

REQUEST FOR PROPOSALS – CONTRACTED EVENT PLANNER/COORDINATOR

March 15, 2024

The Board of Directors of St. Louis County Children's Service Fund ("CSF") request the submission of responses for proposals from qualified organizations to provide **professional services related to event planning and management** as described in this Request for Proposals.

Proposals must be received no later than 2:00PM CST on April 5, 2024.

FOR HARD COPY SUBMITTALS:

Responders shall complete the Response as required in the Request for Proposals and deliver the completed Response in a sealed envelope marked "Request for Proposals – Event Planner/Coordinator Services" to:

Emily Koenig, Executive Director
St. Louis County Children's Service Fund
6763 Page Ave., Ste. 201
St. Louis, MO 63133

FOR ELECTRONIC SUBMITTALS:

Responders shall complete the Response as required in this Request for Proposals and deliver the completed Response by email only to Emily Koenig, EKoenig@stlouiscountymmo.gov. The email subject line should be "Request for Proposals – Event Planner/Coordinator Services."

To preserve the integrity of the selection process, questions regarding this Request for Proposals should only be directed to Ms. Koenig at ekoenig@stlouiscountymmo.gov. CSF reserves the right to reject any and all responses and to waive formalities in the best interest of CSF.

I. BACKGROUND

Under Missouri statutes RSMo 67.1775 and 210.861 allowing local communities to create tax funds to support behavioral health services for children and youth, St. Louis County and the City of St. Louis each passed ballot initiatives to create children's service funds. These children's service funds invest in an array of services for children and families *including* temporary shelter; transitional living; services to teen parents; respite care; crisis intervention; prevention services; individual, group, and family counseling; education and skill-building to adult parents, guardians, and caregivers; outpatient substance use treatment; and outpatient psychiatric services.

St. Louis County Children's Service Fund (CSF) generates approximately \$52 million annually through a county-wide quarter-cent (\$0.025) sales tax for the benefit of children's behavioral health treatment and prevention services. Since the first allocation of funds in 2010, CSF has invested more than \$550+ million in local nonprofits and governmental agencies to provide mental health and substance use treatment services for children and youth in St. Louis County. CSF maintains a staff of approximately 20 employees and is governed by a 9-member board.

The Event Planner/Coordinator will plan, implement, oversee, and evaluate CSF events. In the past year, CSF has hosted two large-scale award banquets, a speed networking event for over 100 funded partners, and an educator wellness event, which was a half day event of appreciation, learning, and relaxation for St. Louis City and St. Louis County educators and school staff.

The Event Planner/Coordinator will work with CSF staff to design and develop the event and then oversee the day-to-day tasks to implement the event.



II. GENERAL REQUIREMENTS

This project is subject to all applicable laws of the State of Missouri governing CSF, including, but not limited to, the following:

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project and Responders must comply with the provisions relating thereto in Section 285.530, RSMo., as amended.
- All Responders on CSF contracts for services in excess of \$5,000 must provide CSF with documentation and a sworn affidavit, with respect to employees working in connection with the contracted services, affirming enrollment in a Federal Work Authorization Program (“FWAP”). The affidavit shall also provide that the Responder does not knowingly employ any person in connection with the contracted services who is an unauthorized alien. Such affidavits must be provided with the Response to this Request for Proposals.
- Every transient employer must comply with Sections 285.230 through 285.234, RSMo., as amended, when applicable.
- In the event that the contract for the services described in this Request for Proposals is for \$100,000 or more, and the successful Responder employs ten (10) or more employees, the contract shall include a written certification that the Responder is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.
- In addition to the general requirements listed above, the successful Responder shall comply with all laws, ordinances, regulations, and orders of federal, state, county, and local governing authorities pertaining and applicable to the successful Responder and/or CSF.

Applicable insurance coverage must be provided by the successful Responder before any work can be started on the Project.

CSF will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory as a source of identification of potential Responders. CSF Policy provides that MBE/WBEs must be certified



by the Office of Supplier and Workforce Diversity (OSWD), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit Responses.

These General Requirements, this Request for Proposal, the Response, and the specifications, drawings, schedules, and instructions of the Project shall be incorporated into the Agreement signed by the parties should the Responder be awarded a contract pursuant to this Request for Proposal.

III. SCOPE OF SERVICES

The Event Planner/Coordinator will plan, implement, oversee, and evaluate CSF events. In the past year, CSF has hosted two large-scale award banquets, a speed networking event for over 100 funded partners, and an educator wellness event, which was a half day event of appreciation, learning, and relaxation for St. Louis City and St. Louis County educators and school staff.

The Event Planner/Coordinator will work with CSF staff to design and develop the event and then oversee the day-to-day tasks to implement the event.

Qualifications

The ideal vendor is detail-oriented, creative, organized, dedicated to providing superb service to event attendees, and can handle pressure and make good decisions quickly and effectively.

- The vendor must have strong experience in conference/workshop planning, including budget creation, cost containment, venue scouting, equipment logistics, room/location setup, and overall best practices in event coordination.
- The vendor must have excellent leadership skills and an ability to delegate responsibilities to meet expectations for quality.

Activities

The vendor will be required to complete the following activities:

- Oversee attendee experience from conception through post-event review; manage on-site preparations, production, and event breakdown; and ensure consistent, high-level service throughout all phases



- Coordinate with internal staff, community partners, and vendors to establish the event components
- Serve as liaison to the CSF leadership team, the event project manager, and event planning committee throughout the planning process
- Manage and follow through on all correspondence, messages, phone calls, texts message and collaboration
- Review and analyze existing planning & event documents and available data
- Plan, coordinate and facilitate logistics, including attendee lists, venue preparation, presentation materials, security, catering, entertainment, equipment, decor, and marketing materials
- Proactively identify and solve operational challenges and troubleshoot any issues that arise on event day

Deliverables and Inclusions

The selected vendor will be expected to:

- Meet regularly with CSF's event project manager(s)
- Provide all project materials to CSF staff such as programs, marketing materials, data, staff assignments, and any other electronic files

Timeline

This vendor shall be on contract with CSF for one year upon contract execution date.

Budget

Budget not to exceed \$24,999 over the 12-month period.



IV. RESPONSE REQUIREMENTS

The Response must arrive no later than 2:00 p.m. CST. No response will be accepted after this time and any response arriving after this time will be returned unopened.

- FOR HARD COPY SUBMITTALS:
 - The Response must be addressed as follows and delivered to the following address:

Emily Koenig, Executive Director
St. Louis County Children's Service Fund
6763 Page Ave., Ste. 201
St. Louis, MO 63133

- The Response must bear the following legend:

Response to Request for Proposals for "Event Planner/Coordination Services"

- FOR ELECTRONIC SUBMITTALS:

- The Response must be emailed to:

Emily Koenig, EKoenig@stlouiscountymo.gov
- The email subject line shall read as follows:

"Request for Proposals – Event Planner/Coordination Services"

- FOR HARD COPY SUBMITTALS:

- Responses must be on eight and one-half inch (8 ½") by eleven inch (11") white paper printed on one side. Sheets containing graphic images may fold out to eleven inches (11") by seventeen inches (17"). Colored and/or tabbed divider sheets may be used to delineate discrete sections. Each Responder shall submit one (1) complete and bound copy of the Response, with original signatures, one (1) "public/press" copy of the Response in which the individual or firm should redact any information which it deems confidential or proprietary, and one (1) electronic PDF copy of the Response on a USB flash drive.]

