

**HACC — Central Pennsylvania's Community College
Harrisburg, PA**

Request for Proposal

RFP15-08

For

Conference Center Site

Issued: November 14, 2014

Deadline for Questions: December 1, 2014 by 11:00AM

Response to Questions: December 8, 2014 by 3:00PM

PROPOSAL DUE DATE: December 18, 2014 by 2:00PM

Award of Contract: Following the February 3, 2015 Board of Trustees Meeting

Sealed Proposals Must Be Delivered to: HACC
Procurement and Contracts
Room TL203
One HACC Drive
Harrisburg, PA 17110

All firms who respond to the RFP will receive a notification letter in the mail within one week after the Board of Trustee Meeting.

Bid results will be posted on HACC website: www.hacc.edu –
<http://www.hacc.edu/Purchasing/RequestforProposals/RFPs-FY15.cfm>

For information concerning the RFP process, required format and the schedule of activities, please direct questions to:

Monique Y. Baylor
Director of Procurement
Telephone: (717) 736-4121
Email: mybaylor@hacc.edu

ACKNOWLEDGMENT FORM

HACC — Central Pennsylvania's Community College

Request for Proposal

RFP15-08 Conference Center Site

Acknowledgement: Please acknowledge receipt and interest in this Request for Proposal (RFP) by completing the information requested below and faxing it to (717)901-4625.

Acknowledgement due date is **November 20, 2014.**

Also, please include this page with your proposal.

Provider Name: _____ Contact Name: _____

Address (include City, State, Zip): _____

Phone: _____ Fax: _____ Cell Phone: _____

Email: _____ Website: _____

Check One: We will _____ will not _____ be responding to this RFP.

If not responding, please explain briefly: _____

Contents

Title Page.....	1
Acknowledgment Form	2
I. Background	4
Introduction	4
II. Requirements.....	5-6
Cover Letter	5
Provider History and Qualifications	5
Project Scope	5-6
Project Cost	6
III. Evaluation	7-8
Proposal Process	7
Evaluation Criteria.....	7-8
IV. General Provisions	9-10
Confidentiality of HACC Information	9
Arbitration.....	9
Litigation	10
Venue and Jurisdiction.....	10
Right to Audit.....	10
Force Majeure.....	10
V. Proposal Submission	11-12
Proposal Deadlines	11
RFP Clarification	11
Number of Copies and Mailing Proposals	11
Addenda to the RFP	11
Acceptance of Proposals.....	12
Proposal Pricing Method	12

I. BACKGROUND

General Information

Harrisburg Area Community College's Shumaker Public Safety Center is seeking a conference center site within a twenty (20) miles radius of the Harrisburg Campus for our 2015 Homeland Security Conference that is held in conjunction with the South Central Regional Task Force. The Proposer will be expected to be responsible for hosting a three and one-half days conference. Attendance is estimated at a maximum of 280 conference participants plus 20 department staff. The pre-conference event is expected not to exceed 200 conference participants plus 2 department staff. Conference hosting will include meals, meeting facilities, AV equipment and reliable network infrastructure.

The proposer will be required to hold timely and regular meetings with department to determine specific needs related to the final conference agenda and expectations. Meetings to address but are not limited to the following areas of need: facility, AV equipment, network infrastructure and other requirements needed.

The primary event is scheduled for March 31, 2015 through April 2, 2015, with the pre-conference event beginning the morning of March 31, 2015.

II. REQUIREMENTS

The proposal shall be **clear, concise and limited to no more than 15 pages**. The title page accompanying the proposal shall be signed by the person or persons required and authorized to legally bind the firm to the proposal and shall specifically state that the firm shall complete all services set forth in the proposal within the proposed time limits to the satisfaction of the College. Proposal shall be on 8 ½ x 11 paper only.

Cover Letter

The cover letter shall contain a brief introduction of the provider and the proposal. The letter shall be concise and need not repeat any of the detailed information set forth in the proposal; however, any terms or conditions of this RFP to which the provider objects and/or does not accept shall be clearly stated in the cover letter along with any alternatives or further explanation. At a minimum, the cover letter page shall be on company letterhead and shall include the name and working address of the firm submitting a proposal, the name and telephone number of the primary company representative to be contacted with reference to the proposal, and the date of submission.

