



WEDC Request for Bids

August 26, 2024

Conference AV and Stage Management Services

To Whom It May Concern:

The Wisconsin Economic Development Corporation (WEDC) is requesting bids from vendors interested in providing AV and Stage Management Services (ASM Services) for its 2024 Marketplace Conference.

Marketplace 2024 is *The Governor's Conference on Minority Business Development* held annually to develop and promote small, minority-, disabled-veteran, veteran-, -women owned, and LGBTQ-owned businesses in Wisconsin. The conference provides attention on their business's achievements via the Governor's Minority Business Awards Program.

Marketplace 2024 will take place virtually on December 10, 2024 and in-person on December 11-12, 2024 at the Baird Center in downtown Milwaukee, WI.

ASM Services will support the following conference events.

- **Break-out Educational Sessions**

Event Date: December 11-12, 2024

Location: Room 102 & 103

Setup Date: Tuesday, December 10, 2024; 12PM- 11:59PM

Event Times:

December 11th: 9:00AM, 10:00AM, & 11:00AM

December 12th: 3:00PM & 4:00PM (subject to change)

Description:

Two rooms will run breakout meetings simultaneously. The different rooms will feature two different educational tracks. Meetings will be 45 minutes long with a 15 minute break in between each. Breakout sessions will include a series of speakers with PowerPoint slides and videos played on a projection screen.

Services Required:

- Microphone for speakers
- Speaker
- Projector
- Projection Screen
- Clicker
- Streaming Camera for 1 session

- **Networking Reception**

Event Date: December 11, 2024

Location: Exhibit Hall A

Setup Date: Tuesday, December 10, 2024; 12PM- 11:59PM

LOOK FORWARD ➤

Event Times: 5:00 PM – 7:00 PM (subject to change)

Description:

Programs include a series of speakers on small stage area. PowerPoint slides and videos played on mobile screens. News media may attend and require plugs for stage audio.

Services Required:

- Small stage
- Mics
- Sound system
- Stage set stands and lighting – *TBD*
- Audio and Video Mixing – *TBD*

- **General Session**

Event Date: December 11-12, 2024

Location: Grand Ballroom ABC

Setup Date: Tuesday, December 10, 2024; 12PM- 11:59PM

Event Times:

December 11th: 1:30PM – 3:00PM (subject to change)

December 12th: 8:00 AM - 9:30 AM (subject to change)

Description:

Programs include a series of speakers and a panel discussion. PowerPoint slides and videos played on 2 screens on each side of stage. News media may attend and require plugs for stage audio.

Services Required:

- Mics
- Sound system for stage/panel
- Stage set stands and lighting
- Audio and Video Mixing
- Video camera for showing stage on 2 side screens for audience

- **Awards Luncheon**

Event Date: December 12, 2024

Location: Grand Ballroom ABC

Setup Date: Tuesday, December 10, 2024; 12PM- 11:59PM

Event Times: 12:00 PM – 1:30 PM (Subject to change)

Description:

Programs include series award programs. PowerPoint slides and videos played on 2 screens on each side of stage. Videos of award winners played during the ceremony. News media may attend and require plugs for stage audio.

Services Required:

- Mics and sound system for stage set
- stands and lighting Audio and Video
- Mixing
- Video camera for showing stage on 2 side screens for audience

- **Expo Hall Roundtables**

Event Date: December 12, 2024

Location: Exhibit Hall B

Setup Date: Tuesday, December 10, 2024; 12PM- 11:59PM

Event Times: 9:30AM, 10:30AM & 2:00PM (Subject to change)

Description: Roundtables include stage with microphone, speakers, and presenter.

Services Required:

- Stage
- Mics and sound system for stage set
- Mixing

Vendors must have the capacity to staff the team working on Marketplace 2024 with qualified employees to deliver the services and support necessary. **This includes having a person on-site Dec 11th for any last-minute changes.**

Vendors must maintain strict confidentiality regarding WEDC and employee information. During the term of Agreement, the vendor will be responsible for, at its expense, obtaining and maintaining adequate liability insurance insuring the vendor against any claims, demands, causes of action, and liability arising from and in connection with the vendor's services under the agreement. It is WEDC's expectation that the chosen vendor has insurance appropriate for the operation of their business.

Vendors interested in providing services to WEDC should submit any questions by **5:00 pm on September 6, 2024**, and their bid by **5:00 pm on September 20, 2024** to Nicole Hartjes at: n.hartjes@amazingevents.com. **Subject header line should read:** Conference Event AV Services Bid Submission.

Bids should include the following information:

1. Bid responses to each line item of Exhibit A provided with this bid request.
2. All costs required to provide the services required including labor, materials, and supplies.
3. Any items proposed *in addition to the request should* be submitted and totaled on a separate page to permit comparison of different vendor responses.
4. Additional details can be provided explaining the Vendor's experience.
5. References from three (3) other non-WEDC clients to whom the vendor has provided similar services.

In submitting a bid for these services, the vendor should make determinations about the amount of work involved in providing such services and the number of staff they dedicate thereto. The cost proposal should present the vendor's hourly rate, estimated hours, and fixed price bid.

The selected vendor will be paid based on their fixed firm price for the services outlined. It is WEDC's expectation that the fixed firm price is what will be paid for the completion of the services outlined in this Request for Bids (RFB). It is the responsibility of the vendor to appropriately manage their staff and adhere to all relevant laws and regulations.

Selection will be granted to the vendor that provides the best value to WEDC and will be evaluated based on the vendor's ability to accommodate the above stated requirements, the vendor's experience providing related services, and the vendor's cost proposal. WEDC may review the vendor's website as a tool for evaluating bids.

