



Request for Proposal – Project Manager, Maine Innovation Expo Please respond by November 15, 2019

**Maine Technology Institute
8 Venture Avenue
Brunswick Landing
Brunswick, Maine 04011**

Contact: Brian Whitney / bwhitney@mainetechnology.org / (207) 582-4790

Introduction and Objective

The Maine Technology Institute (MTI) and the Maine Bicentennial Commission/Maine 200 are seeking proposals for project management services to organize and manage a Maine Innovation Exposition in October 2020.

We seek creative, outside-of-the box strategy and execution to organize and manage a Maine Innovation Exposition in October 2020. This is one of four signature events as part of Maine's official bicentennial. Those events include Statehood Weekend in March, featuring bean suppers, music and poetry; a Bicentennial Parade in May celebrating Maine's history and culture; and a Summer Coast Festival in July with tall ships visiting various coastal towns.

The final signature event is the Grand Finale Weekend in October 2020 and the Maine Innovation Expo in Bangor. The Grand Finale Weekend will be a celebration of Maine's diversity and will also focus on Maine's long history of ingenuity and our state's opportunity to encourage and promote innovation to help blaze a path to a more prosperous future.

The Innovation Expo will showcase the world-class ingenuity and expertise of Maine's businesses and academic institutions through a future-focused, interactive experience for the public, an opportunity to learn about the new technologies and ideas that will help Maine "lead the way" into the next 100 years.

The ideal candidate or agency will be motivated, detail-oriented, and familiar with Maine's business and academic communities. The project manager/ agency will also have experience in event fundraising, planning, management and administration.

In soliciting proposals, MTI and Maine 200's objectives are to obtain high quality, reliable and cost-effective project management services, with a 12-month commitment.

Eligible providers

Service providers must have and maintain a presence within the State of Maine, if not headquartered in Maine. At the time of submission, the service provider must be in compliance with all laws, rules, regulations and ordinances of the United States, the State of Maine, and if selected to provide services, must remain in compliance during the service agreement(s) duration. Eligible providers should have knowledge of 501(c)(3) organizations and experience in assisting them in their event-planning efforts.

Timetable

The following timetable will be followed in order to assure a timely response for all parties:

Issuance of request for proposal	October 28, 2019
Submission of written proposals	November 15, 2019
Review and selection of finalists	November 18-22, 2019
Final selection	November 25, 2019

Work should commence in early-mid December 2019. The first deliverable, within the first 30-60 days, is a thorough strategy accompanied by a detailed, date-specific project plan including the project manager's activities.

Inquiries

Inquiries or notices concerning this RFP should be directed to:

Brian Whitney, President	Telephone: (207) 582-4790
Maine Technology Institute	Fax: (207) 582-4772
8 Venture Avenue, Brunswick Landing	Email: bwhitney@mainetechnology.org
Brunswick, ME 04011	

Responses to questions received will be posted as Frequently Asked Questions (FAQ) on www.mainetechnology.org.

Submissions

Proposals must be received by MTI no later than 5:00 PM on November 15, 2019. Proposals may be electronically transmitted, mailed or delivered to the attention of Brian Whitney at the address noted above (see Inquiries). Timely delivery of the proposals is the sole responsibility of the provider. Proposals received after the stated date/time will not be considered. All providers acknowledge and understand that MTI will not pay for any costs incurred in connection with the preparation or submission of a proposal.

Proposal format

Proposals should not exceed 20 pages. That said, MTI and the Maine Bicentennial Commission/Maine 200 do not endeavor to be overly prescriptive. We are open to innovative and creative proposals that will help us achieve our goals.

Selection process

Proposals will be evaluated by MTI and the Maine Bicentennial Commission/Maine 200's internal selection team. The team will select finalists, who may then be provided an opportunity to meet with the team, to make an oral presentation and answer questions.

Factors to be considered in evaluating proposals include relevant experience and ability; the written proposal; feedback from references; cost; experience with large non-profit clients and a commitment to work with MTI and the Maine Bicentennial Commission/Maine 200 as an integral partner.

MTI and the Maine Bicentennial Commission/Maine 200 reserve the right to reject any and all submissions without the right of recourse by proposers.

References

For reference purposes, please provide the names and contact information for three clients of similarly managed events by applicant.

About the Maine Technology Institute

The Maine Technology Institute's core mission is to diversify and grow Maine's economy by encouraging, promoting, stimulating, and supporting innovation and its transformation into new products, services and companies, leading to the creation and retention of quality jobs in Maine.

The [Maine Technology Institute](#) (MTI) is an industry-led, State-funded, nonprofit corporation that offers early-stage capital and commercialization assistance in the form of competitive grants, loans, and equity investments, as well as entrepreneurial guidance and mentorship, to support the research, development, and application of technologies that create new products, processes, and services, generating high-quality jobs across Maine.

About Maine Bicentennial Commission/Maine 200

The members of the official State of Maine [Bicentennial Commission](#) —men and women from all over Maine, with a range of perspectives and expertise—have volunteered to Lead the Way in helping Mainers celebrate this milestone. Maine's bicentennial is a unique occasion to draw residents, visitors, public servants and private businesses together to commemorate 200 years of statehood, celebrate Maine's present, and inspire a healthy and prosperous future. The Maine Bicentennial Commission exists to plan, administer and coordinate programs and projects that commemorate Maine's 200th anniversary of statehood, with three major goals:

- To explore Maine's history from the many perspectives of its multiple past and current populations;
- To celebrate Maine's present people, places, institutions and economy; and
- To envision the public and private actions that will enhance Maine's future prosperity.

Scope of Work

Again, in soliciting proposals, MTI and Maine 200's objectives are to obtain high quality, reliable and cost-effective project management services that will:

- Develop a proposed project work plan, strategy, and budget, complete with milestones and clear outcomes, within the first 30-60 days.
- Take a World's Fair type of approach, obviously on a much smaller scale, but with the core idea of showing people the "next big thing" in a variety of industries, with a focus on Maine. Ideally, these will be hands-on as much as possible. It would consist of several booths/presentation spaces, ideally designed in such a way that visitors are guided through different areas to give it a cohesive feel. The event could be presented by industry sector or set up in such a way to show how the industries work together.
- Organize Maine Innovation Expo's logistics, including spatial use, technology requirements, safety and security measures.
- Feature representatives from the fields of shipbuilding, forest products, aquaculture, agriculture, defense, education, research, technology, and others.
- Recruit business and academic entrepreneurs and innovators to participate on location and in a showcase/conference setting.
- Directly solicit sponsorships and philanthropic funding to achieve project objectives.
- Coordinate with Maine200 staff and the Maine Technology Institute on marketing to amplify the Maine Innovation Expo's profile, mission and activities statewide
- Develop and produce marketing materials including but not limited to print, broadcast, digital, video, social media and other promotional materials.
- Develop a marketing plan and messaging strategy.

This is an aggressive scope and we welcome innovative ways of executing on it; don't let the scope of work limit your creativity. If your strategy can help us achieve our goals, we're open to your proposal.

Budget

The budget for the project management role is approximately \$100,000 with the expectation that the project manager will work hand-in-glove with the Maine Bicentennial Commission/Maine 200 to raise the balance of the funding needed to execute on the mission.