Provider History and Qualifications

Each proposal must contain a complete proposal. The College reserves all rights as to the evaluation of any and all responses submitted by each provider and to the College's determination of the provider's qualifications.

Each proposal must include a brief (one page) profile demonstrating an established, successful track record of past performance in providing services closely related to the requirements specified in this

RFP. Explain the firm's experience with projects of similar size and scope, number of years in business, and history of the firm.

In addition, provide three references containing data regarding community college and/or university projects the firm has completed successfully during the past five years. This description of previous projects shall include overall size, value, owner's name, address and telephone number.

Project Scope

1) General Information

1.1) Purpose

Harrisburg Area Community College's Senator John J. Shumaker Public Safety Center is seeking the services of proposers in the area of conference center site for our 2015 Homeland Security Conference. The Proposer will be expected to be responsible for hosting a three and one-half day conference event. Attendance is estimated at 280 conference participants plus 20 department staff. The pre-conference event is expected not to exceed 20 conference participants plus 2 Department staff. Conference center site will include meals, meeting facilities, AV equipment and reliable network infrastructure.

The proposer will be required to hold timely and regular meetings with department to determine specific needs related to the final conference agenda and expectations. Meetings to address but are not limited to the following areas of need: facility, AV equipment, network infrastructure and other requirements needed.

The primary event is scheduled for March 31st through April 2nd, 2015.

2) Scope of Work

2.1) Required Elements

Bidder will be required to provide the following:

2.1.1) Meeting Facilities

2.1.1.1) Registration Desk: Bidder maintains location for registration. Registration should be located centrally and be able to accommodate the number of attendees arriving during specified times (pre-conference registration and primary event first day registration only).

The Bidder should describe proposed space, including size, capacity, network capabilities, and room set-up. HACC will staff the registration location, but the Bidder should have at least one assigned contact to assist with facility issues should they occur.

2.1.1.2) Wireless Internet Access: Bidder maintains meeting facilities. All meeting facilities must include wireless Internet access sufficient for the number of anticipated participants simultaneously using the Internet. Bidder should describe its wireless Internet capacity in its meeting facilities. Bidder should provide its overall Internet connectivity speed to its facility. If other groups and events will be at the facility at the same time, the Bidder should note approximately what percentage of total Internet users HACC will represent at the facility during the day.

2.1.1.3) Small Workshop Rooms: Three (3) meeting spaces that hold sixty (60) attendees seated at tables, AV equipment in rooms including digital projection equipment for use with standard laptop computers, table for presenter. Bidder should list meeting rooms available, including size, capacity, A/V equipment available, and room set up for each meeting space available.

2.1.1.4) Keynote Venue: One (1) large meeting space that holds all attendees (auditorium style seating) for keynote presentations and full group gatherings. A space to hold at least the 280 participants with a spill over room w/audio & video feed for presenters/staff would be acceptable. Wireless Internet access for keynote speakers is required for this venue. Wireless lavalier microphone for the keynote speaker is preferred. Bidder should describe available space(s), including set up, A/V equipment including digital projection equipment for use with standard laptop computers, capacity and network capabilities.

2.1.1.5) Large Workshop Room: Two (2) large meeting room for a group of one eighty (80) seated at tables, A/V equipment including digital projection equipment for use with standard laptop computers, table for presenter. Bidder should describe available space, including set up, capacity and network capabilities.

2.1.1.6) Conference Headquarters: One (1) room in a convenient central location for HACC event staff. This will become headquarters where participants can find staff for questions or assistance. Room should have at least 2 tables and seat 5 comfortably. Bidder should describe available space(s), including set up, capacity and network capabilities.

2.1.1.7) Signage: Bidder will maintain signage to assist attendees in locating all meeting locations, dining facilities, and parking locations.

2.1.1.8) Draft Conference Schedule: The following schedule is subject to change. It will be finalized with the winning Bidder at least 3 weeks prior to the event. Bidders may use this draft schedule as information to aid with the preparation of their proposal.

