STATE OF LOUISIANA
LCTCS ADVANCEMENT OFFICE

REQUEST FOR PROPOSALS
FOR
LCTCS ANNUAL CONFERENCE EVENT PLANNER

RFP #:40016_20120426

PROPOSAL DUE DATE/TIME: 05/28/12 @ 5:00 PM

APRIL 26, 2012
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1 GENERAL INFORMATION

1.1 Purpose

This Request for Proposals (RFP) is issued by the LCTCS Advancement Office (herein referred to as the State) for the purpose of securing a contract with an event planning company for the LCTCS Annual Conference.

1.2 Background

The mission of the LCTCS is to improve the quality of life of the State's citizens through educational programs offered through our colleges. We strive to increase the opportunities for Louisiana's workforce to succeed through skills training programs. And, we work to provide our citizens the opportunity to learn continuously. We are committed to teaching what is needed, when it is needed, and where it is needed within available resources.

The LCTCS Annual Conference is a multi-day professional development conference hosted annually for the faculty, staff and administrators of the 16 community and technical colleges of the LCTCS. This annual event aims to provide workforce and career training and education and includes a robust vendor showcase of up to 50 exhibitors. This event is hosted at different locations annually, with an expected 700 – 1,000 participants.

1.3 Scope of Services (See Attachment 1)

2 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about July 2, 2012 and to continue through July 2, 2015. The State has the right to contract for up to three years upon approval.

2.2 Proposer Conference

Not Applicable for this solicitation

2.3 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

Leah Goss
Executive Director of System Advancement, LCTCS

265 South Foster Drive
Baton Rouge, LA 70806

FAX: 225-922-2786, Office: 225-308-4410, Email: LGoss@LCTCS.EDU

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by 5:00pm CST on the date specified in the Schedule of Events. The State reserves the right to modify the RFP should a change be identified that is in the best interest of the State.
Official responses to all questions submitted by potential proposers will be posted by November 16th at http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp

Only Leah Goss has the authority to officially respond to proposer’s questions on behalf of the State. Any communications from any other individuals are not binding to the State.

2.4 Definitions

LCTCS: Louisiana Community and Technical College System

Shall, Must, or Will: Denotes a mandatory requirement

Should, May, or Can: Denotes an advisory or permissible action

2.5 Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise RFP and mail public announcements</td>
<td>April 27, 2012</td>
</tr>
<tr>
<td>Pre-proposal Conference (if applicable)</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline for receipt of written inquiries</td>
<td>May 7, 2012</td>
</tr>
<tr>
<td>Issue responses to written inquiries</td>
<td>May 14, 2012</td>
</tr>
<tr>
<td>Deadline for receipt of proposals</td>
<td>May 28, 2012</td>
</tr>
<tr>
<td>Announce award of contractor selection</td>
<td>June 8, 2012</td>
</tr>
<tr>
<td>Contract execution</td>
<td>June 15, 2012</td>
</tr>
</tbody>
</table>

NOTE: The State of Louisiana reserves the right to change this schedule of RFP events, as it deems necessary.

3 PROPOSAL INFORMATION

3.1 Desirable Qualifications of Proposer

Proposers should meet the following desirable qualifications:

1. LCTCS desires the proposer to supply three customer references for the service being bid. References should be of similar size, scope, and complexity to this bid document. LCTCS shall contact the references to determine the bidder’s qualifications, experience, past and present performance, and ability to meet contract obligations. Information received from the references shall be evaluated.

   If more than three references are submitted, only the first three shall be evaluated. If any of the references cannot be contacted after three attempts, the bidder shall be contacted for assistance.

2. LCTCS desires the proposer to have planned an event for 500 or more people... The LCTCS prefers the proposer to have previously worked with a multi-day and/or state-wide conference. The LCTCS desires the proposer to have flexibility in managing additional projects related to the conference and the capacity to provide additional staff during the multi-day event.

