



EVENT SERVICES
NON-MANDATORY FOR STATE AGENCIES
NON-MANDATORY FOR POLITICAL SUBDIVISIONS

Term: July 1, 2017 – June 30, 2022 (includes two one-year renewal options)

The Division of General Services has established this contract to provide for a variety of event services on an as-needed basis throughout Alaska.

All State of Alaska governmental entities, referenced as agency, may, at their option, utilize the services provided under the contract including other State of Alaska governmental agencies, such as the Alaska Legislative Branch, the Alaska Court System, the University of Alaska, Boards and Commissions, and all State of Alaska political subdivisions - cities, boroughs and school districts.

Contract Award # 10007317



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HOURLY RATES

	<u>General Manager</u>	<u>Project Manager</u>	<u>Assistant</u>
Regular	\$75.00	\$40.00	\$20.00
Overtime & Weekends	\$112.50	\$60.00	\$30.00

For more information, contact: [Victor Leamer](#) - Contracting Officer
 State of Alaska
 907-465-5678

While this document contains a majority of the terms and conditions that apply to the above contract, it is not intended to be the complete contract.

CONTRACT INTENT: To contract with a qualified firm that can provide for a variety event management services on an as-needed basis throughout Alaska. Services may be requested for periods ranging from one day to several months at a time, or longer; there are no guarantees expressed or implied regarding the numbers of personnel or amount of time required.

All other State of Alaska governmental entities, referenced as agency, may, at their option, utilize the services provided under the contract resulting from this RFP including other State of Alaska governmental agencies, such as the Alaska Legislative Branch, the Alaska Court System, the University of Alaska, Boards and Commissions, and all State of Alaska political subdivisions - cities, boroughs and school districts.

BACKGROUND INFORMATION

The State of Alaska requires an event management support services contract that will establish processes that can meet functional, technical, and logistics requirements. Event planning should include the entire spectrum of event planning and conference management, as well as a customized, targeted approach to ensure that each conference or event is successful.

Various State of Alaska agencies routinely contract out for Event Management Services throughout Alaska. In the past, State agencies have solicited these services, and for the past six years through the DGS contract for Contract Coordinating Services, on an as-needed basis for each specific situation. The service requirements could vary from small conferences coordinated in a short timeframe, to a conference for nearly a thousand attendees.

SCOPE OF WORK

Conferences for conference services may be very limited in scope and duration, or may be broad and long-lasting. They are anticipated to vary in duration from a few days to many months and may include a variety of management services. The state reserves the right to procure these same services in accordance with the state's procurement laws, regulations, and policies independent of the contract created as a result of this RFP.

The specific scope and deliverables, as well as some of the specific terms of each event, are subject to negotiation at the time of their assignment to the contractor. Once a project is approved and underway, changes in scope, deliverables, and completion date may, in some cases, be further modified with mutual consent and written approval of the agency.

To facilitate a smooth conference or event, the Contractor will be required to demonstrate that it has the ability to execute the following:

- Provide pre-conference planning and development
- Provide pre-registration of participants
- Develop budget and provide payment(s)

- Provide on-site management
- Provide required reports

PROJECT MANAGEMENT/CONTRACTED POSITIONS

The contractor, under the guidance of the agency, will be responsible for the deliverables agreed to during the negotiations phase and detailed in the specific project. The deliverables will be typical conference coordinator services that may include, but are not limited to, the following services:

1. Provide pre-conference planning and development:
 - a) Locate and secure, upon agency approval, conference or meeting/function location(s) and services;
 - b) Provide meeting signage for display at event;
 - c) Arrange for design/printing of websites, brochures, nametags, agendas, and reminder cards and for the purchase and distribution of marketing material (bags, folders, USB drives);
- 2) Prepare and distribute invitation information and registration forms, collect all and maintain registrations database:
 - a) Establish methods of registration and payment;
 - b) Prepare a list of registrants including details;
 - c) Develop budget and provide payment(s);
 - d) Manage registration table and funds collection for related activities
- 3) Coordinate meeting/conference activities throughout the event
- 4) Maintain on-site staff based on the number of registrants and the extent of scope to effectively cover responsibilities
- 5) Arrange and ensure the delivery, setup and testing of equipment (e.g. audio/video/lighting)
- 6) Track registrants' attendance for continuing education and disperse certificates of completion as appropriate
- 7) Post Conference Activities

Contract hourly rates will apply to the following three positions:

General Manager: To function as the primary client liaison and lead for budgeting prospective and assigned programs; Negotiates critical program components based on knowledge of client requirements from initial request through contract completion and turnover; this includes recommending supplier and destination options and solutions; Proactively negotiates prices and contracts, and creates reasonable preliminary budgets; Follows standard operating procedures for all sourcing activity, and oversees event planning team.

Project Manager: To function as primary client liaison and lead for assigned programs ; Manage corporate meetings and events through the implementation of strategy, delivery of objectives and execution of logistics, while effectively working with clients ; Responsible for coordination of all program planning from post contract execution to final billing, while providing unparalleled levels of customer service on all travel programs ; Work closely with client contact to understand and

meet program objectives /outcomes; Communicates with Procurement Team and suppliers on a timely basis, information relative to travel program operations

Assistant: To assist the Project Manager in all aspects of planning and execution of all events including administrative and accounting support.

PROJECT FORM/PROCEDURES

The contractor must develop and provide a draft Conference Project Form (CPF). The draft CPF must cover all aspects of the services and timelines to be provided, associated cost(s), and contains proper approvals. The state reserves the right to require modifications to the CPF and has final approval.

The agency completes a CPF for the contractor to provide a realistic estimate of costs and staffing requirements for the services, such as required type(s) of services, expected deliverables, location of work, and anticipated time period of performance. The agency will provide the contractor with as much information about the upcoming event as possible and will provide historical information, if any, from the previous year's event.

- 1) Agency Meeting - The contractor shall schedule and participate in an introductory meeting with a representative of the agency within 10 calendar days after the agency's notification to the contractor. The purpose of the introductory meeting shall be to analyze, plan, discuss, and schedule the event required by the agency as described by the agency in the CPF.
 - a) If an agency requests a meeting, the contractor shall include a representative to serve as the agency contact at the introductory meeting and shall provide that same representative for the duration of the event, including being on-site at the event. At the introductory meeting, the contractor shall provide the agency with the name, address, e-mail address, and phone number of the contractor's representative servicing the event.
 - i) The contractor's identified representative must be available to the agency 24 hours per day, 7 days per week on dates surrounding an event as needed in an emergency situation.

- 2) Event Related Services Plan - Within 10 calendar days after the introductory meeting required above, the contractor shall prepare and submit a detailed event related services plan to the agency for approval prior to proceeding with the event planning.
 - a) The detailed event related services plan must describe, at a minimum, the specific time schedules for each activity leading to the event.
 - b) Itemized Quote - With the detailed event related services plan, the contractor shall also submit an itemized budget (with a not-to-exceed-maximum quote) for all event related services based on past historical events, if any, and event information provided by the agency during the agency meeting. All costs associated with the event-related services pursuant to the agency requirements shall be included in the itemized quote.

- c) The agency shall make the determination of the acceptability of the guaranteed not-to-exceed total price for the event related services. The decision by the agency shall be final and without recourse.
 - d) The contractor shall understand and agree that the agency has the right to edit, modify, and/or require additional elaboration of the detailed event related services plan as it deems necessary to ensure a comprehensive detailed event related services plan.
 - e) The contractor shall operate in accordance with the detailed event related services plan after approval by the agency.
- 3) Additional Event Related Services After Agency Approval of the Event Related Services Plan - In the event the agency determines that a particular event related service is required but not identified in the awarded CPF, the agency shall request the contractor submit (1) an itemized budget which shall include a firm, fixed total price for the contractor's event planning and management services for the additional event related service to the agency for review and approval and (2) a detailed event related services plan for the additional event related services which shall include an itemized estimated budget for the additional event related services to the agency for approval prior to proceeding with the event planning.
- a) The agency shall make the determination of the acceptability of the firm, fixed total price for the contractor's event planning and management services and the guaranteed not-to-exceed total price for the event related services. The decision by the agency shall be final and without recourse.
 - b) The contractor shall understand and agree that the agency has the right to edit, modify, and/or require additional elaboration of the detailed event related services plan as it deems necessary to ensure a comprehensive detailed event related services plan.
 - c) The contractor shall operate in accordance with the detailed event related services plan for the additional event related services after approval by the agency.

If the quoted services are acceptable to the agency, the CPF (and any required CPF amendments) will be forwarded to DGS for final approval. The Division of General Services will then return the CPF to the agency.

The agency will then notify the contractor of approval of the CPF and the contractor shall provide services as approved. Work will not commence until the contractor receives an executed CPF. Any work performed in advance of an executed CPF is at the contractor's risk. The Division of General Services will not approve any CPF under which work is known to have started prior to approval.

The contractor will be required to log all hours worked and present a final listing upon the completion of each event. Final invoicing will be based on actual hours. The contractor may bill the agency for any parking fees or meals required onsite during the event. The allowance for meals will be adjusted per the current state per diem policy. Receipts for parking and meals must be provided by the contractor for reimbursement.

The state will reimburse the contractor for the actual cost of conference-related materials. Travel will be reimbursed by the state.

The contractor must ensure that all items and materials purchased on behalf of the state comply with AAM 35.140 Unauthorized Expenditures. In some cases, the state must obtain prior approval from the agency head prior to the purchase of any item that would fall into this category. The text of AAM 35.140 Unauthorized Expenditures is as follows:

AAM 35.140 Unauthorized Expenditures

Tangible items, services, and training that are required to conduct state business are generally authorized. Expenditures that are not essential to state operation are generally unauthorized. Unauthorized expenditures include those that have no clear public purpose or benefit individual employees more than the state.

The following list includes examples of items that are generally not authorized. An agency head may specifically authorize listed items when the mission of the agency or the business requirements for individual job duties justify such an expenditure.

- 1) Printing: Printing of a personal nature, such as personal letterhead stationery, holiday cards, or personal photographs.
- 2) Fixtures and Equipment: Non-essential office fixtures and equipment such as personalized items, occasional furniture, wall pictures or framing of same, pen and pencil desk sets, etc.
- 3) Foodstuff and Utensils: Coffee, doughnuts, or other food, unless reviewed by the appropriate agency head and deemed necessary for such state functions as training, conferences, board meetings, or other gatherings, and not to exceed a reasonable amount.
- 4) Dues: Dues for personal memberships in a professional and technical associations and organizations when agency membership is available.
- 5) Other: Any items similar in nature and content to the above listed items that cannot be justified as essential in the administration or conduct of a state office or program.

Expenditures on employee recognition and service awards are authorized in accordance with guidelines developed by the Division of Personnel. See AAM 100.090.

Proper and adequate control in the handling of public funds is the responsibility of all state administrators. , the success and adequacy of stewardship in state government is measured by the integrity and the propriety of acts of state administrators. All department heads and administrators are required to join in the intent and purpose of this section, and guidance should be sought from the Division of Finance when questionable situations arise.

TRAVEL:

All travel arrangements for state employees must be made through the State Travel Office.

Any travel for non-state employees will be arranged by the contractor and must comply to the greatest possible extent with the following State of Alaska Travel policies:

- AAM 60.050 Travel Purchase Policies
- AAM 60.220 Travel Expenses – Required Receipts and Documentation
- AAM 60.240 Lodging Types and Rates
- AAM 60.250 Meals and Incidental Expense Allowances

CONTRACT ENFORCEMENT: Enforcement of this contract is the responsibility of the Division of General Services' (DGS) Contracting Officer.