



**The South Central Mountain
Regional Task Force
(SCMRTF)**

through

PICCC, Inc.

As the SCMRTF Fiduciary Agent

Request for Proposal

Facility, Support Equipment, Food/Beverage Items

for

**South Central Mountain Regional Task Force
Spring Educational Symposium**

to be held on

Friday and Saturday March 9 and 10, 2012

from

8:00 am through 5:00 pm

November 2011



The South Central Mountain Regional Task Force

REQUEST FOR PROPOSAL

The SCMRTF invites submission of proposals for facility, support equipment, food and beverage services as detailed in this Request for Proposal (RFP).

1. GENERAL

A. OBJECTIVE

The South Central Mountain Regional Task Force (SCMRTF) through their Fiduciary Agent PICCC, Inc. seeks proposals from qualified organizations to provide a facility, including a general session room as well as three (3) breakout rooms, food and beverage items including breakfast, luncheon buffet, and afternoon break, audio visual equipment and support, and other associated services needed to host the SCMRTF Spring 2012 Educational Symposium. The date of the symposium is Friday and Saturday, March 9, 10, 2012, from 8:00 am through 5:00 pm. The symposium will be used to highlight the SCMRTF accomplishments and educate existing members on new programs and initiatives.

B. BACKGROUND

The South Central Mountain Regional Task Force (SCMRTF) was formed in 1998 in response to the growing threat of the use of Weapons of Mass Destruction (WMD) and the regional effect of a potential incident. One of nine such Regional Task Forces in Pennsylvania, the SCMRTF has grown to provide "All-Hazards" planning, mitigation, response and recovery services to the citizens of the eight county region. The SCMRTF is comprised of Bedford, Blair, Centre, Fulton, Huntingdon, Juniata, Mifflin, and Snyder Counties.

C. FINANCING

Financing for the proposed services described in this RFP will be with Department of Homeland Security (DHS) grant funds through PICCC, Inc., the SCMRTF Fiduciary Agent. The contract will be between the provider and PICCC, Inc.

D. OBLIGATION

Neither the SCMRTF nor PICCC, Inc. are responsible for any costs associated with the preparation, review and/or submission of responses to this Request for Proposal or associated with the interview(s) during the selection process.

E. COMMUNICATION

Cheryl M. Johnson, Executive Director, PICCC, Inc., 2595-1 Clyde Avenue, State College, PA, 16801, will be the point of contact for communications regarding the RFP and the contracting, award, and payment processes. Questions should be addressed via email to Ms. Johnson at cjohnson@piccc.org

2. PROPOSAL CONTENT

Proposals will include, as a minimum, the following:

- A. Event proposal and billing information.
- B. Evidence of previous experience in providing required services.
- C. Costs of service.

3. COSTS

The cost submission will include a cost breakout of each of the below listed items, with a Total Price at the bottom of the submission page:

- A. Facility costs including a general session room accommodating 200 persons, three (3) breakout rooms accommodating 65 persons each and an individual meeting room with a minimum seating capacity of 15 persons each with padded chairs to use an additional meeting room and/or as a storage area.
- B. Food and Beverage Items for 200 persons including continental breakfast, luncheon buffet, and afternoon break.
- C. Support equipment and services including audio-visual and other related symposium equipment and furnishings for each room.
- D. Hourly rates for required time and material work not specified in the scope of work.
- E. TOTAL PRICE

4. GENERAL INSTRUCTIONS

- A. Two (2) copies of the proposal will be sealed in an envelope or other appropriate sealed packaging and clearly marked "Proposal for SCMRTF Spring 2012 Educational Symposium", and addressed and delivered to:

Cheryl M. Johnson
Executive Director
SCMRTF Fiscal Agent
PICCC, Inc.
2595-1 Clyde Avenue
State College, PA 16801

- B. Proposals must be valid for a period of sixty (60) days from the date of receipt.
- C. The deadline for submission of proposals is Monday, December 5, 2011, prior to 4:00 p.m. prevailing time. The proposals will be opened and read by personnel of PICCC, Inc. and a member of the SCMRTF Training and Education Committee on Tuesday, December 6, 2011. The contract will be awarded by PICCC, Inc. after receiving a final recommendation by the Training and Education Committee and approval of the SCMRTF Executive Board.
- D. The SCMRTF and PICCC, Inc. reserve the right to reject any or all proposals, or parts of proposals, or to waive any informality or irregularity as deemed in the best interest of the SCMRTF.
- E. The SCMRTF and PICCC, Inc. will not be responsible for the bids that are late, mismarked, delivered to the wrong place, or delayed in delivery or in the mail.