- FOR ELECTRONIC SUBMITTALS:



- Each Responder shall submit their Response as an electronic PDF. Blank pages and/or electronic PDF tabs may be used to delineate discrete sections. Each Responder shall submit one (1) complete copy of the Response and one (1) “public/press” copy of the Response in which the individual or firm should redact any information which it deems confidential or proprietary.
- Notwithstanding the foregoing, CSF must comply with the Missouri Sunshine Law; therefore, all Responses and other documentation submitted to CSF in response to this Request for Proposals (including fees) may be subject to disclosure pursuant to Missouri law and/or CSF policy.
- Any responder desiring an explanation or interpretation of the Request for Proposals must request it in writing no later than 2:00 p.m. CST on April 5, 2024, **and such request shall be emailed only to EKoenig@stlouiscountymo.gov**. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a responder concerning a solicitation will be furnished promptly to all other responders as an amendment of the Request for Proposals, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective responders.
- If this Request for Proposals is amended, then all terms and conditions, which are not modified, remain unchanged. Responders shall acknowledge receipt of any amendments to this solicitation by: (i) signing and returning the amendment; and (ii) identifying the amendment number and date in the space provided for this purpose. CSF must receive the acknowledgement by the time specified for receipt of responses.
- No response shall be withdrawn for a period of 90 days subsequent to the opening of the responses without prior written consent of CSF.
- CSF is not liable for any cost incurred by the Responder prior to issuance of a legally executed contract by CSF.
- Each Response must include a **COVER LETTER** which must indicate that the signer is authorized to bind the Responder contractually and must identify the title or position of the signer. The letter shall also contain the following:
 - The name of the Responder, address and telephone number.
 - A statement that the Responder is willing and able to perform services required for a successful engagement; (b) the Responder has read and understands the Request for Proposals; and (c) the Response is made in accordance with the



- Request for Proposals and is based upon the specifications required by this Request for Proposals.
- The name of the individual within the Responder will be the primary contract concerning this engagement.
 - Copies of all license(s) from applicable governing authority to do business at the CSF location and certificate of good standing for the State of Missouri, as applicable.
 - Documentation and sworn affidavit with respect to employees working in connection with the Response, affirming enrollment in a Federal Work Authorization Program.
 - An unsigned submission shall be rejected.
- Response Content to the Request for Proposals will be used to measure the qualifications of the organization responding. The Response shall contain the following information at a minimum:
 - General information about the organization. Please provide a brief description of the organization.
 - Qualifications and Experience. The Response must clearly identify the organization's qualifications as related to the scope of services and desired qualifications stated in this Request for Proposals.
 - Personnel. Please indicate the name, location, telephone number, and email address of the primary contact person for the organization. Identify the individual(s) proposed to serve CSF; specify their capacity and roles; and include a brief resume for each. If the organization is selected to give an oral presentation, only those individuals listed will be invited to participate.
 - Project Approach. Discuss your organization's approach and methodology to complete the Scope of Services for this Project, including what a fully defined Scope of Services must contain for this engagement. Responders should include an estimated timeline with necessary tasks.
 - References. Responses should include the name, title, organization, telephone number, and email address for at least three (3), but no more than five (5),



references from similar sized contracts pursuant to which your firm has provided similar services within the last five (5) years.

- Conflict of Interest. If your organization believes that a conflict of interest may arise, describe the nature of the conflict and the proposed resolution to the conflict. Further, please describe whether the organization or any of its employees has any interests or relationships which might conflict with or compromise the expectations of CSF in providing the services set forth in this Request for Proposals.
- Financial Interest. Please disclose any professional or personal financial interest which could be a possible conflict of interest in representing CSF.
- Other Factors. Interest in contracting with CSF for this Project.
- FEES
 - FOR HARD COPY SUBMITTALS: IN A SEPARATE SEALED ENVELOPE
 - FOR ELECTRONIC SUBMITTALS: VIA A SEPARATE EMAIL TO EKoenig@stlouiscountymo.gov, provide the fee proposal for the services described in this Request for Proposals to be provided by the organization.

V. SELECTION PROCEDURES

- Responses will be reviewed by a Selection Committee composed of representatives of CSF named by the Executive Director. The Responses will be used to measure the qualifications of organizations responding and to measure the Responders' understanding of the scope of services required in accordance with the Evaluation Factors. The Selection Committee will make a recommendation to the Executive Director who will make a recommendation to the Board of Directors.
- Upon receipt of the Response, the Selection Committee will complete a review of all qualifications to establish responsiveness to this Request for Proposals according to the submission of the Responders.
- Upon establishment of responsiveness, the technical evaluation phase would begin. The Selection Committee will review and rank each Response in accordance with the Evaluation Factors set forth herein. After all, responding organizations are evaluated, then fee envelopes would be opened.



- Selection will be made based on Responses and, if required, subsequent interviews to determine the best qualified organization for each type of service with the lowest reasonable fee.

VI. EVALUATION FACTORS

Responses will be evaluated using the following criteria. Proposals for both phases will have each approach scored separately.

- The specialized experience and technical competence of the organization with respect to the type of services required.
- The capacity and capability of the organization to perform the work in question, including specialized services, within the time limitations required.
- The experience with references for comparable work.
- Insurance required such as professional liability.
- The organization's familiarity with the area in which the Project is located.
- The fair and reasonable fee for the type of services needed.

VII. AWARD

- The right is reserved by CSF to cancel the Request for Proposals or reject any and all Responses and to waive formalities when in the best interests of CSF.
- CSF reserves the right to split awards and/or make multiple awards.
- Subject to the rights reserved by CSF, an award will be made by the CSF Board to the Responder that is best qualified and capable of performing the desired services for a fair and reasonable fee.
- Upon the selection of a Responder by the CSF Board, the selected Responder will be required to negotiate an agreement that will set forth the terms and conditions of the proposed engagement and compensation determined to be fair and reasonable. If CSF and the highest ranked Responder fail to reach an agreement, CSF may negotiate with the next highest ranked Responder for that type of service to reach an agreement, unless CSF determines that it is in its best interest to re-solicit a Request for Proposals.
- All Responders will be notified of CSF's selection as soon as possible.



- The successful Responder will be issued a Notice of Award. Within 10 business days, such Responder shall provide the following minimum documentation:
 - Proof of the appropriate insurance coverage:
 - i. Worker's Compensation & Employers Liability—Statutory Amount (Mandatory)
 - ii. Comprehensive Automobile Liability for vehicles used—\$500,000
 - iii. Comprehensive General Liability—\$1,000,000
 - iv. Professional Liability—\$1,000,000
 - v. Federal Taxpayer Identification Number.
 - vi. Evidence that the Responder is authorized to do business in Missouri
 - vii. Evidence that the Responder has applicable licenses to this Project, in good standing.

RESPONSE TO QUESTIONS RELATED TO EVENT PLANNER RFP – APRIL 3, 2024

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Do you have more insight on the large events that you typically have? How many guests, location, do you have a plan and all of the logistics built out or are we starting from scratch? Whether we are coming on to help with events that are repeat with a good group of vendor/venue partners OR starting from square one – does change the scope of work quite a bit.

The large events CSF has held in the past have ranged from 100-250 attendees and may reach up to 300 attendees in 2024. We have hosted events at the Danforth Plant Science Center, Norwood Hills Country Club, The Hall at Olive + Oak, and St. Louis Community College-Forest Park in the past.

Our staff have begun working on logistics for all currently planned events in 2024, including possible dates and locations, and the general format of each event. On these events, an event planner would not be starting from scratch, but will support staff by managing ongoing and day-of logistics.

CSF hosts an annual educator appreciation event in the fall, and the 2024 event will be the third iteration. A general structure of the event is in place as well as strong relationships with some vendors and venues. An internal committee of CSF staff members has been assembled for this event.

CSF also intends to host an award ceremony event in the summer. General details including the approximate number of attendees, format, and time of day have been determined. CSF staff are beginning to consider venues and dates.

The Event Planner/Coordinator will work with CSF staff to continue designing and developing these events and then oversee the day-to-day tasks to implement the event.



I'm also curious about what type of team support there is for guest communication?

CSF has a communications team of three staff members who will be available to support communications with guests.