2014 Homeland Security Conference Specs

Day 1	Tuesday, March 31, 2015				
Times	0700 Set up				
		Coffee, Tea, Water, Doughnuts, Fruit			
	0830 Registration				
	0915 Conference Speakers Start				
		Lunch: Hot Meal, includes soup, salad, main course			
		Mid Afternoon Break - Soda, Water, Cookies, Fruit			
	1600 (4PM) Conference Ends				
	Total of 160 attendees - One large room				AV - Screen/LCD
Day 2	Wednesday, April 1, 2015				
	0700 Set up				
		Coffee, Tea, Water, Doughnuts, Fruit			

	0730 Registration				
	0830 Conference Speakers Start				
		Lunch: Hot Meal, includes soup, salad, main course			
		Mid Afternoon Break - Soda, Water, Cookies, Fruit			
	1615 (4PM) Conference Ends				
	Breakout Room 1		80	AV - Screen/LCD	
	Breakout Room 2		80	AV - Screen/LCD	
	Breakout Room 3		55	AV - Screen/LCD	
	Breakout Room 4		40	AV - Screen/LCD	
	Breakout Room 5		25	AV - Screen/LCD	
	Total		280		
Day 3	Thursday, April 2, 2015				
	0700 Set up				
		Coffee, Tea, Water, Doughnuts, Fruit			
	0730 Registration				
	0830 Conference Speakers Start				
		Lunch: Hot Meal, includes soup, salad, main course			
		Mid Afternoon Break - Soda, Water, Cookies, Fruit			
	1615 (4PM) Conference Ends				
	Breakout Room 1		40	AV - Screen/LCD	
	Breakout Room 2		50	AV - Screen/LCD	
	Breakout Room 3		50	AV - Screen/LCD	
	Breakout Room 4		65	AV - Screen/LCD	
	Breakout Room 5		45	AV - Screen/LCD	
	Total		250		

2.1.1.9) Meeting Facility Accessibility: The facilities shall be fully accessible for persons with mobility impairments and persons who are blind or who are deaf, as required under the Americans with Disabilities Act, Title II. Please describe your venue's accessibility or shortcomings for all facilities that will be part of the event. If there are barriers, what accommodations will be necessary? For example, use of an alternative entrance, shuttle between meeting areas and lodging. Describe the accessibility of the stage, what audiovisual technologies will be available for public listening or presentation, distances between separate facilities, and whether lodging facilities include accessible bathrooms.

If participants require accommodations to access the content of the event, such as an American Sign Language interpreter, HACC will provide these services separate from this RFP. Bidders are required to provide the meeting, lodging, and dining facilities as described in this RFP as well as accommodations required to access those facilities like building access ramps, elevators, etc.

2.1.2) Support and Technical Capabilities

2.1.2.1) Bidder will have onsite technical expertise able to provide technical support to presenters and attendees for network and Internet connectivity. Bidder should indicate the number of tech staff available, hours available and indicate familiarity with desktop devices.

2.1.2.2) Bidder will work with HACC to ensure websites/programs required for event are available on the network infrastructure. The conference will require regular access to the public World Wide Web as well as to standard email servers. The Bidder should describe any Internet filtering or port blocking in place on its network, and whether or not these filters or port blocking may be turned off for the conference should they be required for the conference.

2.1.3) Housing & meal requirements

2.1.3.1) The Bidder should describe proposed dining space, including size, capacity, room set-up and hours of operation.

2.1.3.2) Bidder will provide meal tickets to each attendee if dining facilities require one. Bidder will ensure meal preparations and service able to provide breakfast and lunch for the total expected number of conference participants and staff. Bidder should describe dining facility.

2.1.3.3) Bidder will provide meals for participants requiring special dietary needs, such as food allergies or special diets (vegetarian, vegan, etc.). Bidder should note how much advance notice is required to provide meals for participants with special dietary needs.

2.1.3.4) Bidder will provide morning and afternoon snack/beverage stations located near workshop areas each day of the main conference.

2.1.3.5) The Bidder should describe its parking facilities capacity and any associated fees.

2.1.4) Bidder Qualifications

2.1.4.1) The Bidder must provide information about its qualifications to provide the described services including all applicable permits and/or licenses required to Site this type of event, client references (minimum of three (3)), and number of years in business.

2.1.5) Cost Proposal

2.1.5.1) No Best and Final Offers: HACC will not seek a best and final offer (BAFO) from any bidder in this procurement process. All bidders are expected to provide their best value pricing with the submission of their proposal. Bidders should provide best value pricing based on a per participant per day basis. This pricing must include all required elements as described in this RFP. Pricing should be provided for

boarders and non-boarding participants. Actual ratio of Boarder to non-Boarder will be determined based on actual registrations and may vary. The Bidder's proposed pricing shall be firm and fixed, regardless of changes to HACC's estimate.

