

REQUEST FOR PROPOSALS

FOR

Event Planning Support

**Issued by the St. Louis Center for International Relations
d/b/a World Trade Center-St. Louis**

Proposals Due By:

**3:00 PM CST on Thursday, June 7, 2018
World Trade Center-St. Louis
c/o St. Louis Economic Development Partnership
7733 Forsyth Blvd., Suite 2200
St. Louis, Missouri 63105
Attn: Howl Bean II
(314) 615-7663
hbean@stlpartnership.com**

Introduction

The St. Louis Center for International Relations d/b/a World Trade Center-St. Louis (the “WTC”) is a non-profit charitable organization established for the purpose, among others, to promote international cooperation through job creation, new investment, exchanges, and development in the areas of economics, commerce, education, technology, and culture, and the advancement of international business growth and economic development opportunities.

In furtherance of its organizational purposes, the WTC coordinates with the St. Louis Economic Development Partnership to market St. Louis’ robust agricultural sector. Specifically, the WTC seeks to attract pioneering agricultural companies worldwide to the newly announced 39 North innovation district in the heart of St. Louis County. It is anticipated that new international synergies and networks will be formed by mixing international interests with St. Louis’ agricultural technology (“agtech”) community – leading to new, groundbreaking, and lucrative commercial possibilities.

To learn more about the St. Louis area’s agtech strengths, 39 North, and the master plan driving its creation, visit: www.stlpartnership.com/who-we-are/our-teams/39-north-agtech-district/ and <http://worldtradecenter-stl.com/wp-content/uploads/2014/06/FDI-Plan.pdf>.

In accordance with those efforts, the WTC issues this Request for Proposals (“RFP”) for qualified firms to organize and manage all details for an event to highlight the agtech strengths of the St. Louis region on Sunday, September 9, 2018 (the “Event”).

Scope of Work

The Event will be the first collaboration of regional organizations to present St. Louis’ agtech strengths to foreign visitors. The current working title for the Event is **39 North’s Agtech in St. Louis**. The Event is intended to run from 1:00 PM to 8:30 PM on Sunday, September 9, 2018. The Event is anticipated to attract approximately two hundred (200) participants from at least six countries. The Event will require brand development, event planning, day-of coordination, and event budget management (the “Services”). Pursuant to this RFP, the Services shall include, and the successful firm shall, at a minimum:

- Develop branding and a brand identity for the Event;
- Develop, manage, and execute a logistical plan and timeline for the Event;
- Create, manage, and reconcile all budgets, expenses, and timelines for the Event;
- Handle all subcontracting arrangements for the Event, including arrangements for: graphic design, souvenir bags containing promotional materials, catering, parking, rentals, decorations, transportation, media, and admission tickets to the St. Louis Arch facilities and the Missouri Botanical Garden;
- Lead and manage various planning teams in the implementation process for all aspects of the Event;
- Deliver project deliverables on-time, on-budget, and to client’s expectations;
- Direct and manage on-site set-up and clean-up for the Event; and
- Manage and execute Event debrief, including surveys.

The desired schedule for the Event is:

1:00 PM	Transport visitors from hotel to Event location
1:30 PM	Registration
2:00 PM	Welcome Address
2:15 PM	Panel – St. Louis’ Agtech Ecosystem Formation
3:15 PM	Panel – St. Louis’ Agtech Ecosystem Future
4:00 PM	Depart for tour of the St. Louis Arch
4:30 PM	Tour the St. Louis Arch
5:45 PM	Depart for Missouri Botanical Garden
6:15 PM	Reception
7:00 PM	Remarks from St. Louis officials
8:30 PM	Transport visitors to hotel from Missouri Botanical Garden

Proposal Content

Proposals must include, at a minimum, the following information:

1. Experience/Qualifications of Firm. Provide a detailed description of the firm's experience in providing similar services. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved.
2. Experience/Qualifications of Assigned Professional(s). Provide the qualifications for each individual who may be assigned to provide the Services, and designate the individual who would have primary responsibility for oversight of the Services.
3. Estimated Time. Provide an estimate on the general timeframe required to complete the Services.
4. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for performance of the Services:
 - a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel.

- b. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
- c. It is anticipated that a maximum not to exceed amount will be established for these Services.

Selection Criteria

Proposals will be reviewed by staff for the WTC for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm in providing similar services;
2. Qualifications, expertise, and experience of the individuals assigned from the firm;
3. Timeliness of completing the Services;
4. Cost; and
5. Responsiveness of the firm to the RFP categories.

The St. Louis Center for International Relations d/b/a World Trade Center-St. Louis actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The WTC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms and Conditions

The following terms and conditions apply to all proposals:

1. The WTC reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The WTC also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.

2. This RFP does not commit the WTC to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the WTC as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the WTC, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

Submission of Proposals

To be considered, proposals must be received no later than June 7, 2018, at 3:00 PM CST.

Electronic proposals should be sent by e-mail to hbean@stlpartnership.com.

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