

Bath Township
Request for Proposals
January 3, 2017

1. Overview

1.1 Agency Overview

Bath Township is dedicated to excellence in providing prompt, appropriate public services to its citizens by encouraging honest, responsive, sensitive and professional services to the community and by recognizing the community's history of independence, self-reliance and tradition since 1818.

Bath Township was founded in 1818, before the city of Akron and before Summit County. Townships were the first form of government in the state. They are statutory local governments exercising only those powers specifically delegated to them by the General Assembly or reasonably inferred by the Ohio Revised Code. Bath Township residents elect four officials to lead the Township- one fiscal officer- Sharon Troike, and three trustees- Becky Corbett, Elaina Goodrich, and James Nelson. These officials recognize the strong history of this great Township and wish to honor the occasion properly.

1.2 Event Overview

The Bath Township Bicentennial will occur in 2018. The Board of Trustees will dedicate this year to a special celebration above and beyond other yearly events to commemorate this occasion.

The Board of Trustees wishes to see a vision for a series of events throughout the year. This once in a lifetime event should be celebrated in a way that shares the past with today's Bath Township community. The celebration should provide entertainment for every age. Other committees and organizations in the township have coordinated annual events, and those should not be overlooked. Events already scheduled should not be superseded by the bicentennial, but may incorporate additional elements.

The proposal shall include the number of unique events proposed for the Bicentennial Celebration, as well as the other events to be participated in as a representative of the Township for the Bicentennial.

Community Day has been suspended for the past year in anticipation of the Bicentennial Celebration, to work towards potential future Community Day events. This year-long celebration must include at least one event related to this.

The event planner may assemble and lead a committee of residents interested in contributing ideas and resources; however, the event planner is responsible for the success of the events.

The Township staff shall be responsible for a web presence related to the Bicentennial Celebration, as well as special publications; however, the event planner may also contribute items or ideas for content. Merchandise shall be created and sold at Bicentennial Celebration events, as well as through the Township run websites.

2. Statement of Work

2.1 Purpose

The purpose of this Request for Proposal (RFP) process is to invite event planning contractors or vendors to submit their proposal to manage the Bath Township Bicentennial Celebration. This document contains the requirements necessary for a successful event.

2.2. Scope

Bath Township may have internal staff lead or participate in a variety of aspects for the event, such as development of the theme, budget, promotions, web presence, publications, and other items as needed. The Trustees will require the event planner to coordinate pre-event planning, budgeting, marketing, outreach, logistics, and on-site event management. Please see further details in the "Scope of Work" section.

2.3 Project Schedule

This schedule is based on our current timelines, but is subject to change.

- Project milestones – deadlines
 - RFP Close date – February 28, 2017
 - Start vendor evaluations – March 1, 2017
 - Award contract - March 6, 2017 – Subject to Change
 - Conclude contract to vendor - 2019

3. Proposal Submission Procedure

3.1 Event Planner RFP Reception

By responding to this RFP, the event planner agrees to be responsible for fully understanding the requirements or other details of the RFP, and will ask any questions to ensure such understanding is gained. The Bath Township Board of Trustees retains the right to disqualify event planners who do not demonstrate a clear understanding of our needs. Furthermore, the right to disqualify an event planner extends past the contract award period and Bath Township will be at no fault, cost, or liability.

3.2 Good Faith Statement

All information provided by Bath Township is offered in good faith. Specific items are subject to change at any time based on business circumstances. Bath Township does not guarantee that any particular item is without error.

3.3 Communication and Proposal Submission Guidelines

In no case shall verbal communication govern over written communications.

Please submit your proposal on or before February 28th, 2017 at 4:00 PM.

Please send questions related to this RFP and vendor proposals to:

Bath Township

Vito Sinopoli

Email- VSinopoli@bathtownship.org

Phone- 330-666-4007

Fax- 330-666-0305

3.4 Evaluation Criteria

All proposals will be evaluated systematically, based on the following key criterion. The purpose of this section is to identify suppliers with the interest, capabilities, and financial ability to manage our event, as defined in the "Scope of Work".

Key evaluation criteria include: capabilities demonstrated with past events, budget, depth of capabilities, partners, quality of event, event management, alignment with Board of Trustee vision, and understanding of the committees and organizations in the Township.

3.5 Short List Selection

Event planners who have demonstrated their capacity to meet our needs will be contacted via phone and/or email to be notified of their selection move forward in the RFP process.

4. Scope of Work and Business Requirements

Bath Township will require the event planner to manage the following aspects for the event.

4.1 Plan

- Event Selection: Work with Bath Township to provide ideas and budget estimates for potential events
 - Event Schedules: Provide options for the number of events to be hosted by the Bicentennial Celebration, the extent of these undertakings, and the timing of each throughout the year
 - Bicentennial Celebration Participation: Provide options for participation in events already hosted or organized by other Bath Township organizations or committees
 - Theme: Provide options for a theme that will be incorporated in all promotions and printed materials

- Cooperation: Engage with organizations and committees in the Township as necessary for existing events and to garner support or participation
- Pre-event Schedule: Create project schedule with deadlines and key milestones for the event
- Budget: Manage overall budget throughout the pre-event planning
- Volunteer/Staff Scheduling: Work with Bath Township employees, volunteers, and committees to create daily schedules for the events

4.2 Sponsors and Partners

- Sponsors: Contact and confirm sponsors for the event at various sponsorship levels. Communicate with sponsors on their requirements, deadlines, and deliverables
- Partners: Work with Bath Township to identify and confirm partner organizations or committees for the events. Communicate with the partners on their requirements, deadlines, and deliverables.

4.3 Event Promotions

- Promotion: Work with Bath Township staff to coordinate promotion for events
- Registration: Coordinate participation and registration for events
- Promotional materials: Work with Bath Township staff to create options for event promotional materials and manages production of such materials
- Event materials: Bath Township staff will provide guidance on materials required, and the event planner will be required to produce and prepare materials for distribution. Staff may assist if possible.

4.4 Event Plan and Logistics

- Photography: Coordinate photography of the event
- Staff coordination: Manage communications with staff involved with the event- including committee members, volunteers, vendors, and Township employees.
- Media relations: Coordinate with press and generate PR for the events

4.5 On-Site Management

- Registration: Manage registration, ensure all participants are present, correctly in place, aware of responsibilities, and in receipt of needed materials or supplies as needed
- Events: Be onsite to manage logistics and ensure a smooth event

5. Event Planner Information

All event planners must also submit the following information:

- Corporate overview: Legal name; year of incorporation; number of employees
- Services: Description of all services and products supplied
- Markets served: Description of geographic/industry markets served

- Partners: List of current event-related vendors and partners
- Past performance: Details on past successful events

6. Estimated Budget and Resources Required

All event planners must provide a breakdown of costs related to management of the event as outlined in the “Scope of Work”. Event planners must agree to keep the quoted pricing in their proposals for a minimum of 90 days after the proposal submission.

Finally, all proposals must include a project schedule and work breakdown structure, which identifies timelines, key milestones, project phases, or other project plan information

Proposals are to be submitted to the Bath Township Administrator, Bath Center Offices, 3864 West Bath Road, Akron, Ohio 44333 no later than 4:00 p.m. on February 28, 2017.