**RFP# CMO/240546 Employee Event Planning and Management**

**Evaluation Criteria**

All proposals will be evaluated and scored in accordance with the evaluation criteria listed below. Award will be based on a review of all information provided by the proposer, plus a review of references submitted, and certain objective and subjective considerations.

|  |  |
| --- | --- |
| **CRITERIA** | **WEIGHT** |
| Qualifications and Experience | 30 |
| Proposed Approach and Methodology | 35 |
| Price Proposal | 35 |
| **TOTAL POSSIBLE POINTS** | **100** |

**Proposal Response**

The following information must be submitted as your proposal response. **Do not alter any of the content. Do not exceed fifteen (15) pages total. If these instructions are not adhered to, your proposal may be rejected. Include your company name below.**

**Company Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications and Experience - (30 Points)**

1. Provide a list of public agencies, or companies, for which you provided event planning services to over the last five (5) years. Include in this list the agency/company name, contact information, detailed event description and outcomes.
2. **Identify your key team who will be involved in the City’s events, including resumes and experience. Include your project manager’s name and contact information.**
3. **Provide a brief background of your firm.**
4. **Include any additional information related to your qualifications and experiences, if needed.**

**Proposed Approach and Methodology- (30 Points)**

1. Convey your approach to planning and managing the employee event.
2. Describe your firm’s staffing plan, workload (current and anticipated), and your firm’s capacity to perform the requested services within budget and schedule.

1. Outline your proposed project schedule, identifying any critical paths to accomplish the scope of work.

**Price Proposal - (35 Points)**

1. Provide your turnkey, lump sum price to plan and manage the Employee Family Fun Day:
   1. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Include any cost saving ideas for limited attendance.