

SECTION A SCOPE OF WORK - PROJECT PROPOSAL EXPECTATIONS

1. Management:

Provide management oversight as needed between El Rio contracted vendors for lighting, sound, transportation and AV. Act as liaison between venue and El Rio in coordination of BEO's and tasting. Work closely with Executive Director, staff and event chairs to keep event timeline and budget on target. Be present day/evening of event to oversee set up and production, especially as it relates to interface with sound contractor during event. Provide a detailed list of any and all expected expenses related to the proposed project including cost for each piece of equipment or service. Summary and explanation of any other contributing expenses to the total cost. Brief summary of the total cost of the proposal.

2. Suggested Hard Goods:

80-90 Centerpieces

Linens

Possibly Some Additional (Farm) Tables and/or Chairs

Stage décor and backdrop

Foyer décor

Red Carpet

Note: Venue will provide 80 tables of 10 – 72” tables

Stage – 16' x 24' x 24”

Two Rear projection screens

Dance Floor – 24 ' x 32'

3. Creative:

In the spirit of the French circus and the glamour of the Las Vegas show scene, the El Rio Gala will bring together classic Cirque Du Soliel elements with bright colors and rivalry to create the excitement and the fun of a night under the Big Top! Whimsical design elements, draperies, lighting effects, and engaging circus performers will transform the space and guide our guests from the valet, to the foyer, and into the Grand Ballroom at La Paloma! Even though the theme is a bit playful, we are looking to keep the event classy and distinct. Our goal is to give guests true delight with experiential and visually appealing cues. Our hope is that the guests indulge their youthful exuberance of a party under the Big Top!



4. Labor:

Necessary labor to set up and strike event. Assist with pickup and delivery of materials from Manning House to venue.

SECTION B EVALUATION SELECTION CRITERIA - Breakdown of Scoring

I.	Capacity and Capability	25 pts
II.	Record of Performance	25 pts
III.	Inventory on Hand	25 pts
IV.	Design Concept	25 pts

Possible Points Available 100 pts

SECTION C GENERAL INFORMATION

To see past event videos please visit www.elrio.org and Tucson Lifestyle Live videos and search for El Rio. Grant Award is for 2019 El Rio Foundation Gala event only.

You will hear back from El Rio regarding the RFP by 3/29/19.

GENERAL INFORMATION

I. Proposal Submittal Procedure:

- a. All questions about the meaning or intent of this request will be submitted in writing (email is acceptable) to El Rio Foundation: Jill Rodriguez at JillR@elrio.org, CC Brenda Goldsmith at BrendaG@elrio.org
- b. A prompt e-mail response may be expected with copies of the query and answer forwarded to all Offerors responding to this RFP.
Questions received less than five (5) days prior to the date for opening of proposal may not be answered.
- c. If proposal is sent via regular mail, Offerors shall provide a hard copy of their proposal in a sealed envelope marked with the project title and name and address of the Offeror. The "Signature Page" must also be included with the proposal. The sealed envelope must state "SEALED PROPOSAL ENCLOSED." to the following address on or before the closing date in time for receipt of proposals.

El Rio Health
450 W. Paseo Redondo
Tucson, AZ 85701
Attn: Brenda Goldsmith, Foundation Executive Director
Jill Rodriguez, Development Coordinator
- d. Late submissions will not be considered unless it is determined that it was caused by El Rio Community Health Center mishandling of the documents. All other late submissions will be returned unopened.

Other Requirements:

- a. The Offeror and all subcontractors employed by Offeror shall have all certifications, licenses, insurance and/or registrations required under the laws of the State of Arizona. The selected Offeror will procure and maintain, during the life of the contract, liability insurance in an amount of not less than \$1,000,000 each occurrence. The selected firm will furnish copies of Certificates of Insurance to El Rio showing the coverage, limits of liability, covered operations, effective dates and dates of expiration naming El Rio Health, its agents and employees as additional named insured.
- b. The Offeror agrees if he/she is awarded the contract, that he/she will deliver the goods/services at the prices set forth in the submitted proposal.

Opening and Awarding of Contract Proposal:

- a. Proposal will be opened on the due date and time specified on the request cover sheet by the El Rio Foundation. This is not a public opening and contractors are not invited to attend. Proposals received on time will be opened in the presence of one or more witnesses and the name and address of Offeror will be recorded.
Proposal via e-mail should be sent at JillR@elrio.org, CC: BrendaG@elrio.org
- b. All information, except that marked as confidential, may become public information at the time the project is awarded. Offerors may request in writing non-disclosure of confidential data. Such data should accompany the proposal, be readily separable from the proposal in order to facilitate possible public inspection. Please mark each sheet in red letters "Confidential." A request that states that the entire proposal be kept confidential will not be accepted.

II. Award of Contract:

- a. El Rio reserves the right to award this project and to accept the proposal that is in the best interest and provides the best value for El Rio. El Rio reserves the right to reject any and all proposal or any part thereof.
- b. The final agreement (Contract) will be signed by the El Rio Health and the successful Offeror and returned within an agreed timeframe after the date of the Notice of Award. No agreement will be effective until it has been fully executed by all of the parties thereto.

SECTION D. PARTNERSHIP AGREEMENTS:

II. The following policies are in place for contractors, visitors, patients and employees of El Rio Neighborhood Health Center. The contractor understands that any personnel provided to work on El Rio properties must comply with these policies.

- a. Do Not Touch any Bio-Hazardous Materials.
- b. No Smoking is allowed on any El Rio property.
- c. Security of the premises is required at all times. Doors shall not be propped open. The contractor's employees shall display identity badges at all times. The contractor's employees shall not allow admittance of visitors, or any non-staff persons.
- d. Any suspicious outside activity must be called in to Security at 520-631-5911.

g. The contractor shall not leave the facility without being released by a member of the EI Rio Security or Facilities department.

Thank you for your time and consideration in preparing your proposal.

SIGNATURE PAGE

SIGNATURE OF VENDOR'S AUTHORIZED REPRESENTATIVE

Company Name: _____

Address: _____

City, State, Zip: _____

Office Telephone Number: _____

Cell Number: _____

Email Address: _____

Arizona Tax ID: _____

Federal Tax ID: _____

Contact Person for Clarification
of Proposal Response: _____

Name & Title of Individual _____

Authorized to Sign for Firm: _____

Signature of Authorized Individual: _____

X