5. SELECTION PROCESS

- A. Organizations interested in this project are to submit their proposals as herein specified. Proposals received by the deadline will be reviewed by the SCMRTF Training and Education Committee. The Committee reserves the right to request an interview(s) prior to the selection of the organization.
- B. Based on the recommendations of the SCMRTF Training and Education Committee and endorsement by the SCMRTF Executive Board, PICCC, Inc. will award the contract to the organization deemed most qualified to address the needs and conditions of this project.

- C. The organization will be evaluated in accordance with the following Evaluation Factors which are listed in no particular order:
 - 1. Evidence of the firm's ability to perform the work. Capability to provide specified items. This will be evaluated by reviewing the profiles of the organization and its capabilities.
 - 2. The experience of the organization on similar projects and the performance of the organization on those projects.
 - 3. Cost of services.

- D. The award will be made to the responsible organization whose proposal, in the opinion of the Committee and Executive Board is most advantageous to the participants. The SCMRTF and PICCC, Inc. reserve the right to award a contract to a firm with a higher fee, if the firm ranks higher based on the evaluation criteria described above.

6. SCOPE OF PROFESSIONAL SERVICES

- A. The organization will provide the following facilities for March 9 and 10, 2012 (8am till 5pm):
 - 1. General Session room to provide a minimum seating capacity of 200 persons each, classroom style with tables, linens, and padded chairs.
 - 2. Three (3) break-out rooms with a minimum seating capacity of 65 persons each with tables, linens, and padded chairs.
 - 3. An additional meeting room with a minimum seating capacity of 15 persons each, round table style with padded chairs to use an additional meeting room and/or storage area.
 - 4. Registration area.
 - 5. Free parking for 200 cars.
 - 6. Adequate restroom facilities to accommodate 200 persons

- B. The organization will provide the following food and beverage services:
 - 1. Continental breakfast, from 8:00-10:30 am, to include an assortment of bagels and pastries, cream cheese, butter, and preserves, assorted juices, and coffee, decaf, and hot tea.

2. Buffet lunch, available for 1 hour between 11am-2pm (final time to be scheduled later), of assorted hot entrees and sides, dessert cookies, ice tea, coffee, and tea.
 3. Afternoon break, from 2:00 to 4:00 pm, of pretzels, party mix, nuts, small candies, soda, water, coffee and tea.
- C. The organization will provide the following support equipment and services:
1. AV tables and projection equipment to include digital projectors, laptop ready connections and the necessary connection cables for the general session room and the three (3) breakout rooms four (4) total).
 2. Power package for the general session room and the three (3) breakout rooms four (4) total.
 3. Approximately 8' x 28' raised stage area in the general session room with podium and microphone for the morning session.
 4. Appropriately-sized projection screen for the general session room with minimum dimensions of 9 feet by 12 feet wide.
 5. Appropriately-sized projection screen for the breakout rooms with minimum dimensions of 6 feet by 8 feet wide.
 6. Appropriately-sized dry-erase boards and/or easels for use in the breakout rooms with writing instruments.
 7. Available AV support staff.
 8. 2 skirted tables for use in the registration area.
 9. One hand held wireless microphone and one lapel wireless microphone for use in the general session to include broadcast system capabilities.

This symposium is being funded by DHS funds. Certain restrictions apply including the vendor must sign a PEMA approved contract. No payment can be made until the Executive Board approves payment subsequent to the completion of the work. The Fiscal Agent for the Task Force is PICCC, Inc. and is sales tax exempt in the State of Pennsylvania. After an executed contract is in place, the winning bidder will be posted on the PICCC website at www.piccc.org.