

REQUEST FOR QUOTES

**Rhode Island Statewide
Historic Preservation Conference Project
Coordinator**

ISSUE DATE: 10/ 7 / 2020

PURPOSE OF PROJECT

The Rhode Island Historical Preservation and Heritage Commission (RIHPHC) and Preserve Rhode Island (PRI) present the Rhode Island Statewide Historic Preservation Conference each year. The conference provides the opportunity for local preservationists to network, share ideas, present recent projects, and discuss new challenges. In recent years, conference attendance has reached nearly 500 participants. For an example of a prior year's conference schedule, see <https://tinyurl.com/yccmh37v>

Due to the COVID-19 Pandemic, the planned April 25, 2020 Conference had to be canceled. Given uncertainties about public health in April 2021, PRI/RIHPHC plans to adopt a new hybrid format for the 2021 Conference. The conference will likely include up to three half-days of virtual programming, as well as two half-days of in-person small group tours in April 2021, with most activities taking place between Thursday, April 22 and Saturday, April 24. One of the three half-day virtual programs will focus on training for Historic District Commission members and staff, timing to be determined.

This project is funded, in part, with Federal funds; compliance with all applicable Federal, State, and local laws, rules, and regulations is required.

PRI seeks applicants to serve as Conference Project Coordinator in planning and executing the 2021 Rhode Island Historic Preservation Conference (the "Project").

The Conference Project Coordinator will be responsible for the oversight of all aspects of the Project and primarily keeping the work on schedule and in budget. The Conference Project Coordinator will work closely with staff from RIHPHC and PRI as well as Graphic Design Consultant (contracted) on the following activities for the multi-day event to be held in April 2021:

- 1) Coordinate planning and production of the statewide historic preservation conference.
- 2) Prepare the project budget, maintain accurate and audit-worthy financial documents that adhere to the project budget.
- 3) Work with the conference team to research virtual event platforms and make recommendations.
- 4) Share oversight and management of online platform/s, including, but not limited to, conference and/or registration platforms t.b.d.
- 5) Serve as lead sponsor coordinator: research potential sponsors; research potential benefits for sponsors; develop sponsor campaign; follow up with solicited sponsors; work with sponsors on virtual exhibits.
- 6) Coordinate the printing and mailing of announcements and other print materials as needed with the conference team.
- 7) Work with Grants Manager/Deputy Director/Architects on administration of HDC training module.
- 8) Work with the conference team on production of marketing materials, website, and communication with participants.

- 9) Communicate with speakers and gather presentation materials; coordinate rehearsals through the selected online platform.
- 10) Coordinate recorded tours (if required, with videographer, guides) and in-person tours (with guides).
- 11) Investigate/prepare non-session virtual conference content, for instance, polls/surveys, social/networking activities, quizzes, etc.
- 12) Manage online registrations on the conference platform. Also download and organize information (registrations, payments, session choices, etc) in the conference attendee database as needed.
- 13) Communicate with participants, answer questions, assist participants as needed.
- 14) Manage logistics of the days, in hand with the selected online platform, in-person tours, etc.
- 15) Coordinate all vendors, including videographer (if needed).
- 16) Download recordings, chat, other materials from the selected conference platform.
- 17) Contribute to the final written report that summarizes relevant information about the project.

All work by the Conference Project Coordinator will be carried out in close consultation with PRI and RIHPHC staff, and subject to RIHPHC approval.

Any copyrights associated with work produced as part of this project will reside with the RIHPHC, PRI and the U.S. Department of the Interior, National Park Service.

This Request for Quotes (RFQ) is soliciting proposals via email from professionally qualified Conference Project Coordinators to provide the above services. All proposals should clearly define how they will work with Preserve Rhode Island in cooperation with the Rhode Island Historical Preservation and Heritage Commission to assist in a comprehensive, participatory process.

Issue Date: 10/7/2020

Closing Date and Time: 10/27/2020 5:00pm

Submission: Deliver electronic proposal to:

Vtalmage@preserveri.org

Proposals received after the deadline will not be accepted.

*All proposals must be transmitted via the above email address. No phone calls or mailed submissions will be accepted.

Any questions prior to submission may be directed to joyce.gervasio@preservation.ri.gov

DELIVERABLES

Deliverables will be reviewed and accepted by the RIHPHC staff. Deliverables will include, at a minimum, the following:

- 1) Recommendations for virtual event platform.
- 2) Recommendations for various vendors, t.b.d.
- 3) Data collected from virtual event platform.
- 4) Recordings and data collected from virtual event platform.
- 5) Sponsors spreadsheet.

SCHEDULE

The Conference Project Coordinator shall commence work when contracts have been signed and are in place. All dates with a * are subject to change.

Activity	Anticipated Date
RFQ Issued	October 7, 2020
Proposals due	October 27, 2020
Proposals review	October 28-30, 2020
Notification of candidates/selection of consultant	November 6, 2020*
Recommendations for virtual event platform	December 1, 2020*
Finalize sponsor form	December 15, 2020*
Follow up with sponsors	February – May 2021*
Website launch	March 1, 2021*
Registrations due	mid-April 2021*
Conference activities	April 22-24, 2021 and HDC module t.b.d.*
Data Collected from Live Polls/Surveys	May 5, 2021
Attendance data	May 5, 2021
Sponsors spreadsheet	ongoing and May 5, 2021

COMPENSATION FOR SERVICES

METHOD OF PAYMENT: Detailed invoices will be submitted and paid within 30 days.

SUBMISSION REQUIREMENTS

Bidders shall submit a proposal that includes, at a minimum, the following elements:

1. Title Page which should include the Request for Quotes subject, name of firm or lead consultant, address, telephone and fax numbers, email, contact person and date of submission.
2. Profile of the Conference Project Coordinator which must include:
 - a. A minimum of three references for which the Conference Project Coordinator has provided contractual services comparable to those specified in the RFQ along with the names of subcontractors and contacts where applicable.
 - b. A summary and samples of the Conference Project Coordinator's work on similar projects.
 - c. Evidence of successful experience working with issues relating to planning and organizing large, virtual, public events.
3. A Work Plan that includes a schedule for all deliverables.
4. Lump Sum Project Fee, which must include all costs for carrying out the proposed work, including personnel, mileage, supplies, materials and all other necessary expenses.

SELECTION

1. PRI, in consultation with the RIHPHC staff, will review and examine all proposals received. Those proposals that do not respond to the requirements of the RFQ will be rejected.
2. Proposal must demonstrate the bidder's successful experience in preparing all items listed for other entities.
3. Bidders must have the ability to communicate and transmit materials via the internet.
4. Award of the bid will be based primarily on the factors described above; however, the proposed cost of a proposal may also be considered.

PRI, in conjunction with the RIHPHC, reserves the right to waive minor irregularities associated with bids as well as the right to reject all bids.