3. The LCTCS desires the proposer to be familiar with budget of government rates, state proposal processes, and EDGAR rules and regulations. It is preferred that the proposer have previously worked with a state agency and/or LCTCS.
4. The LCTCS desires a proposer who has demonstrated ability to solicit and secure vendors and/or sponsorships for events. The proposer should have reputable sources and/or vendors that can vouch for work ethic and management skills.

5. The LCTCS prefers the proposer to have previously worked with AV technology solutions, sound and lighting, and production. The LCTCS also desires the proposer to have previous experience with stage building and design.

3.2 Determination of Responsibility

Determination of the proposer’s responsibility relating to this RFP shall be made according to the standards set forth in LAC 34: 136. The State must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

3.2.1 Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

3.3 RFP Addenda

State reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp. It is the responsibility of the proposer to check the website for addenda to the RFP, if any.

3.4 Waiver of Administrative Informalities

The State reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.
3.5 Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way constitutes a commitment by the State to award a contract. The State reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the State’s best interest.

3.6 Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.7 Subcontracting Information

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, should acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP is also required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

3.8 Ownership of Proposal

All materials submitted in response to this request shall become the property of the State. Selection or rejection of a proposal does not affect this right.

3.9 Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.10 Cost of Preparing Proposals

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

3.11 Errors and Omissions in Proposal

The State will not be liable for any errors in proposals. The State reserves the right to make corrections or amendments due to minor errors identified in proposals by State or the Proposer. The State, at its option, has the right to request clarification or additional information from the proposers.

3.12 Contract Award and Execution

The State reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.
The State reserves the right to contract for all or a partial list of services offered in the proposal. The RFP and proposal of the selected Proposer shall become part of any contract initiated by the State.

The selected Proposer shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachment III. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds thirty (30) days or if the selected Proposer fails to sign the final contract within thirty (30) business days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

3.13 Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

4.0 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before 5:00 Central Daylight Time on the date specified in the Schedule of Events. FAX or e-mail submissions are not acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Leah Goss
Executive Director of System Advancement, LCTCS
265 South Foster Drive
Baton Rouge, LA 70806

For courier delivery, the street address is 265 South Foster Drive and the telephone number is (225-922-2800). It is solely the responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

The State requests that (1) copy of the proposal be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

4.2 Proposal Format

Proposers should respond to this RFP with a Technical Proposal and Cost Proposal. No pricing information should be included in the Technical Proposal.

4.3 Cover Letter

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.
4.4 Technical and Cost Proposal

Proposals should be submitted as specified in Section 5, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

4.5 Certification Statement

The Proposer must sign and submit the Certification Statement shown in Attachment II.

5.0 PROPOSAL CONTENT

5.1 Executive Summary

This section should serve to introduce the scope of the proposal. It should include administrative information including, at a minimum, Proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the State agency's overall requirements in the timeframes set by LCTCS.

It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in Attachment III Sample Contracts, and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

5.2 Corporate Background and Experience

This section will be highly considered (15%) in the evaluation and review (see section 6.5). The Proposer should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience with government/state rates and/or LCTCS, as well as their hands-on ability to solicit and secure sponsorships for events. This section should also include references from previous clients including names and telephone numbers. LCTCS desires the bidder to supply three customer references for the service being bid. References should be of similar size, scope, and complexity to this bid document. LCTCS shall contact the references to determine the bidder’s qualifications, experience, past and present performance, and ability to meet contract obligations. Information received from the references shall be evaluated.

If more than three references are submitted, only the first three shall be evaluated. If any of the references cannot be contacted after three attempts, the bidder shall be contacted for assistance.

The proposer should clearly address his ability to meet or exceed the desirable qualifications listed in Section 3.1 of the RFP.

5.2.1 Minimum Required Language - Request For Proposal (RFP) Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs

(Participation of Veteran Initiative and Hudson Initiative small entrepreneurships will be scored as part of the technical evaluation. NOTE: If your funding source includes restrictions against use of this type of initiative, this section should be deleted. Direct any questions regarding this to the OCR staff reviewing your RFP prior to solicitation as written documentation will be required for OCR files when not used.)
The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at https://smallbiz.louisianaforward.com/index_2.asp.

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurship as subcontractors.

Reserved points shall be added to the applicable proposers’ evaluation score as follows:

Proposer Status and Reserved Points
- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurship to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  -the number of certified small entrepreneurship to be utilized
  -the experience and qualifications of the certified small entrepreneurship(s)
  -the anticipated earnings to accrue to the certified small entrepreneurship(s)

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.


A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at https://smallbiz.louisianaforward.com/index_2.asp. Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network http://wwwprd.doa.louisiana.gov/osp/tpac/vendor/srchven.asp. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE,
VSE, or DVSE.

5.3 Proposed Project Staff

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project. When evaluated, this section will qualify for up to 15% of the overall score (see section 6.5).

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

5.4 Approach and Methodology

This section will have a consideration of up to 35% of the overall total, when being evaluated (see section 6.5). The Proposer should include:

- Proposer's understanding of the nature of the project and how its proposal will best meet the needs of LCTCS.
- Its functional approach in identifying the tasks necessary to meet requirements.
- Its approach to Project Management and Quality Assurance.
- A proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing. The work plan should address all tasks outlined in Attachment I, identifying responsible parties, beginning and ending dates, and subtasks that the proposer believes will be required to complete each task.

5.5 Cost Information

The Proposer shall provide the total cost (inclusive of travel and all project expenses) for performing all services described in the RFP for each year of the contract. The Proposer should break down the cost by amount per completed task that is identified in the proposed work plan.

A proposer’s base cost score will be based on the cost information provided in the proposal. Total cost shall be determined by adding the costs for all three years. Cost points shall be assigned based upon the following formula:

\[ BCS = (LPC/PC \times 25) \]

Where:

- \( BCS \) = Computed cost score (points) for proposer being evaluated
- \( LPC \) = Lowest proposed 3-year cost of all proposers
- \( PC \) = Total 3-year cost of proposer being evaluated

6.0 EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the state, which will determine the proposal most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFP.

6.2 Administrative and Mandatory Screening
All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

6.3 Clarification of Proposals

The State reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

6.4 Not Applicable to this Solicitation

6.5 Evaluation and Review

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following.

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAXIMUM SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approach and Methodology</td>
<td>35</td>
</tr>
<tr>
<td>2. Experience</td>
<td>15</td>
</tr>
<tr>
<td>3. Staff Qualifications</td>
<td>15</td>
</tr>
<tr>
<td>4. Hudson/Veteran Small Entrepreneurship Program</td>
<td>10</td>
</tr>
<tr>
<td>5. Cost</td>
<td>25</td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

The Evaluation Team will compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible proposer with the highest score.

6.5.1. Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation (Value of 10% of the total evaluation points)

(Note: This section should not be used if the funding source being utilized includes restrictions against such use.)

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurship as subcontractors.

Reserved points shall be added to the applicable proposers’ evaluation score as follows:

Proposer Status and Reserved Points:

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurship to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
- the number of certified small entrepreneurship(s) to be utilized
- the experience and qualifications of the certified small entrepreneurship(s)
- the anticipated earnings to accrue to the certified small entrepreneurship(s)

6.6 Announcement of Contractor

The State will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum along with list of criteria used along with the weight assigned each criteria; scores of each proposal considered along with overall scores of each proposal considered, and a narrative justifying selection shall be made available, upon request, to all interested parties after the “Notice of Intent to Award” letter has been issued.

Any proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 days after the award has been announced by the agency.

The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

7.0 SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R.S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

7.2 Billing and Payment

Billing and payment terms shall be negotiated with the successful Proposer.

