

## REQUEST FOR PROPOSAL

**DATE:** November 16, 2012

**RE:** Organization and support for Spotlight Awards on March 22, 2013

**TO:** Vendors who support consumer-driven activities

**SUMMARY:** RCOC is pleased to announce that the 2013 Spotlight Awards ceremony will be held on Friday, March 22, 2013 at the Crowne Plaza Hotel in Anaheim. RCOC is seeking qualified applicants to manage the ticket sales for an evening event [approximately 550 tickets], publicity, decorating of room and tables, entertainment of either band or DJ, check-in/registration desk, and other tasks associated with a large awards dinner. Applicant will also be required to collect photo consents at the event.

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The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP). We are including specifics regarding this proposal in order to help you in the application process. Please read all material and follow the guidelines presented within this document. Thank you in advance for your effort in helping serve persons with disabilities.

### NEED

The Regional Center of Orange County has previously managed the Spotlight Awards event to highlight and honor individuals within our community who have gone above and beyond to provide services and supports to people with developmental disabilities. In 2013, the event will be held at the Anaheim Crowne Plaza. RCOC is interested in partnering with our community to manage the organizational tasks necessary to making this event a success. Interested applicants will enter into a contractual agreement with RCOC which will establish specific timeframes to achieve milestones prior to the event date. Applicants will need to demonstrate experience in the areas identified. RCOC will lend technical assistance as needed and applicant is expected to work closely with RCOC liaison.

### CONSUMER PROFILES/TARGETED POPULATION

Spotlight Awards is attended by RCOC's local community members, people with developmental disabilities, families, providers who support consumers, RCOC staff and Board members.

### ELIGIBLE APPLICANTS

Applicants must:

- Be fiscally responsible, with strong organizational skills and strong community relationships.

- Be vendored with RCOC for the provision of services/supports for people with developmental disabilities.
- Have demonstrated the ability to directly support consumers.

### **RATE OF REIMBURSEMENT**

Vendor will be able to keep profits above the cost of entertainment, hotel, food, equipment, and other expectations identified in this RFP. Individual ticket price is \$35.00 postmarked on or before Friday, March 1 and \$45.00 if postmarked March 2 through 15. The venue holds approximately 550 people and 400 attendees are required to meet minimum costs

### **APPLICATION PROCESS**

- Step 1: RFP applications submitted to the Regional Center of Orange County (RCOC) no later than 5:00 p.m. on December 7, 2012.
- Step 2: Applications will first be screened for acceptability based upon RFP requirements. It is anticipated that this process will take place within three (3) weeks following the application due date.
- Step 3: Applicant(s) that have been selected for further consideration may be asked to attend an interview with RCOC staff. Following the applicant interview, the applicant(s) will be notified in writing of the award notice.
- Step 4: If awarded the proposal, the vendor will be required to sign a service agreement with delineated timelines to provide the services.

### **APPLICATION AND CONTENT REQUIREMENTS**

All applications must follow the formatting requirements.

#### **1. Face Sheet (Must serve as the Face Sheet of Proposal):**

Name, address, and telephone number of the applicant. If the applicant is a corporation, list the principal members of the corporation and include verification of incorporation in California. Vendor number(s) and vendoring regional center(s) if applicable. Name the author(s) of the proposal. List any parties who participated in writing all or part of the proposal. Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.

**2. Proposal Section 1 –**

Agency/Individual Experience and Background Information must be presented in the following manner:

- A. Qualifications of the agency. Provide information about current experience in each of the following areas: services and supports to consumers, fiscal management, public relations.
- B. Qualifications of leadership staff which details education, knowledge and experience providing services to persons with developmental disabilities.
- C. Qualifications in organizing large events with consumers in leadership position.

**3. Proposal Section II –**

Brief program design presentation in the following manner:

- A. Identification of the organization's philosophy regarding services to persons with disabilities and consumer-driven activities/functions.
- B. Description of the plan for ticket sales/reservations, fiscal management, entertainment, registration data base and collection of photo consents.
- C. Staff Development, in terms of: Orientation and training and support of consumers to handle all facets of Spotlight Awards.
- D. Recommended timelines
- E. Recommended financial compensation to selected vendor (such as a certain amount coming out of each ticket sale or flat percentage rate of sales). We must have a guaranteed number of 400 in attendance but the room holds up to 550.

**Attachments –**

**Attachment #1: References and/or letters of recommendation**

The proposal must include at least two (2) letters of reference with addresses and telephone numbers. Applicants should be aware that the selection committee might contact references.

**Attachment #2: Organizational Structure**

An organizational chart for the project must be included (full names), and identification of the governing or advisory board, administrative and supervisory hierarchy.

**Attachment #3: Financial Statement**

Applicants must demonstrate fiscal responsibility by submitting a current verified financial statement that details all current and fixed assets, and current and long-term liabilities.

**FORMATTING REQUIREMENTS**

- Standard size (8 ½ x 11) white paper
- Typed, using a standard font (12), single-spaced pages with one (1) inch margins
- Table of Contents indicating each of the Sections and Attachments to be evaluated
- Each page must be numbered in consecutive order for each Section and Attachments
- Clearly label each Section
- Clearly label each Attachment
- Do NOT place in ring binders or folders; but, rather use binder clips or compressor clips

**A complete RFP response must contain the following:**

- ✓ Face Sheet
- ✓ Proposal
  - Section I
  - Section II
  
- ✓ Attachments:
  - #1 References and/or Letters of Recommendation
  - #2 Organizational Structure
  - #3 Financial Statement

**ADDITIONAL PROVISIONS:**

- **RCOC reserves the right to retract the RFP at any time throughout the application process. In addition, RCOC reserves the right not to select an applicant for program implementation if, in its opinion, no qualified applicants have responded; or, if the respondent's program proposals do not meet a minimum evaluation score of 60 points.**
- **Individuals presenting proposals in response to this request MUST submit an ORIGINAL and ONE (1) additional copy of all required information to RCOC.**
- **Completed proposals for this RFP are due by Friday, December 7, 2012 no later than 5:00 p.m. Proposals received after 5:00 p.m. on the due date will be returned unopened.** Proposals may be sent U.S. mail to the following address:

Mr. Jack Stanton, Chief Counselor  
Regional Center of Orange County  
P.O. Box 22010  
Santa Ana, CA 92702-2010

The proposal may also be **hand delivered** to the following address:

Mr. Jack Stanton, Chief Counselor  
Regional Center of Orange County  
1525 N. Tustin Ave.  
Santa Ana, CA 92705

- **Proposals will be stamped with the date and time of receipt.**

**FACE SHEET (Must be used as the cover page for the proposal)**

<b>Spotlight Awards</b>	<b>RFP Due Date:</b> <b><u>5:00 p.m., Friday, December 7, 2012</u></b>
Applicant (Agency) Name (If the applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
Site Address	
List name of consultant and/or individuals involved in writing the program design: Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage, which should be reflected in the budget.	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center:	
Vendor number: Regional Center	Vendor Number: Regional Center:
Vendor number: Regional Center	Vendor Number: Regional Center: