

ADDENDUM ONE
On-Call Event Services

Note: The following clarifications, changes, additions and deletions to Request for Proposal 13-2270, hereby become part of the Request for Proposals. It is essential that all prospective Proposers note the content of the Addendum.

Question and Answer:

1. Are you looking to secure a pool of meeting planners that you can pull in as necessary, with pre-defined rates?

Correct

2. As each event arises, the scope and specific fees will be determined via a work order?

Correct

3. What is the overall scope of events: What is the range of sizes? Mostly public or private? Mostly one day (or less) or multi-day conferences?

Events will vary greatly from one another. Events will range in size from workshops of 40-60 people to special events at the Zoo of attendance over 5000. All Metro events are open to the public. However, invitations and communication on events may be focused on a specific group of stakeholders or attendees. Most events occur on a single day.

4. Are events held throughout the year? Are there particularly busy periods we should be aware of?

Currently events are throughout the year with busy periods following fairer weather in late spring to early fall.

5. On Metro's end, will there be one point person for all events, or will we work with a different contact person or organizing committee for each event?

The Contractor will conceivably work with several different Metro staff coordinating events.

6. How many event planning companies will you have on call?

The number of contracts resulting from this solicitation has not been determined. Factors we will use to make this determination will include, but not be limited to: number and quality of proposals, work included in the proposals, and the variety of services and experience proposed.

7. What kind of lead time do you anticipate for each event?

Typical lead time on events is at least anywhere from 6 to 12 weeks. However, needs may arise where Metro staff require immediate assistance on a specific aspect or logistic of an event that would have a very short lead time. Short notice could be anywhere from one to three weeks. In these cases Metro will some contractors to have prior commitments and only be able to assist on a case-by-case basis.

8. Is the budget of \$50,000 - \$150,000 for conference management for all events? Or for each event?

Of all events

9. How detailed do we need to be regarding employee compensation?

It is important to Metro to do business with contractors who do good business. Please demonstrate that you value your employees to the extent that you feel comfortable with.

10. Is experience with the Zoo required?

The contracts will be for events hosted by most Metro departments. Experience working with zoos or in a similar environment is preferred for proposers awarded work that will involve the Zoo.

11. Are the Federal contract clauses going to be used for Zoo work?

In general the Zoo does not use Federal funds. Metro reserves the right to apply federal contracting clauses to contractors providing work at the Zoo should the need arise.

12. Will you please clarify the proposal page limits?

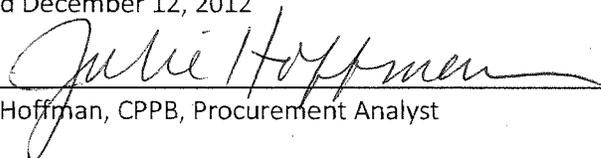
Proposals shall be limited to 12 pages. A page is one side of paper with printing on it. We prefer that proposals are printed double-sided. In this case, 12 pages would be 6 pieces of paper. A cover page/title page is not considered part of the 12 page limit.

13. Can you estimate numbers of events for the Zoo as well as the rest of Metro as a whole?

While no number of assignments is guaranteed, Metro estimates a minimum of 4-6 events at the Zoo or related to Zoo activities within the two-year contract term. Other events such as workshops, open houses and conferences for other programs are estimated to be anywhere from 6 to upwards of 10.

All other terms and conditions of this solicitation remain the same.

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