Please visit www.MarketplaceWisconsin.com to familiarize yourself with the event. Photos and floor plans of the event are also provided with this RFB.

Questions concerning this request for bids should be directed to Nicole Hartjes at: n.hartjes@amazingevents.com.

Instructions for Responding:

- Each proposal responding must include the information requested in this RFB.
- Expenses related to the preparation and completion of a response to this RFB are the sole responsibility of the vendor.
- Incomplete and/or late responses will not be considered.

Proposal Specifications:

- The RFB issuer expects all work will be performed in a professional manner.
- WEDC will own all work and files will be submitted to WEDC following the project.
- Following bid selection, a vendor-supplied contract will be executed by the parties.

Timeline:

RFB Distribution Date:	9/3/2024
Questions Due by:	9/6/2024, 5:00 PM (CST)
WEDC Emails Answers to Questions Bid	9/13/2024
Due Date and Time:	9/20/2024, 5:00 PM (CST)
Decision by:	9/27/2024

Decision Notification Method – EMAIL

Vendor Information

Each proposal responding to this RFB must include the following information (in the order presented here).

Company Name:
Mailing Address:
City:
State/Province:
Zip/Postal Code:
Country:
Web Site:
Primary Contact:
 Full Name:
 Job Title:
 Phone:
 Mobile Phone:
 E-mail Address:

Thank you for your interest in working with WEDC.

Attachments:

- Exhibit A RFB Items
- Pictures and Diagrams

Photo 1: Stage Set for Ballroom



Photo 2: Media and Camera Platform



Photo 3: Ballroom Floor Plan from 2023 (Ballroom AB, 1st Floor)

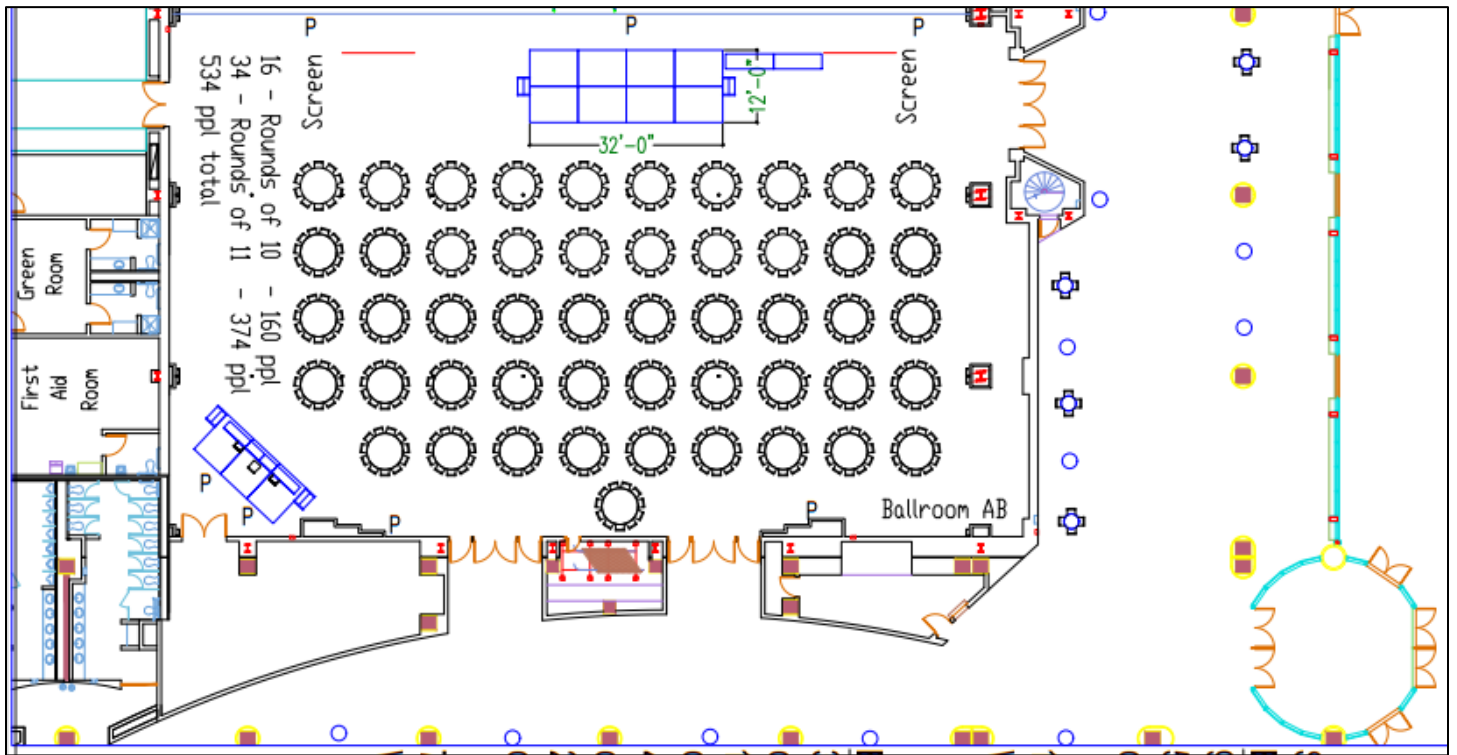


Photo 4: Expo Hall Floor Plan from 2023 (Note: this is moving to the 4th floor Exhibit Hall space for 2024)

- The Networking Reception is occurring on the expo hall floor.

