



**REQUEST FOR PROPOSALS
Free Streets Event Operations Management
Questions Received from Prospective Applicants**

1. If I were using all volunteers, would I still need the Workman's Compensation insurance?
 - The Mayor's Fund requires that a successful applicant maintain, or procure prior to the start of the contract term, insurance of the type(s) and with the limit(s) appropriate to perform the scope as described, and as required by law. The Mayor's Fund is prohibited from providing insurance advice to vendors or prospective vendors, but the selected applicant will have an opportunity to review the insurance and regulatory requirements in detail during the contracting phase.
2. Will the selected firm have input on the sign plan provided by oTIS that they will be responsible for installing and breaking down?
 - No, OTIS will be responsible for sign development and planning. In 2017, there were 175 choroplast signs, banners, A-frames, installed along a 7-mile round-trip route. Signage should be expected to be scaled up, but not substantially.
3. Will oTIS be sourcing the vendors for the activity zones or will the selected firm be responsible for determining the activities for each zone and sourcing the vendors to implement/facilitate the activities?
 - Yes, OTIS will be selecting the vendors for activity zones.
4. Based on past Philly Free Streets events, does setup and installation typically take place the morning of the event or the day/evening before?
 - Set-up and installation should be expected to begin as early as the evening before the program. Selected vendor should be prepared to work throughout the night leading up to the program date and through breakdown of the program.
5. What are the key determining factors in selecting a firm?
 - Attributes of a successful vendor and program have been described in the RFP.
6. How many vendors are being considered?
 - All vendors that apply will be considered.
7. What has gone well in previous years that you are looking to replicate or expand upon this year?
 - Attributes of a successful vendor and program have been described in the RFP.
8. What elements would you like to improve on from previous two years?
 - Attributes of a successful vendor and program have been described in the RFP.
9. Are there any special considerations we should be aware of?
 - OTIS is not aware of any special conditions at this time.
10. Why is this opportunity out for RFP?
 - Per the Mayor's Fund procurement and contracting policies, this opportunity was required to be competitively bid.
11. What elements are you looking for in the proposal that would help us gain your business?
 - Attributes of a successful vendor and program have been described in the RFP.
12. Does the fixed fee (\$12,500) include coverage for staffing, signage, equipment, and supplies, or are those costs to be estimated / itemized outside of the \$12,500?
 - The fixed fee represents the vendor's full compensation and should include compensation to vendor staff. All signage, equipment, supplies, etc. will be provided by the Mayor's Fund or OTIS.

13. Will the contractor be responsible for signage design and procurement? Will the contractor be responsible for selection of signage company?
 - No, OTIS will be responsible for signage design and procurement.
14. Would the fixed fee be expected to include Signage or is there a separate budget?
 - No, OTIS will be responsible for signage design and procurement.
15. Will the contractor be responsible for selection of rental company?
 - No, OTIS will be responsible for rental company selection.
16. Would the fixed fee be expected to include Rentals or is there a separate budget?
 - No, OTIS will be responsible for rentals.
17. Will volunteers be provided or should they be sourced by program manager?
 - Vendor will be responsible for coming prepared with appropriate staffing to accomplish the outlined scope of work.
18. Would the suggested food/rest stations be sponsored?
 - All signage, equipment, supplies, etc. will be provided by the Mayor's Fund or OTIS.
19. Would neighborhood and/or citywide outreach and communication be facilitated by this role?
 - No, OTIS will be responsible for outreach and communication to community.