7.3 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the LCTCS.
ATTACHMENT I: SCOPE OF SERVICES

Overview

1. The Contractor shall arrange agreed upon faculty and staff professional development annual conference event for three years: 2013, 2014, and 2015.

2. Pre-Planning and Preparation: Contractor shall coordinate and prepare all pre-planning for the event, including but not limited to development, scheduling, budgeting, and identification and selection of vendors and sponsors. Contractor shall further communicate and negotiate with all vendors and service providers carrying out the event, including but not limited to contacting vendors, securing pricing information, securing talent and support staff. Contractor shall coordinate and facilitate pre-conference meetings with the planning committee to schedule and identify tasks.

3. Scheduling: Contractor shall be responsible for scheduling and maintenance of all information required in the conference schedule and agenda including session and speaker information submitted and obtained from LCTCS staff member.

4. Vendor Selection: Contractor shall have the authority to negotiate with vendors and service providers for said event on LCTCS’s behalf based upon the event details and LCTCS’s budgeting constraints. LCTCS retains the right to refuse engagement and hiring of any vendor or service provider.

5. Budgeting: Contractor will formulate as accurate a budget as possible for the event using estimates from vendors, entertainment, producers, etc. Contractor shall agree to follow state and EDGAR guidelines, regulations, rules and regulations in negotiating contracts which will ultimately be approved and signed by system office officials.

6. Printed Collateral and Signage: Contractor will oversee timeline for completion of printed collateral and signage for said event on client’s behalf based on event theme. Contractor shall understand design professionals will execute design, layout and printing of these materials.

7. Travel: Contractor will travel to city of professional development conference in order to pre-plan and negotiate with vendors and service providers.

Tasks and Services

GOAL

The Contractor shall produce a multi-day, annual professional development conference for all faculty, staff and administrators of the 16 community and technical colleges of the LCTCS including an Exhibitor Showcase of up to 50 vendors and sponsors with total revenue of over $100,000. This event shall aim to provide training and education for workforce, career, and education training. This event shall draw 700-1,000 state-wide employees.

OBJECTIVES

LOGISTICAL MANAGEMENT. The Contractor shall:

- Outline all tasks and corresponding goals.
- Outline and manage the responsibilities of all team members.
- Develop a projected timeline.
• Participate in additional meetings with Executive Director.
• Lead planning team meetings and provide meeting materials.
• Provide potential vendors a draft version of any plans that outlines the particular services, timelines and goals associated for that vendor.
• Manage sub-contractors

THIRD-PARTY SOLICITATION AND MANAGEMENT. The Contractor shall:
• Solicit Sponsors, Exhibitors and Vendors.
• Secure Sponsor and Exhibitor paperwork and payment.
• Create and distribute all third party information and materials.
• Communicate benefits, information and expectations to Sponsors and Exhibitors.
• Maintain records and files of all third party information.
• Communicate needs and provide a timeline to LCTCS Public Relations department.

EVENT MANAGEMENT. The Contractor shall:
• Create event orders for venue for the entire conference.
• Provide flexibility in managing additional projects related to the conference as needed.
• Meet with Executive Director, venues, audio visual supplier, and any other vendor deemed necessary to conduct a pre-conference meeting on-site, prior to the conference to review all meeting details.
• Negotiate with audio visual company regarding budget and communicate agreement to team members.
• Have ability to provide additional staff throughout the multi-day event.

BUDGET MANAGEMENT. The Contractor shall:
• Assist in developing an overall budget.
• Work within and monitor the event budget set forth.
• Immediately contact Executive Director to discuss and resolve potential financial issues.
• Identify cost saving options.
• Provide budget reports that compare budget estimates to actual expenses incurred.
• Maintain accurate budgetary files and records.
• Abide by State enforced rules regarding budgetary regulations.
• Abide by EDGAR rules and regulations.

MISCELLANEOUS DUTIES
• Contractor will work with other team members to logistically plan location and needs of each workshop and plenary session.

Deliverables
Six Months Prior to Event, the Contractor shall:

• Negotiate and finalize best contract with hotel and overflow hotels.
• Negotiate and finalize best contract with Convention Center/space of conference.
• Work closely with the System Advancement Office to develop and manage a CALL FOR PROPOSAL (CFP) for speakers/presenters at the Annual Conference based on a predetermined selection process.
  o Collect proposals including speaker bio information, headshots and presentation titles.
Create speaker/presentation schedule.

- Create and maintain splash page on the LCTCS website (www.lctcs.edu) for conference schedule and information.
- Create, revise, and submit sponsor and exhibitor solicitation packets.
- Create and distribute all third party information and materials.
  - Maintain records and files of all third party information.
- Identify, solicit and secure 40-50 Sponsors and Exhibitors.
- Communicate benefits, information and expectations to Sponsors and Exhibitors.
- Develop a projected timeline for overall event:
  - Meet timelines and deadlines
  - Outline all tasks and corresponding goals.
  - Outline the responsibilities of team members.
  - Submit monthly planning progress reports.
- Identify, negotiate and communicate with all Vendors.
  - Create process for submitting invoices and processing vendor payments.
- Develop and manage the $200,000 budget for the event
  - Develop and work within an overall event budget, while identifying cost saving options.
  - Immediately contact Executive Director to discuss and resolve potential financial issues.
  - Provide budget reports that compare budget estimates to actual expenses incurred and maintain accurate budgetary files and records and produce monthly budget reports and forecasts.
  - Abide by State enforced rules regarding budgetary regulations.
  - Abide by EDGAR rules and regulations.
  - Produce monthly budget reports and forecasts.
  - Meet overall fundraising goal of the conference of $100,000.
- Participate in additional meetings with Executive Director.
- Lead team meetings and provide meeting materials.
- Provide creativity in solving cost related issues.
- Submit timely, complete and accurate reports by the 5th of every month.
- Provide flexibility in managing additional projects related to the annual conference on an as-needed basis.

**Five Months Prior to Event, the Contractor shall:**

- Solicit Exhibitors/Sponsors
- Participate in additional meetings with Executive Director.
- Submit timely, complete and accurate reports by the 5th of every month.
- Lead team meetings and provide meeting materials.
- Provide flexibility in managing additional projects related to the annual conference on an as-needed basis.
- Manage the $200,000 budget for the event
  - Work within an overall event budget, while identifying cost saving options.
  - Immediately contact Executive Director to discuss and resolve potential financial issues.
  - Provide budget reports that compare budget estimates to actual expenses incurred and maintain accurate budgetary files and records and produce monthly budget reports and forecasts.
  - Abide by State enforced rules regarding budgetary regulations.
  - Abide by EDGAR rules and regulations.
  - Produce monthly budget reports and forecasts.
  - Meet overall fundraising goal of the conference of $100,000.
- Manage CALL FOR PROPOSAL (CFP) solicitation for speakers/presenters.
- Collect CALL FOR PROPOSAL (CFP) submissions on relevant topics for the annual conference

- Maintain and update splash page on the LCTCS website (www.lctcs.edu) for conference schedule and information.

**Four Months Prior to the Event, the Contractor shall:**
- Solicit Exhibitors/Sponsors
- Participate in additional meetings with Executive Director.
- Submit timely, complete and accurate reports by the 5th of every month
- Lead team meetings and provide meeting materials.
- Provide flexibility in managing additional projects related to the annual conference on an as-needed basis
- Manage the $200,000 budget for the event
  - Work within an overall event budget, while identifying cost saving options.
  - Immediately contact Executive Director to discuss and resolve potential financial issues.
  - Provide budget reports that compare budget estimates to actual expenses incurred maintain accurate budgetary files and records and produce monthly budget reports and forecasts.
  - Abide by State enforced rules regarding budgetary regulations.
  - Abide by EDGAR rules and regulations.
  - Produce monthly budget reports and forecasts
  - Meet overall fundraising goal of the conference of $100,000
- RFP selection for speakers/presenters
  - Begin collecting CALL FOR PROPOSAL (CFP) submissions including speaker bio information, headshots and presentation titles.
  - Create speaker/presentation schedule
- Maintain and update splash page on the LTCTS website (www.lectcs.edu) for conference schedule and information.

