



## Event Management Vendor RFP

November 18, 2019

# 1. Overview

## 1.1 Company Overview

Kansas Emergency Management Association (KEMA) offers networking opportunities among local emergency managers as well as opportunities to interact with state and national emergency management professionals and other affiliated individuals, governmental agencies and interested private groups.

## 1.2 Event Overview

KEMA holds an annual conference providing the opportunity for members and non-members to learn, share ideas, network, visit sponsors exhibits, and recognize outstanding individuals/organizations. The conference dates are set for September 8-11, 2020; September 14-17, 2021; and September 13-16, 2022. Pre-conference dates are September 7, 2020; September 13, 2021; and September 12, 2022. The conference location will be the Kansas Star Event Center in Mulvane, KS.

# 2. Statement of Work

## 2.1 Purpose

The purpose of this RFP is to invite Event Management Vendors to submit their proposal for event management of the KEMA conference for 2020.

## 2.2 Scope

KEMA will have staff and possibly intern/s as resources for some aspects of the event such as development of theme, budget, and event promotions. We will require the Event Management Vendor to manage logistics and on-site event management. Please see further details in "Scope of Work" section.

## 2.3 Project schedule

The vendor will be required to attend KEMA board meetings in order to provide updates, receive feedback, and ask questions. The meetings in 2020 are set for 10:00 am on February 25, May 12, and July 28. Meetings are held at the Saline County EOC located at 255 10<sup>th</sup> St in Salina, KS. The vendor will be required to attend the board meeting held Monday September 7, 2020 at the Kansas Star Event Center for any finalization of details.

Project Milestones	Deadline
Secure speakers (keynote, plenary, breakouts)	May 11, 2020
Provide speaker bios and photos for Conference Brochure	July 30, 2020
Choose meals and breaks with Event Center staff and KEMA Conference Committee	August 15, 2020
Place speaker presentations on KEMA website	September 15, 2020

### 3. Proposal Submission Procedure

#### 3.1 Vendor RFP reception

By responding to this RFP, the vendor agrees to be responsible for fully understanding the requirements or other details of the RFP, and will ask any question to ensure such understanding is gained. KEMA retains the right to disqualify vendors who do not demonstrate a clear understanding of our needs. Furthermore, the right to disqualify a vendor extends past the contract award period and KEMA will be at no fault, cost, or liability.

#### 3.2 Good Faith Statement

All information provided by KEMA is offered in good faith. Specific items are subject to change at any time based on business circumstances. KEMA does not guarantee that any particular item is without error.

#### 3.3 Communication & Proposal Submission Guidelines

All communications shall be in written form or email form to KEMA's RFP executive as listed below. In no case shall verbal communication govern over written communications.

Please submit your proposal in writing or via email on or before December 31, 2019.

Please send questions related to this RFP, and vendor proposals to:

KEMA  
Butch Post  
Rooks County Emergency Management  
PO Box 193  
803 South Elm  
Stockton, KS 67669  
[rcem@rookscountysheriff.com](mailto:rcem@rookscountysheriff.com)

#### 3.4 Evaluation Criteria

All proposals will be evaluated systematically, based on the capabilities demonstrated with past events, budget, depth of capabilities and partners, quality of event, destination/tour management, ability to manage geographic diversity.

## 4. Scope of Work & Business Requirements

KEMA will require the Event Management Vendor to coordinate with the conference committee to manage the following aspects of the event:

### 4.1 Plan

Pre-event schedule

Conference schedule

Meals and Breaks

### 4.2 Sponsors & Speakers

Work with KEMA conference committee to identify and confirm speakers for the conference, including keynotes, plenaries, and breakout sessions. Arrange travel and hotel accommodations as needed for Speakers. Create and deliver a process for delegates to provide evaluation on speakers.

Work with KEMA vendor/sponsors committee to contact and confirm vendor/sponsors for the conference at various sponsorship levels and identify booth set-up requirements for exhibits

### 4.3 Event Promotions

Registration: KEMA will provide online registration for all delegates to sign up and provide updates to the event management vendor.

Conference Materials: KEMA will provide guidance on materials required (printed and digital). Event Management Vendor will be required to produce and prepare materials for distribution.

Promotion: KEMA will coordinate e-mail and other marketing to promote the event to partners and customers.

### 4.4 Event plan and logistics

Meals: Work with KEMA conference committee to manage and order all meals for the duration of the conference.

Awards Banquet dinner: Manage production of awards banquet dinner including meals, programs, and emcees. KEMA will provide awards.

On-site signage: create all on-site signage including schedules, registration area, dinner, and session rooms

Audio-Visual: Work with KEMA board members and event center for all audio/visual requirements.

Photography: Work with KEMA to coordinate photography of the conference including delegates, speakers, dinner, and awards.

Staff coordination: Manage communications with event center staff involved with the event including marketing/sales/customer service staff.

#### 4.5 Facilities

Conference Facility: KEMA has secured the Kansas Star Event Center.

Accommodations: KEMA has secured a block of rooms at the Hampton Inn & Suites Wichita/Mulvane.

#### 4.6 On-Site Management

Registration: Manage/staff registration desk Tuesday 4:00 pm – 7:00 pm, Wednesday 7:00 am – 6:00 pm, and Thursday 7:00 am – 12:00 noon. There should be adequate staffing to ensure smooth and efficient registration for conference attendees. The registration desk is responsible for attendee registration, name badges, and distribution of promotional and conference materials. Intern/s may be available to assist at the registration desk.

Daytime & Evening events: Be on-site to manage logistics with event center staff to ensure a smooth event.

#### 4.7 Post Event Report

Vendor will collect all conference surveys and produce a post-event report. The report will be presented to the KEMA Board at the November board meeting.

### 5. Vendor Information

All vendors must also submit the following information:

Corporate overview – legal name; year of incorporation; number of employees

Services – description of all services and products supplied

Markets served – description of geographic/industry markets served

Partners – list of current event-related vendors and partners.

References – list of events managed and contact information.

Insurance – provide a business liability insurance declaration page.

### 6. Proposal Pricing and Cancellation

All vendors must agree to keep the quoted pricing in their proposals for a minimum of 90 days after proposal submission. The proposal shall list the vendor's fee for one year. If the vendor doesn't meet the expectations of KEMA, the contract shall be cancelled with no expectation of renewal or additional payments. KEMA and the vendor may agree to renew the contract for years 2 & 3. Pricing adjustments may be considered at that time.