

REQUEST FOR PROPOSALS (RFP) FOR EVENT PLANNING SERVICES

INTRODUCTION

The New River Valley Bicycle Association (NRVBA) is seeking bids for Event Planning Services to plan and successfully execute a bicycle riding event known as Mountains of Misery (MoM).

WHO WE ARE

The NRVBA is an organization representing cyclists in Floyd, Giles, Montgomery and Pulaski counties and the City of Radford. The New River Valley Bicycling Association's mission is to create a better community through and for bicycling.

DESCRIPTION OF EVENT

The MoM event is a single day road bicycle ride with several distance options (30, 60, 100 miles). The event starts and finishes in Newport, VA. The routes will be marked, marshalled where needed, there will be several supported rest stops, SAG support and food / beverage at the finish.

The date of the event is tentatively planned for June 2021.

PROJECT DELIVERABLES

The selected individual or company will be expected to furnish all services necessary and appropriate to produce MoM, including all deliverables stated in **Appendix A: Scope of Services**.

DOCUMENTATION REQUESTED

1. INDIVIDUAL/COMPANY BACKGROUND AND QUALIFICATIONS

- a. All respondents are requested to provide an overview of your organizational chart (if applicable), previous events managed, number of years in operation, etc. Include an overview of similar services provided on a regional and local basis.
- b. Respondents should include any special circumstances or capabilities that you would like the NRVBA to know about you, your company/team.
- c. Include a brief statement about any key relationships, business or personal, that you, your company/team has that they believe might bring value (sponsorships, media exposure, access or otherwise) to achieving the objectives of MoM.

2. PROPOSED FEES FOR YOUR SERVICES

- a. Please include a budget that includes all anticipated costs and fees associated with planning and executing all of the Events, including the deliverables stated in Appendix A – Scope of Services.
- b. All actions and anticipated expenses should be itemized with all hourly rates for services included.

INSTRUCTIONS FOR PROPOSALS

Please provide a written response to each of the above requested documents including (i) full name of the company or individual respondent, (ii) names and titles of each principal of a company, (iii) contact

information for each such person (address, phone, email), (iv) proposed team who will manage and work on this assignment, and (v) licensures (if applicable).

The NRVBA reserves the right to accept or reject any and/or all proposals, and to grant final acceptance to the proposal that best meets the needs and interests of The NRVBA, as determined by The NRVBA in its sole discretion. The NRVBA may require oral presentations for clarification of a proposal, but reserves the right to accept or reject a proposal without prior discussions. The NRVBA will be the sole judge of whether a proposal meets the required criteria.

DEADLINE

The NRVBA would like to receive all proposals by June 15, 2020. It is our intent to review proposals and obtain any clarifications by July 1, 2020 and award the bid July 15, 2020.

Please submit all proposals electronically to president@nrvba.com.

NEXT STEPS

Responding companies or individuals must agree to keep their proposed project budget and the other terms of their engagement open for a period of at least 60 days past the submission deadline.

Once a company or individual is selected, The NRVBA and the selected company will enter into a written contract for MoM.

Each respondent shall assume all fees and costs (including but not limited to legal fees) incurred in responding to this RFP and negotiating a contract with The NRVBA. The NRVBA shall bear no liability to any respondent for any costs, fees or liability incurred in connection with this RFP or any response thereto.

QUESTIONS

Questions about this RFP should be directed by email to president@nrvba.com. Please note that phone calls will not be accepted. All questions and The NRVBA's answers will be made available to all potential RFP respondents, upon request.

IMPORTANT

The selected individual or organization will perform the duties requested as an independent contractor and not as an employee of The NRVBA.

In the interest of fairness, we ask that you not directly contact any current or previous Board members of the NRVBA, or those who may otherwise have an affiliation with The NRVBA with questions about this RFP or to provide any other information. Candidates who do not abide by these guidelines may be disqualified from the RFP process.

We look forward to working with the successful candidate to promote MoM.

APPENDIX A: SCOPE OF SERVICES

1. Advertising cost and detailed plan
2. Detailed plan for volunteers needed to mark routes / staff rest stops etc. including any SWAG for volunteers
3. Tent / canopy rentals for rest stops and start / finish
4. **Water coolers supplied by the NRVBA**
5. Portable toilets for rest stops and start / finish
6. Food / beverages for rest stops
7. Food / beverages for finish
8. Print costs for cue sheets and maps
9. Permits
10. State Police support
11. Suggest charity donations - rescue etc
12. Insurance - will be club provided at a cost per rider
13. SWAG for riders - proposal
14. Suggested rider fee for each distance
15. SAG cost
16. Anticipated number of riders for each distance
17. Any items we have not listed but the event planner sees as necessary or would improve the quality of the event