

Franklin County Crisis Center Grand Opening Event Planner

Request for Proposals Frequently Asked Questions

You mention coordinating with “community partners” – are these partners government agencies or members of the private sector or both?

Community partners include those who have been part of the crisis center project for the last eight years, both private and public sector and include adult-serving hospitals, city, county and state government and private philanthropic funders.

I understand the planner needs to come up with a budget for the project, but will we be given parameters to work within?

Yes, ADAMH will provide parameters for the project budget (tent, food, AV, design fees, signage, etc.) and is currently estimated at \$60k. This budget is separate from the event planner fees – which is what we are requesting from the RFP.

Do you have a list of the estimated quantity of events in the 'series' along with goal attendance at each event? This information will help determine estimated scope of work and hours needed to complete the planning and execution.

We plan to hold a series of smaller engagements with donors, community leaders, etc. to provide tours and deeper engagement with crisis center operator staff. We estimate there will be 4-6 of these smaller engagements – but what this looks like is part of what we are asking from the event planner.

Applicants are asked as part of this RFP for detailed cost estimates for each deliverable. A final budget will be negotiated with the event planner we deem qualified and with whom we are interested in working. Can you please define each deliverable you are requesting cost estimates for (ex. expected number & size of each event experience)?

- Ribbon cutting event: estimated 300 attendees
- Community open house: 500 attendees
- Separate smaller engagements for 50 or less attendees

What are the total/approx. total amount of events leading up to ribbon cutting?

Estimated no more than 6 smaller engagements with key stakeholder groups.

Who are the people that would be involved in more private, smaller engagements?

We have a list of individuals that includes donors and key community partners, that were compiled for the groundbreaking event, but still need to work through this as part of the event planning.

Who does the event planner report to?

The event planner reports to Shelly Hoffman, senior director for Public Affairs. Final approval of plan and budget comes from the ADAMH CEO.

If the event planner comes in with a budget lower than the allocated budget, are you able to allocate the remaining funds to event things?

We have not yet set the final budget for events related to the crisis center and will work with the event planner to manage the process to ensure we plan for the unexpected.

What does staffing look like for the event planning process?

This depends on the event planner and the size of their team, so this may look different for each event planner. We anticipate tapping into ADAMH and RI International staff to cover many aspects for tours and ADAMH staff will be all hands-on deck for ribbon cutting.

We ask if possible that event planners provide hourly rate or menu of options for event staffing.

Does ADAMH have in-house graphic designers?

We have some capabilities in-house and also work with a freelance graphic designer.

Do event invitations come from the event planner or internally at ADAMH?

Event invitations will be sent out through ADAMH's Constant Contact account. We expect the event planner to manage the invitation process including list building and copy development.

During the vendor selection process, will you narrow down the applicants to 2 or 3 before presenting to your board?

Yes.