



UNIVERSITY OF MARYLAND GLOBAL CAMPUS

Date: August 31, 2021

To: All Prospective Bidders

From: Sharon Barry, Director
Robert Powell, Buyer

Re: Addendum Number #2 to RFP #91902 – Event Production Services

The following revises the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Proposal.

1. As part of the Initial Technical Criteria (page 11 of 85), it states that "Offerors must paginate the Technical Proposal and are requested to provide tabs to separate responses to each of the technical criteria." It is our understanding that tabs should be labeled as: 2.1 Mandatory Requirements, 2.2. Products/Services, 2.3 Methodologies/Approach, etc. Is that correct?
Answer: Yes.
2. As part of the Acknowledgement of Receipt of Addenda Form (RFP 2.9), should offerors include all the contents of the addendum in our technical proposal, or would it suffice to include just the one-page "APPENDIX A – ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM"?
Answer: It would suffice to include just the one page.
3. Is there a specific limit you would like us to target?
Answer: There is not a specific limit to target; however, responses should be clear and concise.
4. Is there a preferred font style and font size you would like us to use within the actual proposal?
Answer: There is not a preferred font style or font size to be used within the actual proposal.
5. Is there an incumbent for this work, and if so, can you please share who it is?
Answer: Precon Events

6. Can you provide a budget range?
Answer: Budget range can vary from \$10,000 - \$100,000 per event.
7. For each of the hybrid events, how many virtual vs. in-person attendees do you anticipate?
Answer: For each of the hybrid events, virtual attendees can range from 50 – 1,500; In-person attendees can range from 50 – 350.
8. One of our partner subcontractors is Women’s Business Enterprise National Council (WBENC) certified and I am wondering if that can be used in response to this RFP. I am working with the subcontractor to be MBE certified in Maryland, but I do not know the timeline to get that completed.
Answer: Maryland State-certified (MDOT) subcontractors are the only ones recognized by the State of Maryland as Minority Business Enterprise (MBE) entities that can fulfill the requirement(s) of this solicitation. If not yet certified by the Maryland Department of Transportation (MDOT), eligible MBEs are strongly encouraged to become certified as soon as possible and must be certified prior to award which is anticipated to be on or about October 31, 2021.
9. Are you able to provide any more information for stage design and event decor?
Answer: Stage design and event décor can vary per event. It can be simple stage signage; pipe and drape with lighting for stage and room for an internal ceremony; or extensive as a themed “open house” party with upgraded lounge areas with furniture, lighting, props, etc.
10. What types of décor are you looking for?
Answer: The types of décor are linens, up-lighting, event stage signage, and props or furniture associated with the event theme.
11. Is the venue providing the stage or will the vendor provide the stage?
Answer: Both venue and vendor may be required to provide the stage.
12. Décor pricing and fabrication can range greatly. Can you provide any information or examples that would help accurately quote this piece?
Answer: UMGC has a Veterans Day Ceremony. For this event, a stage podium will be needed, along with pipe and drape, creative stage lighting, and stage signage to identify the event.
13. Does the vendor need to incorporate power or internet costs from the venue?
Answer: UMGC will incorporate power and internet costs provided by the venue.

14. In regard to the interactive virtual platform, can you provide any more details on specific interactive features or content-related items that you would like the platform to host/provide?

Answer: The interactive features or content-related items that the platform should provide are area to air pre-recorded or livestream video; closed captioning of livestream; Q&A; live attendee chat; and the ability to incorporate additional interactive activities from other vendors, such as an online photo booth.

15. Is this a public stream or will this be private with a login page/registration?

Answer: This will be a public stream but will have a private login and registration page.

16. For the lighting, are you looking for mainly a stage wash or are you looking for atmospheric lighting around the room as well?

Answer: UMGC is interested in both suggested lighting options.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

Solicitation: UMGC Solicitation #91902 – Event Production Services

Proposal Due Date: September 14, 2021 by 2:00 p.m.

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. _____ dated _____

Signature

Name Printed

Title