**Three Months Prior to the Event, the Contractor shall:**
- Solicit Exhibitors/Sponsors
- Participate in additional meetings with Executive Director.
- Submit timely, complete and accurate reports by the 5th of every month
- Lead team meetings and provide meeting materials.
- Provide flexibility in managing additional projects related to the annual conference on an as-needed basis
- Manage the $200,000 budget for the event
  - Work within an overall event budget, while identifying cost saving options.
  - Immediately contact Executive Director to discuss and resolve potential financial issues.
  - Provide budget reports that compare budget estimates to actual expenses incurred maintain accurate budgetary files and records and produce monthly budget reports and forecasts.
  - Abide by State enforced rules regarding budgetary regulations.
  - Abide by EDGAR rules and regulations.
  - Produce monthly budget reports and forecasts
  - Meet overall fundraising goal of the conference of $100,000
- Compilation of information processes for presenters
  - Collect speaker bio information, headshots and presentation titles.
  - Manage speaker/presentation schedule.
- Maintain and update splash page on LCTCS website (www.lctcs.edu) for conference schedule and information

**Two Months Prior to the Event, the Contractor shall:**
- Complete Solicitation of Exhibitors/Sponsors
- Participate in additional meetings with Executive Director.
- Submit timely, complete and accurate reports by the 5th of every month
- Lead team meetings and provide meeting materials.
- Provide flexibility in managing additional projects related to the annual conference on an as-needed basis
- Manage the $200,000 budget for the event
  - Work within an overall event budget, while identifying cost saving options.
  - Immediately contact Executive Director to discuss and resolve potential financial issues.
  - Provide budget reports that compare budget estimates to actual expenses incurred
    - Maintain accurate budgetary files and records and produce monthly budget reports and forecasts.
  - Abide by State enforced rules regarding budgetary regulations.
  - Abide by EDGAR rules and regulations.
  - Produce monthly budget reports and forecasts
  - Meet overall fundraising goal of the conference of $100,000
- Finalize information for speakers/presenters
  - Maintain contact with speakers
  - Finalize speaker/presentation schedule.

- Maintain and update splash page on LTCTS website (www.lctcs.edu) for conference schedule and information

**One Month Prior to the Event, the Contractor shall:**
- Order food and beverages for the event
- Provide Vendors/Exhibitors/ Sponsors with a draft version of plans that outline the particular services, timelines and goals associated with the particular vendor
- Manage and produce all printed materials and signage
- Design layout for Conference space and signage
- Participate in additional meetings with Executive Director.
- Submit timely, complete and accurate reports by the 5th of every month
- Lead team meetings and provide meeting materials.
- Provide flexibility in managing additional projects related to the annual conference on an as-needed basis
- Manage the $200,000 budget for the event
  - Work within an overall event budget, while identifying cost saving options.
  - Immediately contact Executive Director to discuss and resolve potential financial issues.
  - Provide budget reports that compare budget estimates to actual expenses incurred
    - Maintain accurate budgetary files and records and produce monthly budget reports and forecasts.
  - Abide by State enforced rules regarding budgetary regulations.
  - Abide by EDGAR rules and regulations.
  - Produce monthly budget reports and forecasts
  - Meet overall fundraising goal of the conference of $100,000
- Maintain and update splash page on LCTCS website (www.lctcs.edu) for conference schedule and information
Month of Event, the Contractor shall

