Request for Proposals (RFP)

Global Partnership
for Sustainable Development Data

To	: **Offerors**
From	: **Global Partnership for Sustainable Development Data (GPSDD)/**
	United Nations Foundation (UNF)
Subject	: **Event Production Company**
RFP Issue Date	: **December 15, 2017**
RFP Closing Date	: **January 5, 2018**
RFP Closing Time	: **17:00 hours U.S. Eastern Time.**
Performance Period	: **As soon as possible to April 15, 2018**

GPSDD is seeking an event production company (or organization with equivalent capabilities) with considerable experience and knowledge of conference execution and the Bristol, UK area to help plan and implement a 3-day conference with approximately 250 attendees. GPSDD invites qualified individuals, firms, and organizations ("Offerors") to submit a proposal for the requested services. The Contract resulting from this award will be a **Consultant Agreement.**

Offerors are encouraged to read this RFP in its entirety, paying specific attention to the scope of services, instructions, and requirements. Issuance of this solicitation does not, in any way, obligate UNF to award a contract, nor will UNF pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror whose offer will be the most advantageous to GPSDD/UNF in terms of cost, functionality, and other factors as specified in this RFP.

Section 1: Background and Purpose

Background: United Nations Foundation
The United Nations Foundation links the UN's work with others around the world, mobilizing the energy and expertise of business and non-governmental organizations to help the UN tackle issues including climate change, data, global health, peace and security, women's empowerment, poverty eradication, energy access, and U.S.-UN relations. The United Nations Foundation hosts and provides administrative, financial and contractual services for GPSDD. For more information, visit www.unfoundation.org.

Background: Global Partnership for Sustainable Development Data
The Global Partnership for Sustainable Development Data is a fast-growing, dynamic international partnership bringing together over 275 different organizations including governments, UN agencies, private companies, civil society organizations, and many others. GPSDD convenes, connects and catalyzes action to address the problems of poor data use, access, quality and production, and to work with

stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development. GPSDD aims to link and align action, capacities and resources across geographies, sectors and data communities. For more information, please visit http://www.data4sdgs.org.

Background: Bristol Data Festival
Too often, members of GPSDD are forced to be evangelists, presenters and teachers. The community is made up of committed advocates for the transformation agenda of integrating data-led decision-making into Agenda 2030. This doesn't always leave space for looking ahead to the emerging issues that will shape our world, or looking back on what has and hasn't worked well. This event for the partners of the GPSDD will focus on driving action, fostering strong links that will lead to improved outcomes, and setting a high trajectory for collaborations as the Global Partnership for Sustainable Development Community looks ahead to the United Nations General Assembly and the World Data Forum in the fall of 2018.

The festival will be the inaugural 'Partners Assembly' to shape the Global Partnership and meet representatives of its new board and Technical Advisory Group. The event will be co-organised by numerous partners and is being hosted by the UK Government; DfID, Office of National Statistics and its data science campus staff. It will be held at Bristol City Hall.

The event objectives include:

- Convene Global Partnership for Sustainable Development Data Members, key funders and stakeholders to galvanise and inspire the data for development community and shape the partnership
- Connect expert communities making inroads on data innovation for the sustainable development goals, to share, discuss, debate challenges and solutions
- Catalyse action on developing concrete solutions and practical tools for data-led decision-making, ahead of the World Data Forum

Over the three days, up to 250 participants from around the world, who represent the Global Partnership for Sustainable Development Data and cut across private sector, academia, governments, civil society, foundations, research and development practitioners, United Nations and Multilateral Agencies, will come together to discuss, debate and forge action on delivering a data revolution for sustainable development.

Day 1: Wednesday 21st March 2018
- High-level plenary segment with well-known keynote speaker, UN representative, C-Suite level private sector representative and welcome remarks from UK Minister, Exec Director of GPSDD (To Be Livestreamed)
- Festival style multi 'stage' events running concurrently across five different rooms
- Lively debates on pressing issues – to cut through entrenched positions and work towards solutions (May Be Livestreamed)
- Thought-provoking and interactive installations with games for social good, Virtual Reality, data art installation and more
- Side-visit to UK Data Science Campus in Newport, Wales
- Data-dive hackathon

Day 2: Thursday 22nd March 2018
- High-level panel discussions on way forward (May Be Livestreamed)
- Innovation Showcase Networking Session Part 1
- Festival style multi 'stage' events running concurrently across five different rooms
- Thought-provoking and interactive installations with games for social good, Virtual Reality, data art installation and more
- Evening Gala Dinner, location pending
- Data-dive hackathon

Day 3: Friday 23rd March 2018
- Closing keynote from well-known speaker (To Be Livestreamed)
- Wrap-up panel session and flash intros to Innovation Showcase Part 2
- Innovation Showcase Networking Session Part 2
- Present results data-dive hackathon

Section 2: Scope of Services

As directed by GPSDD, the services provided by the production company will include (but are not limited to) the following:

No.	Description	Unit Rate	Unit	No. of Days	Total	Notes
Pre-Conference Services						
1	Secretariat Services • Have in house capability or competitively procure external providers for the following, including, but not limited to: printing, AV equipment, other technology, videography, photography, interpretation (if needed), and musicians for the Gala dinner. The ideal Offeror will be able to provide in house or enter into subcontracts with the selected providers; all expenses related to the subcontracts will be reimbursed by GPSDD. • Organize, perform and manage tasks necessary to support the GPSDD Secretariat and the Data Festival Working Group in meeting the conference/event requirements and objectives; • Develop and manage overall conference timeline identifying responsible party for each aspect; • Advise GPSDD on meeting and delegate flow, and session coordination, including during an Expo style event within the program; • Work with GPSDD and the venue to specify set-up for rooms; • Determine AV needs for each session and make arrangements with the venue to provide all necessary AV equipment, as well as technical support to ensure a smooth program is implemented. Necessary AV equipment may be extensive due to the Innovation Showcases and hackathon					
2	Conference App and Microsite • Advise on an off-the shelf conference mobile app solution and integration with website					

	• Coordinate with GPSDD Director of Communications in developing a process to manage web/app postings of all information on the conference to include program scheduling, hotel/travel information, speaker bios and photos, sponsor recognition, and so on • Ensure speaker handouts are available online during and after the conference; provide hard copies upon speaker request				
3	Signage Printing • Print all conference signage to include: stage backdrop for main plenary, backdrops for side event rooms, podium signs for main plenary and side event rooms, registration signage, directional signage, room numbers and descriptions, welcome banners, help desk signage, etc.				
4	Conference Kit Materials and Supplies • Print lanyards, packing materials, name badges, pens, notepads, event program/agenda books, etc.				
5	Audio Visual (AV) – for main plenary • Secure, transport and setup AV equipment to produce a professional event, Sound system, screen, projector, staging, stage furniture, microphones (handheld and lavalier), designed stage backdrop, video playback equipment, laptops, livestream equipment • Assess venue's AV capabilities and equipment and arrange to use this onsite equipment where possible • Provide staffing to include audio, video and lighting technical staff				
6	Audio Visual (AV) – for all side event rooms • Secure, transport, and setup projector, microphones (handheld and lavalier available), screen, sound system, laptop, livestreaming, video recording, and lighting for each side event room • Assess venue's AV capabilities and equipment and arrange to use this onsite equipment where possible • Provide AV technicians onsite (1 tech for each side event space)				
7	Event photographer(s) • Source and contract with 2 photographers for the entirety of the conference				
8	Provide professional manpower for: • Registration staff • Management staff • Ushers • Supervisors • Overtime and percentage • Pre-conference venue visits				
9	Provide the following for the Gala Dinner • Source Musicians/Performers • Ushers and coordinators • Assess venue's AV capabilities and equipment and arrange to use this onsite equipment where possible • Secure, transport and setup AV equipment to produce a professional event, Sound system, microphones (handheld and lavalier mics),				

	screen, projector, staging, podium, video playback equipment, laptops • Signage, designed stage backdrop, welcome signage • Provide staffing to include: audio, video and lighting technical staff • Theme décor					
10	Provide the following for Interactive Installations • Consistent branded banners and signage, designs and printing for TBD virtual reality and data art installations.					
11	Provide the following for Innovation Showcase Networking Session • Manpower costs to convert and set up area for participants to display their innovations • A/V equipment • Signage • Lighting					
12	Provide the following for Data Dive Hackathon • Additional power drops and Internet hard lines • Signage					
13	Provide the following technology • Extra Wi-Fi hot spots in staff office • Printer and computer for staff office • IT technician for staff office					
14	Management Fees					
Post-Conference Services						
15	• Distribute, collect and analyze evaluation forms for each conference session, as well as an evaluation of the overall conference • Reconcile all subcontract accounts within 30 days following the completion of the conference					

Travel

Strong preference will be given to production companies located in the Bristol area. If an Offeror from outside the Bristol area is selected, costs of travel to Bristol will be reimbursed. These costs must be included in the proposal budget.

Upon the request and approval of the Executive Director, the Offeror awarded the contract may be requested to travel to London to discuss the status of the activities; GPSDD will reimburse the successful Offeror for these travel costs at U.S. federal per diem rates, in addition to the fees for conference planning; it is GPSDD's intent to maintain an oversight and advisory role in each of the areas outlined above.

Qualifications

- A minimum of 5-10 years of relevant experience;
- Extensive experience with technology heavy conference planning;
- Experience working with non-profit clients;
- Experience working with international speakers and attendees;
- Holds all needed certifications and licenses required by law to operate in the UK;
- Holds insurance required by law to operate in the UK and able to add UNF and the venue to the insurance policy;

- Key Personnel must possess excellent interpersonal and oral communications skills.

Deliverables
- Conference Planning Timeline
- Staffing plan (onsite and for pre-conference)
- Floorplans and diagrams detailing room setups and all AV equipment
- Signage plan and overall décor plan
- AV orders for each conference day organized by event space
- Video recording of the entire conference. Provided through a hard drive or online download
- Final Narrative and Financial Report

Section 3: RFP Conditions

UNF reserves the right to:
- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by Offeror as a promise or representation by UNF. UNF does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of UNF and will not be returned. In submitting a proposal, the Offeror must agree that the offer shall remain firm for a period of no less than **120** days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

Section 4: Proposal Preparation Instructions

Proposals are expected to be comprehensive and include the information set forth below.

1. **Narrative Proposal, no more than five pages**
   Provide a narrative proposal that summarizes, in a brief and concise manner, the Offeror's understanding of the scope of services and a description of the approach and methodology the Offeror would use to make the conference a success. It should include a description of the Offeror's experience and expertise in the field that illustrates overall qualifications and capabilities to meet the terms of the RFP and review criteria.

2. **Resume or CV for all Key Personnel**

3. **Prior Experience**
   Provide a list of 3 recent conferences of comparable size and complexity planned by the Offeror. Examples of conferences held in Bristol are preferred. The list should include the following details for each event:

   - Purpose of conference
   - Dates of conference
   - Location of conference
   - Conference venue
   - Number of attendees
   - Client
   - Summary of responsibilities

4. **List of References**
   Provide a minimum of 3 references from clients that have worked with the Offeror in the last 5 years at conferences of comparable size and complexity. The list must include contact names, phone number, e-mail address and name of the conference.

5. **Budget**
   Using the template above, provide a detailed budget.

Proposal Submission: Narrative proposals, including any attachments (limited to 6MB), must be sent electronically in PDF format. Budgets must be sent in Excel format. All documents must be submitted to info@data4sdgs.org. Be sure to include in the subject line: Event Production Company Proposal. UNF will not accept proposals received by fax or mail.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

Section 5: Selection

GPSDD will review proposals with the goal of selecting the Offeror most advantageous to GPSDD, based on the qualifications listed above, as demonstrated by the proposal materials. GPSDD will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. GPSDD intends to enter into a contract that provides the best value and benefit, not necessarily the lowest price. GPSDD may meet with one or more Offerors prior to selection.

To select the winning vendor, GPSDD will use the following evaluation method:

1) Threshold Criteria – Before judging proposals on their merits, GPSDD will eliminate all proposals that fail adhere to submission instructions, including deadlines.

2) Merit Criteria – GPSDD will award merit points to each proposal. A proposal can earn up to 100 points. The evaluation criteria and their point values are these:

a) Approach (40 points)

Factors that will be included in this criterion are:
- Proposed staffing
- Quality of work plans and processes
- Management plan
- Creativity in approaching our needs

b) Background, Reputation, Stability (40 points)

Factors that will be included in this criterion are:
- Successful history of business and ethical reputation
- History of successful conferences
- Financial stability
- Location of Offeror

c) Pricing (20 points)

Factors that will be included in this criterion are:
- Overall cost of work
- Realistic and reasonable costs
- Clarity of budgets and plans, including subcontracting ability
- Completeness of financial considerations

Section 6: Terms of Payment

Payment terms for the award shall be on a fixed fee basis for planning and management time; other expenses will be reimbursed. Payment is dependent upon receipt of valid invoice, and contingent upon successful completion of deliverables and related activities, at the sole discretion of UNF. Payment shall be made in U.S. dollars by the UNF via bank wire. The final payment terms in the contract will control, not this RFP.