Project Cost

An itemized fee breakdown by task for all costs must be provided as part of the proposal. The total cost is to be proposed as a "not to exceed" amount.

III. EVALUATION

Proposal Process

1. After the date established for receipt of proposals, a register of proposals shall be prepared which shall include the name of each Offeror. The register of proposals shall be open to public inspection only after proposal opening. No additional proposals will be accepted after the opening date.
2. The evaluation shall be based on the evaluation factors set forth in this RFP. Factors not specified in the RFP shall not be considered.
3. Discussions may be held with one or more Offerors to:
 - a. Promote understanding of the College's requirements and the provider proposals;
 - b. Facilitate arriving at a contract that will be most advantageous to the College taking into consideration all factors set forth in the RFPs;
 - c. Discussions may include oral presentations, interviews, and demonstrations, responses to specific questions, modifications, and negotiations. Offers shall not be informed of their rank at the time of discussions. The College reserves the right to visit and inspect other sites of the potential provider;
 - d. Offerors must be prepared to send qualified personnel to discuss technical and contractual aspects of the proposal;
 - e. One or more Offerors may be provided an opportunity to submit a "best and final" offer.
4. References and the credit and financial responsibility of the proposals may be verified as appropriate.

Evaluation Criteria

All proposals must meet or exceed mandatory requirements outlined in this RFP in order to be reviewed. Those proposals meeting the minimum mandatory requirements will be considered based upon a point scoring evaluation system described in this section.

Information and data for scoring will come from information supplied with the firm's proposal from the references and any clarification information requested by the College. Points will be tallied for three areas: firm history and qualifications, project plan and total cost of the proposal. The maximum possible points for the combined areas are 120 points.

Company Background/Experience (30 points maximum)

Information provided by references and in the general proposal will be evaluated and awarded a maximum of thirty (30) points. Particular attention will be given to prior experience with projects of similar scope and size and customer references as well as prior business dealings with HACC.

MBE/WBE/VOB/ DBE (10 points maximum)

Certification as a Women Business Enterprise, Minority Business Enterprise, Veteran Owned Business, and Disadvantaged Business Enterprise.

Functional Approach (25 points maximum)

Contractor has provided information regarding delivering and maintaining equipment and service contract.

Technical Approach (25 points maximum)

The project plan will be evaluated for feasibility, completeness and thoroughness in addressing the scope of work and awarded a maximum of twenty-five (25) points. Particular attention will be given to the detailed proposal of the Exercise Equipment and the firm's proximity to the College.

Total Cost (30 points maximum)

SUBMITTED IN SEALED SEPARATE ENVELOPE

IV. GENERAL PROVISIONS

Before submitting a proposal, the provider shall be thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the provider's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

By submitting a response to this RFP, the Offeror represents that the Offeror has read and understands the contract specifications and conditions.

Confidentiality of HACC Information

The selected Offeror may have access to, may obtain, or be given confidential information, including without limitation information concerning the College's business strategies, political and legislative affairs, students, faculty, employees, contractors, customer lists, finances, properties, methods of operation, computer and telecommunication systems, and software and documentation. Certain confidential information may be protected under the Family Educational rights and Privacy Act ("FERPA"), and the Gramm-Leach-Bliley Act.

The selected firm must have administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of the College's confidential information.

HACC may conduct discussions with Offerors in order to evaluate their abilities and responsiveness to the RFP. In order to facilitate the discussions and to allow Offeror to propose responsive solutions to HACC's needs and requirements, HACC is willing to disclose certain confidential information to Offeror, including without limitation information concerning HACC's business strategies, political and legislative affairs, students, employees, contractors, customer lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation ("Confidential Information").

By submitting a proposal in response to this RFP, Offerors agree: (i) to use Confidential Information solely for purposes of responding to and discussing the RFP; and (ii) not to disclose, permit or cause use of, or provide access to Confidential Information to any third person or entity. Upon request by HACC, Offerors may be required to sign a Non-Disclosure Agreement.

Arbitration

All disputes between the parties to this agreement arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by the College, the College shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one of more arbitrators mutually agreed upon by the parties.

When a written decision of the College states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision. Failure to demand arbitration within said thirty (30) days' period shall result in the College's decision becoming final and binding upon the College and provider.

In responding to a claim brought by a provider, the College shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

Litigation

In the event that any term of this contract is the subject of litigation, it is hereby agreed that the parties in that litigation shall pay their own attorney's fees and court costs incurred, including court costs and attorney's fees incurred in appellate proceedings.

Venue and Jurisdiction

The terms and conditions herein constitute the sole and entire agreement among parties and the laws of the Commonwealth of Pennsylvania shall govern any disputes. In the event of litigation concerning this agreement, venue shall be in the County of Dauphin Courts, Harrisburg, PA.

Right to Audit

The College and appropriate designated representatives reserve the right to audit the College account records and other financial records of the provider, as they pertain to the College. Auditors selected by the College, if deemed necessary by the College shall, perform such audits.

Force Majeure

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.

V. PROPOSAL SUBMISSION

Any term or condition stated in this RFP document shall be considered accepted by the provider unless specifically objected to by the provider. The College may accept or reject provider's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

Proposal Deadline

To be considered for selection, proposals shall arrive at HACC's Procurement and Contracts, One HACC Drive, Harrisburg, PA, 17110, by 2:00PM. on or before December 18, 2014. Proposals must be in a sealed container, clearly marked "Request for Proposal #RFP15-08, Conference Center Site." Pricing must be submitted in a separately sealed envelope. Allow time for normal mail delivery to ensure timely receipt of proposals by HACC's Procurement and Business Services Office. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

RFP Clarification

Offerors may request an explanation of the intent or content of this RFP and clarification of procedures used for this procurement. No interpretation made to any Offeror as to the meaning of the RFP shall be binding on the College unless repeated in writing and distributed as an addendum by the College's Procurement and Business Services Office. Official written responses to all relevant written questions will be emailed or faxed by the College's Procurement and Business Services Office.

Requests for written explanation, clarification, and/or questions shall be made via email marked "Questions Related to RFP15-08" to procurement@hacc.edu. Such requests must be received no later than December 9, 2014 @ 11:00 AM.

Failure of the Offeror to make appropriate inquiries, evaluate any special conditions, or verify requirements of this RFP shall not relieve the provider of responsibility for fulfilling the contract in accordance with the terms of this RFP.

Oral communication with any College employee, unit, department, or organization concerning this RFP is not binding on the College and shall in no way modify the RFP or the obligation of the College or the provider.

Number of Copies and Mailing of Proposal

Two (2) copies of the general proposal will be submitted in a sealed container clearly marked with the name of the proposal and labeled "Request for Proposal RFP15-08, Conference Center Site." One (1) of the copies shall be marked "Master Copy" and will contain original signatures. The remaining copies do not require original signatures. **Preferred method is electronic submission.** Please submit to procurement@hacc.edu in two separate files, one for cost and other general information (Master Copy). **No cost information is to be contained in the general proposal.**

Addenda to the RFP

In the event that it becomes necessary to revise any part of this RFP, HACC's Procurement and Business Services Office will provide addenda in writing to the Offerors who indicate that they are interested by returning the Acknowledgment Form of this document (page 2). All addendums and notices will be posted on HACC's website: <http://www.hacc.edu/Purchasing/RequestforProposals/RFPs-FY15.cfm>. No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the College's Procurement and Business Services Office has confirmed the same in writing.

Acceptance of Proposals

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Offeror, as well as the services to be provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any Offeror's response to this RFP.

The College also reserves the right to allow an Offeror to correct a defect in its Bid provided that correction of the defect does not alter the amount of the Bid or the scope of work required under the Bid.

The College will review all proposals. The College reserves the right to cancel the selection process or the negotiations when a selection is made or at any time prior to entering into a formal written agreement with the provider.

The College intends to execute a contract with the provider submitting the proposal which the College determines to best meet the College's requirements. The College will be the sole judge of the acceptance of any and all proposals.

Proposal Pricing Method

In a sealed envelope separate from the general proposal, cost proposals must include all costs associated with this reclassification. The total cost is to be proposed as a "not to exceed" amount and made part of the contents of the **separately sealed envelope**. Electronic submission must have a separate file called "Cost Proposal." Only the top rated proposals (See V. - *Evaluation Criteria*) along with ties will have their sealed cost envelopes opened and scored accordingly.