- Provide hotel and venue with final head count
- Create layout of event to aid and supervise the on-site set up
- Ensure all conference materials are delivered to the venue and distributed to the proper location
- Remain on-site throughout conference with staff provided by contractor
  - Set-up and breakdown meeting rooms, offices, registration desks and storage rooms
- Ensure venue properly completes the needs as outlined in the event orders
- Set up and place signage
- Ensure all conference equipment is delivered and working properly
- Provide Crisis Management: assist with any unknowns that may occur on-site to ensure the success of the event and the comfort and safety of attendees
- Provide on-site supervision and management with staff provided by contractor
- Create event orders for venue for the entire conference
- Provide flexibility in managing additional projects related to conference as needed
- Meet with Executive Director, venues, audio visual supplier, and any other vendor deemed necessary to conduct a pre-conference meeting on-site, prior to the conference to review all meeting details
- Work with other team members to logistically plan location and needs of each workshop and plenary session.
- Manage sub-contractors.
- Participate in additional meetings with Executive Director.
- Submit timely, complete and accurate reports by the 5th of every month
- Lead team meetings and provide meeting materials.
- Provide flexibility in managing additional projects related to the annual conference on an as-needed basis
- Managing the $200,000 budget for the event
  - Work within an overall event budget, while identifying cost saving options.
  - Negotiate and review all final billing for all vendors
  - Immediately contact Executive Director to discuss and resolve potential financial issues.
  - Provide budget reports that compare budget estimates to actual expenses incurred maintain accurate budgetary files and records and produce monthly budget reports and forecasts.
  - Abide by State enforced rules regarding budgetary regulations.
  - Abide by EDGAR rules and regulations.
  - Produce monthly budget reports and forecasts
  - Meet overall fundraising goal of the conference of $100,000
- Maintain splash page for conference schedule and information

One Month After the Event, the Contractor shall:

- Meet with the Executive Director for a post event meeting which will allow for a detailed review of the event finances and final attendee numbers. The post-event meeting will evaluate the effectiveness of event planning, outreach and on-site management.
- Be responsible for post-event logistics such as thank you notes, returns, completion of budget and production of records.
- Submit and present a final report outlining recommendations and suggestions for future faculty and staff professional development and training conferences.
- Negotiate and review all final billing for all vendors before submitting them to the Executive Director
- Submit final copies of all records 30 days following the event
- Produce Banquet Event Orders for review by Executive Director and approval by Senior VP for Finance and Administration
• Submit report on completion of thank you notes, returns, completion of budget and copies of all records
• Submit final report and recommendations
• Produce monthly budget reports and forecasts

**Technical Requirements**

*NOT APPLICABLE TO THIS CONTRACT*

**Project Requirements**

Leah Goss, Executive Director of System Advancement, will monitor the progress of the contractor. This review will determine if the information provided by the contractor is pertinent and meets the needs of the LCTCS. The contractor’s performance will be monitored and reported as outlined in the schedule above.

Performance will be monitored weekly. Progress will be reported as needed, but no less than monthly.
ATTACHMENT II: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _________________ Official Contact Name: _______________________________

A. E-mail Address: _________________________________________________________

B. Facsimile Number with area code: (__________)

C. US Mail Address: ________________________________________________________

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;

2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;

3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.

4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below;

5. Proposer understands that if selected as the successful Proposer, he/she will have thirty (30) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

6. Proposer certifies, by signing and submitting a proposal for $25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epis.gov.)

Authorized Signature: ______________________________________________________

Typed or Printed Name: _____________________________________________________

Title: ____________________________

Company Name: __________________________________________________________

Address: _________________________________________________________________

City: ____________________________ State: __________________ Zip: ____________

________________________________________ DATE ________________________

SIGNATURE of Proposer's Authorized Representative
ATTACHMENT III: SAMPLE CONTRACT

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Contract for Professional, Personal, Consulting, or Social Services

Be it known, that on the _____ day of _____ Louisiana Community & Technical College System located at 265 South Foster Drive, Baton Rouge, LA 70806 (hereinafter sometimes referred to as “LCTCS” or “Owner”) and _____ CONTRACTOR __________________ (hereinafter sometimes referred to as “contractor”), and whose address is:

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do hereby enter into contract under the following terms and conditions.

Scope of Services

Contractor hereby agrees to provide the following services to the LCTCS:

(If the Scope of Services is more lengthy than will fit here, it may be attached separately and incorporated by reference, i.e., Attachment I shall be a part hereof.)

Goals
(General guidelines that explain what you want to achieve with this contract)

Objectives
( Strategies or implementation steps to attain the identified goals listed above, should be specific and measurable)

Deliverables
(A measurable, tangible or intangible, verifiable outcome produced from attainment of the above objectives)

Performance Measures
(A quantifiable outcome used to measure performance. This should be measurable and time bound. Ex. Schedules with due dates, response time, number of people who receive jobs after training, etc.)

Monitoring Plan
_________________ (name and title) will monitor the progress of the contractor. This review will determine if the information provided by the contractor is pertinent and meets the needs of the LCTCS. The contractor’s performance will be monitored and reported as outlined in the schedule below.

The Performance Evaluation of this contractor will remain on file at the LCTCS and with the Office of Contractual Review, if applicable..
Payment Terms

In consideration of the services described above, LCTCS hereby agrees to pay the Contractor a maximum fee of $_________. Travel and all other expenses incurred will be the responsibility of the Contractor. Payment will be made only on approval of ________________.

If progress and/or completion to the reasonable satisfaction of the agency is obtained, payments are scheduled as follows:

(Include payment terms here)

Funds will be paid to Contractor upon submission of an invoice. Payments will be paid only after Contractor invoices LCTCS for work completed and expenses incurred. Invoices should be sent to:

ACCOUNTS PAYABLE
LCTCS
265 SOUTH FOSTER DRIVE
BATON ROUGE, LA 70806

Taxes

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be contractor's obligation and identified under Federal tax identification number ________________.

Termination for Cause

The owner may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the contract; provided that the owner shall give the contractor written notice specifying the contractor's failure. If within thirty (30) days after receipt of such notice, the contractor shall not have either corrected such failure or thereafter proceeded diligently to complete such correction, then the owner may, at its option, place the contractor in default and the contract shall terminate on the date specified in such notice. The contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the owner to comply with the terms and conditions of this contract; provided that the contractor shall give the owner written notice specifying the owner’s failure and a reasonable opportunity for the owner to cure the defect.

Termination for Convenience

This contract may be terminated by the owner or by mutual consent upon 30 days written notice. The contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Remedies for Default

Any conflict or controversy arising from this contract will be resolved in accordance with L.A.R.S. 39:1524 - 1526.
Ownership

All records, reports, documents and other material delivered or transmitted to Contractor by LCTCS shall remain the property of LCTCS, and shall be returned by Contractor to LCTCS, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of LCTCS, and shall, upon request, be returned by Contractor to LCTCS, at Contractor's expense, at termination or expiration of this contract.

Nonassignability

Contractor shall not assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the LCTCS. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the LCTCS.

Auditors

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing of all accounts of Contractor that relate to this contract.

Term of Contract

This contract shall begin on ________ and shall terminate on __________.

Fiscal Funding

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by means provided in the appropriation to prevent total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide sufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

Discrimination Clause

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Title VI of the Civil Rights Act of 1964 and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of
1975, the Fair Housing Act of 1968 as amended, and University agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, sexual orientation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

Order of Precedence
In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

Entire Agreement
This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the Contractor in response to the Department's RFP, and any exhibits specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter.

Thus done and signed in Baton Rouge, Louisiana, on the day, month, and year first written above.

WITNESSES: SIGNATURES:

_________________________________________________
LCTCS Senior VP for Finance and Administration

_________________________________________________
, Contractor

Phone #: