



Franklin County Crisis Care Center Grand Opening Event Planner

Request for Proposals

Release Date: Monday, April 15, 2024

Due Date: noon, Friday, May 10, 2024



The Alcohol, Drug and Mental Health Board of Franklin County (ADAMH) is seeking event planning expertise to lead the planning and execution of a series of stakeholder events leading to a ribbon cutting ceremony and community open house for the Franklin County Crisis Care Center.

Attached please find a copy of the request for proposals (RFP) for this project. To receive full consideration, qualified vendors should provide a cover letter and a response to this request before our target deadline of Friday, May 10, 2024. The cover letter should include all relevant contact information for the firm’s main point of contact. All statements of qualifications should incorporate the specifications stated in the RFP.

The anticipated project timeline is as follows:

Vendor Selection

RFP posted.....	Monday, April 15, 2024
Pre-application webinar.....	2 p.m., Thursday, May 2, 2024
Proposals due	Noon, Friday, May 10, 2024
Recommendation made to ADAMH board of trustees.....	Tuesday, June 25, 2024
Applicants notified	Wednesday, June 26, 2024
Contract executed.....	Monday, July 15, 2024

Contract Deliverables

Work commences	Monday, July 15, 2024
Plan and budget approved.....	Monday, December 2, 2024
Event execution	March/April 2025
Final deliverables due.....	Friday, June 13, 2025

Please send all questions and final documentation to RFPsubmission@adamhfranklin.org.

Sincerely,

Erika Clark Jones
CEO

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I. GENERAL OVERVIEW

The Alcohol, Drug and Mental Health Board of Franklin County (ADAMH) is leading the construction of the new [Franklin County Crisis Care Center](#), which will serve as the cornerstone of the continuum of adult crisis care, becoming the preferred destination for anyone 18 years or older experiencing a mental health or addiction related crisis in Franklin County. This will include a full array of services with integrated peer support at all levels and a no-wrong-door approach to ensure any adult arriving at the crisis care center receives services. The crisis center is currently under construction at 465 Harmon Avenue, Columbus, Ohio, and is set to open to the public in March 2025. ADAMH is seeking event planning expertise to lead the planning and execution of a series of stakeholder events leading to a ribbon cutting ceremony and community open house.

A. Alcohol, Drug, and Mental Health Board of Franklin County

[ADAMH](#) is a local, levy-funded agency that plans, funds, and evaluates behavioral healthcare services in our community. In this role, ADAMH is responsible for coordinating the ongoing assessment of needs of all Franklin County residents for services and supports across Franklin County’s continuum of care. ADAMH does not provide direct services, but instead contracts with more than 30 non-profit organizations to provide them.

B. Project Background (Franklin County Crisis Center)

ADAMH and its many partners are working to enhance the crisis care continuum in Franklin County, ensuring that there is someone to call, someone to come and a place to go for individuals in crisis. To be successful we must meet people where they are, with the most appropriate response for an individual’s situation, and ensure better care and timely access for all persons.

The cornerstone of our crisis care continuum is the new adult-serving Franklin County Crisis Care Center, which began construction in April 2023. More than 100 community partners gathered in February 2023 to celebrate the ceremonial groundbreaking on-site at the property located at 465 Harmon Avenue, Columbus, Ohio.

When it opens in 2025, the more than 70 thousand-square-foot community-based facility will serve up to 80 individuals at any point in time and offer an array of critical crisis intervention services through both walk-in and inpatient units. The center will offer a no-wrong-door approach to ensure that any adult arriving at the crisis center receives services regardless of ability to pay.

This project is a number of years in the making. Voices from every part of the community were part of the planning process and included mental health and addiction service providers, hospitals, law enforcement, advocacy organizations, and most importantly individuals and families with lived experience.

The Franklin County Crisis Care Center has not only benefited from tremendous collaborative support in its planning but it also has received [funding from an array of institutions and donors](#). Furthermore, government financial support has come at every level—federal, state, county and city.

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The result is a crisis care facility uniquely designed for Franklin County that will meet a range of needs through an innovative model that integrates recovery, clinical and medical services together to provide comprehensive, person-centered care.

C. Goals and Objectives of This Request

The purpose of this request is to identify qualified vendors to plan and executive Franklin County Crisis Care Center grand opening activities, including managing a series of stakeholder events that culminate in a ribbon-cutting ceremony and community open house. The chosen event planner will have experience in planning and executive large-scale community events. The appointed event planner would develop a plan, develop a budget, create a timeline, manage vendor selection processes, plan the execution of the ribbon cutting ceremony, and manage all onsite activities and events related to the grand opening. The duration of the contract will be Monday, July 15, 2024, to Friday, June 13, 2025, to allow for the completion of post-event wrap up activities.

D. Calendar of Events and Project Timetable

Grand opening activities will take place in March/April 2025 A firm date has not yet been established. The first six months of engagement will be dedicated to gathering stakeholder input, developing a grand opening plan and budget, and gaining final approvals from ADAMH’s CEO. ADAMH anticipates that the busiest period of the contract will be first quarter 2025 through final series of community events in the spring, with a focus on event management and execution.

The schedule for the project is given below and is subject to change in the best interest of ADAMH. ADAMH may change the schedule at any time. If ADAMH changes the schedule before the due date listed in this RFP, it will publish those changes on the ADAMH website.

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ADAMH will offer a pre-application technical assistance webinar via Microsoft Teams at 2 p.m. on Thursday, May 2, 2024, to clarify ambiguities and answer questions regarding this request. Questions should be submitted for this webinar no later than 5 p.m. on Wednesday, May 1, 2024.

Those interested in attending the webinar must request access before 12 p.m. on May 2, at RFPsubmission@adamhfranklin.org.

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E. Non-discrimination

It is the policy of the ADAMH Board to follow the laws and executive orders relevant to equal employment opportunity. Therefore, no qualified person will be discriminated against in recruitment, appointment, promotion, retention, or any other aspect of personnel administration, based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The vendor will take affirmative action to ensure that employees are treated without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Such action shall include, but not be limited to, employment, upgrading, promotion, demotion, termination, rates of pay, or other forms of compensation, and selection for training. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this equal opportunity clause. The vendor, in all solicitations or advertisements for employees placed by, or on behalf of the vendor, state that they are an equal opportunity employer.

II. SCOPE OF SERVICES

ADAMH is soliciting proposals from interested persons for event planning services to plan the grand opening activities for the Franklin County Crisis Care Center. This is an 11-month contract (July 15, 2024-June 13, 2025) that will encompass the entire span of grand opening preparation, execution and post-event wrap up. The time commitment is variable. There will be points in time where more hours are required and other points where less time will be needed to manage this project.

Services will include:

- Seeking input from community partners
- Developing a grand opening plan
- Developing a comprehensive project workplan and timeline
- Establishing a budget
- Managing vendor selection process
- Managing invitation/RSVP process
- Overseeing execution of plan
- Managing all onsite event(s) related to grand opening
- Post-event follow-up (including final documentation and invoice processing)

III. SPECIFICATION OF DELIVERABLES

Work shall begin after a fully executed contract between ADAMH and the chosen applicant is completed. The deliverables are as follows:

- Grand opening plan, including timeline and comprehensive workplan
- Grand opening budget
- Vendor selection in compliance with ADAMH and Franklin County procurement policies

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- Invitation management, including list development, coordination of invitation design, distribution, and RSVP process.
- Plan execution
- Onsite event management
- Post-event wrap-up including vendor invoice submissions, thank you correspondence to event partners, debrief session and final report.

IV. SUBMISSION REQUIREMENTS

A cover letter, statement of qualifications, SEBE form, SEBE affidavit, and work products should be submitted as separate files to RFPsubmission@adamhfranklin.org. Use “*ADAMH Event Planner RFP Response Agency Name*” in the subject field. An individual email must not be larger than 10MB or it will not reach the intended inbox. Multiple emails can be submitted and should include that detail in the subject line: “*ADAMH Event Planner RFP Response Agency Name (1 of 2)*” and “*ADAMH Event Planner RFP Response Agency Name (2 of 2)*”, etc. Proposals received after 12 p.m. local time on Friday, May 10, 2024, shall not be considered.

To receive full consideration, applicant’s statement of qualifications must include all the information as written in this section.

A. Cover Letter: Applicants should identify a point of contact with all associated contact information, including name, title, phone number, and email address.

B. Statement of Qualifications: The grand opening event planner should provide a succinct statement of qualifications that addresses the topics listed below. A table of contents that identifies the corresponding section and page numbers should be included.

C. Expertise

- Applicant must ***demonstrate their ability*** to perform the kinds of event planning work as listed in the scope of services and specifications of deliverables.
- Applicant should ***discuss relevant partnerships or strategic relationships*** that add to their capability to deliver the requested services.
- Applicant should ***provide previous event planning experience and relevant educational background***.
- Applicant may ***provide names and contact information for one or two entities at which they have performed event planning services for large-scale community events*** such as a grand opening in the past five years. These references should be able to corroborate applicant’s claim of having the expertise necessary to successfully plan the grand opening ceremony of the Franklin County Crisis Care Center.

D. Project Costs: 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.

E. SEBE form and SEBE affidavit