.m.                                   |
| January 12-19, 2022 | Evaluations of proposals.                                               |
| January 23, 2023    | Oral presentations at MORPC, if required                                |
| January 24, 2023    | Evaluation Committee makes recommendation.                              |
| January 25, 2023    | Contact all bidders regarding awards to be made.                        |
| February 9, 2023    | MORPC Board meeting to approve resolution/award contract.               |
| February 10, 2023   | Contract preparation                                                    |
| February 24, 2023   | Contract finalized                                                      |
| March 1, 2023       | Project begins.                                                         |

The selection of the project consultant will follow a multi-step process. The first step will be an evaluation of the written proposals using the criteria listed below.

### ***EVALUATION CRITERIA***

The evaluation criteria are as follows:

- 1. General Quality & Adequacy of Response (25%)**
  - a. Completeness and thoroughness
  - b. Responsiveness to terms and conditions
  - c. Overall impression
  
- 2. Organization, Personnel, Experience, & Project Management (25%)**
  - a. Qualifications and experience of proposed personnel, including project manager
  - b. Relevant knowledge, skills & experience with the project
  - c. Experience working with similar clients
  - d. Demonstrated capacity to do the work
  - e. Study Area Understanding/Local Presence

- i. Familiarity with the study area's characteristics
- ii. Familiarity with the study area's economy, culture, and environment
- iii. Capacity to locally coordinate and administer the project

**3. Technical Approach & Work Plan (25%)**

- a. Clarity and organization in concept development
- b. Quality and quantity of services to be rendered
- c. Approach to study, including the ability to derive creative solutions. Clear description of elements of the work plan:
- d. Addresses expected outcomes:
  - i. Identifies who will do the work
  - ii. Includes realistic & sufficient timelines
  - iii. Includes reasonable & useful reporting timelines
- e. Specialized experience relevant to the work scope

**4. Cost/Budget (25%)**

- a. Clarity of budget and congruence with RFP and proposed scope of work
- b. Cost

***EVALUATION COMMITTEE***

The Committee will conduct the evaluation of proposals and reserves the right to reject any and all proposals in whole or in part received in response to this request. The Committee may waive minor defects which are not material when no prejudice will result to the rights of any other consultants or to the public.

***CLARIFICATION INTERVIEWS***

At MORPC's option, the consultant may be required to answer questions about the proposal. The purpose of the interview is to provide clarification of information presented in the written proposal. If interviews are necessary, MORPC will contact the consultant's authorized representative to schedule the time, date, and method of interview (e.g., in-person presentation or conference call). The interview will be within two weeks of notification. The interview will be given by the Committee. If in-person interviews are requested, the consultant must comply at no cost or obligation to MORPC. A consultant's refusal to make a presentation as described shall result in the consultant's proposal being rejected from consideration for the project.

***SELECTION AND NEGOTIATIONS***

Based on the evaluation of the proposals, the most qualified consultant will be selected. If negotiation with the highest ranked consultant fails to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked consultant, as determined by the earlier technical proposal evaluation, will then be invited to enter negotiations with MORPC. If negotiations again fail, the same procedure shall be followed, with each next most qualified firm until a contract has been negotiated. If the remaining proposals are considered not to be qualified, the notification and selection processes will be repeated.

**V. ADMINISTRATIVE & ORGANIZATIONAL ELEMENTS**

Organization

The vendor will work with the Project Manager of MORPC to coordinate routine meetings about the stage design and audio-visual production of the events.

Role of MORPC

MORPC will manage all components of the events and will work directly with vendor to ensure event audio-visual production meets the brand standards of MORPC.

Reporting

The vendor will provide a detailed invoice 15 days prior to each event. Project Manager will process the invoice with MORPC's finance department.

**VI. PROPOSAL TERMS & CONDITIONS**

Evaluation of Proposal Compliance with Specifications

Understanding that no consultant may completely meet all requirements of the specifications, MORPC reserves the sole right to determine whether a proposal substantially complies with the specifications: accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts, of a proposal, unless otherwise restricted in the proposal.

Modification and/or Withdrawal of Proposals

Modifications of a submitted proposal must be received by the designated due date specified. Withdrawal of proposals will be allowed only in those cases in which a written request to withdraw a Proposal is received by MORPC prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to consultant unopened.

Proposer Qualifications

MORPC may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. MORPC will not award a contract to a proposer who, in its opinion, is not fully qualified based on financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

Award of Contract

Each consultant acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by MORPC. MORPC reserves the right to accept the Proposal deemed to be in the best interest of MORPC or to reject all Proposals.

MORPC's Executive Director is the only individual who may legally commit MORPC to the expenditure of public funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

**GENERAL INFORMATION & REQUIREMENTS**

Ownership of Products



MORPC will retain the copyright for all data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed, or created under or in connection with this project. Therefore, the submitter should anticipate that all products of this work effort will become the property of MORPC who will make them available to other government agencies and their contractors.

Deviation Clause

The consultant's attention is called to the condition that, if awarded a contract, the consultants will be required to furnish the item referred to in strict accordance with the specifications or descriptions as proposed, unless a departure or substitution is clearly noted and described in the proposal, along with the reasons, therefore.

Tax Exemption

MORPC is exempt from the payment of federal excise and transportation taxes levied under the provisions of the Internal Revenue Code. MORPC is also exempt from Ohio State Gross Retail (sales tax). The successful consultants will be furnished with any certificates of exemption required.

**MORPC STATEMENTS ON DIVERSITY & INCLUSION**

Equal Opportunity

The consultant agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, applicants and sub-contractors are treated equally during employment without regard to race, color, sex, gender identification, creed, religion, ancestry, national origin, sexual orientation, disability, genetic information, age, marital/familial status, military status (past, present, or future), limited English proficiency, or status with regard to public assistance.

Disadvantaged Vendors

Disadvantaged Vendors shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all proposers shall take all necessary and reasonable steps to ensure that minority vendors have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify MORPC if they meet one of the disadvantaged vendor designations, such as Minority Business Enterprise (MBE), Small Business Enterprise (SBE), or Women-owned Business Enterprise (WBE).

**CONTRACTING REQUIREMENTS**

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements. Please also note that prior to negotiation, the firm selected for negotiation must provide average hourly rates for personnel assigned and a copy of the last audited financial statement.

Compensation

Alternative compensation models may be considered.

During contract negotiations, the selected firm must provide individually priced and prioritized tasks to be completed “if authorized.” The sequencing of work tasks must be done in such a way that successful completion of earlier tasks is not dependent upon the completion of later tasks.

Cancellation

MORPC reserves the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the consultant.

Unresolved Finding for Recovery

The selected consultant affirmatively represents and warrants to MORPC that it is not subject to a finding for recovery under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The consultant agrees that if this representation or warranty is deemed to be false, the agreement shall be void ab initio as between the parties to this agreement, and any funds paid by MORPC to the consultant hereunder shall be repaid to MORPC immediately, or an action for recovery may be commenced immediately by MORPC for recovery of said funds.

Covenants of Consultant

The consultant will be required to covenant and warrant the following:

- a) Consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
- b) Consultant has not within a three (3) year period had one or more public transactions terminated for cause or default;
- c) Consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds.