



EVENT PLANNING SERVICES

NON-MANDATORY FOR STATE AGENCIES

AVAILABLE TO POLITICAL SUBDIVISIONS

The Department of Administration, Office of Procurement and Property Management (OPPM) has established this contract to provide for a variety of event services, both virtual and live, 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, and federally recognized native tribes of Alaska.

[Toast of the Town](#) [DBA Government Event Services](#)

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Contract # 170007317
IRIS MA # 190000073
Expiration Date: June 30, 2022

SERVICES PROVIDED:

NOTE: Government Event Services is now offering VIRTUAL CONFERENCE services! For more information, contact Adam or Martha (contact information listed above), and see flyers listed below.

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:
 - a. Provide meeting signage for display at event.
 - b. 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); and,
 - 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; and,
7. Post Conference Activities.

The following contract hourly rates will apply:

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

Payment for Venues:

For live events, under guidance of the ordering agency, Government Event Services will locate and secure the meeting location, however, they will not be responsible for payment of space rental charges.

The ordering agency will be required to pay the venue directly for space rental charges.

For more information, contact the Statewide Contracting Office at:

Doa.dgs.purchasing.statewide@alaska.gov