



NATIONAL INSTITUTE FOR
EXCELLENCE IN TEACHING

AMENDED as of 4/15/25

RFP

FOR AV VENDOR

2025

NIET Summer Institute (NSI) June 23-26

NSI Attendee Event Dates: June 24 -25

Arizona Biltmore 2400 E. Missouri Avenue

Phoenix, AZ 85016

RELEASED:

Tuesday, March 25, 2025

DEADLINE TO SUBMIT:

Friday, April 18, 2025, by 5:00 pm CT

AUDIO VISUAL – REQUEST FOR PROPOSAL

I. Contact Information

Event Name: 2025 NIET Summer Institute

Event Host Organization: National Institute for Excellence in Teaching **NIET**

Key Contact Person: Stephanie Mosqueda

Mailing Address Line 1: 7333 E Doubletree Ranch Rd

Mailing Address Line 2: Suite 250

City: Scottsdale

State: AZ

Zip Code: 85258

Phone: (979) 213-2009

E-mail Address: smosqueda@niet.org

Web Address: www.niet.org

Billing Contact: Amrit Ghimire

Billing Contact Phone: (800) 575-NIET

Billing Email: accounting@niet.org

II. Event Profile

Event Name: 2025 NIET Summer Institute

Event Host Organization: National Institute for Excellence in Teaching

Event Start Date: Monday, June 23, 2025

Event End Date: Thursday, June 26, 2025

Event Location: Arizona Biltmore, 2400 E. Missouri Avenue

City: Phoenix

State: AZ

Zip Code: 85016

Facility Contact Name: Sarah Walker, Director of Events

Facility E-mail Address: Sarah.Walker@arizonabiltmore.com

Facility Website: <https://www.arizonabiltmore.com/>

NIET OVERVIEW

The National Institute for Excellence in Teaching (NIET) is a nonprofit public organization, qualified under Section 501(c)(3) of the Internal Revenue Code, to undertake education and other charitable activities, including the Annual National Conference and the NIET Summer Institute. Knowing that teacher quality is the single biggest in-school factor for student success, NIET builds educator excellence to give all students the opportunity for success.

Our vision is that every student in America is taught by an excellent teacher and supported by effective leaders every year—and that has been the foundation of our work for the past two decades. We believe intentional, sustained and high-quality investments in educators directly result in success for all students and are essential to eliminating equity gaps. We have optimism about what every teacher and student is capable of, and we see them rise to new levels of success every day. As a result, NIET is committed to raising achievement levels for all students by focusing on the most powerful lever for change: teachers and the leadership that supports them.

EVENT OBJECTIVES

The Annual NIET Summer Institute provides attendees with a wide range and selection of high-quality training, informative presentations, and engaging plenary sessions that will provide opportunities to develop and strengthen the implementation of NIET support in their respective states, districts, and schools.

ATTENDEE PROFILE

Expected Total Event Attendance: 750 people

Attendee Demographics Profile: The Annual NIET Summer Institute attracts a large and diverse audience of nearly 750 teachers, school and district administrators, boards of education, chief state school officers, distinguished education leaders, and national policy, business, and community leaders from a variety of states across the country. The two-day general conference consists of up to 6 concurrent breakout trainings in 6 time slots; a general opening session for all attendees; and daily team planning. Attendees are on their own for evenings except a potential Wednesday evening partner leader networking reception (pending final registered attendees). **This RFP is only for the ballroom, general sessions moments.**

VENDOR SCHEDULE

Move-in Begin Date:

Monday, June 23, 2025

Move-in End Date:

Monday, June 23, 2025

Move-in Begin Time:

7:00 AM

Move-in End Time:

12:00 PM

Main Event**Move-out Begin Date:**

Thursday, June 26 2025

Move-out End Date:

Friday, June 27, 2025

Move-out Begin Time:

2:00 PM

Move-out End Time:

5:00 PM

III. Requirements

STATEMENT OF NEED

NIET seeks to partner with an audio-visual vendor who can support production needs **for general sessions** during the 2025 NIET Summer Institute. Interested vendors should submit a detailed proposal addressing costs for the following services: audio, video, lighting; scenic; vendor labor/travel and expenses.

Executed contracts will cover the 2025 NIET Summer Institute only and do not reflect commitments for service for any future events.

BALLROOM REQUIREMENTS (1)

The McArthur Ballroom will be used for 3 general sessions with an estimated audience of 750 people. There will be an opening general session and two lunch sessions from Tuesday morning to Wednesday afternoon. These sessions will include some or all these features: keynote speeches, panels presentations, and videos aired on large screens. Vendor responsibilities include lighting, sound, AV playback, and projection.

We will use one podium that allows space for speaker's notes, two microphones, and a reading light. The vendor will provide a full production crew for the ballroom sessions.



GENERAL FUNCTION REQUIREMENTS:

- There is a standard set for the general session (see room diagram).
- AV vendor will manage stage set and production during general sessions/luncheons, as well as pre-planning with NIET logistics team.
- Rehearsals for the general sessions are required on Monday, June 23, beginning at 12 pm local time.

Agenda/Diagrams: 2025 NIET Summer Institute tentative schedule is attached; NIET will provide a detailed diagram including recording and AV set-up for all rooms.

Attachments:

The following documents are attached to this RFP:

1. Tentative conference schedule of events
2. Room diagram with AV placements

IV. Proposal Specifications

NIET expects that work will be performed professionally and according to the schedule. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person listed in Section I.

Required Information/Submissions to qualify for this RFP:

- Standard sales kit for the company
- An equipment list indicating the number available of each type of equipment, the cost of rental, duration, and any discounts that can apply
- Any travel costs associated with the agreement should be included in the submission and will not be reimbursed if not included in the submission
- Electronic submission of the company and event information through [this form link](#).

Questions:

Direct all questions and requests for additional information regarding this RFP to: Stephanie Mosqueda, smosqueda@niet.org, and Brian Roth, broth@mff.org.

Please note: The vendor is solely responsible for expenses related to preparing and completing a response to this RFP.

Decision-Making Process:

Final Decision Maker: Dr. Joshua H. Barnett, Chief Executive Officer

There may be a preliminary cut with a second review of finalists.

Timeline:

- RFP Published Date: Monday, March 24, 2025
- Amended RFP Posted Tuesday, April 15, 2025
- Proposal Due Date and Time: Friday, April 18, 2025, by 5:00 pm CST
- NIET Review Period: April 21-25, 2025
- Tentative Decision Announcement: On or before Monday, April 28, 2025
- Contract Secured: On or before Wednesday, May 7, 2025

Decision Notification Method: Email

Key Decision Factors:

Selection is based on the following criteria, rated by the percentage of how they will play a role in proposal evaluation:

Decision Factor	Percent
Ability of vendor to provide a high level of service	25%
Overall cost of services (including travel, shipping of equipment, and labor)	25%
Availability of required equipment (including age and types of equipment to be provided)	20%
Staff Experience	20%
Recommendations from previous and existing clients	10%

Additional Information about RFP responses:

- The proposal with the lowest dollar amount will not necessarily be considered the best.
- Incomplete and/or late responses will not be considered.
- Responses must be emailed to Stephanie Mosqueda, smosqueda@niet.org, and Brian Roth, broth@mff.org.

NIET 2025

SUMMER INSTITUTE

25 YEARS OF IMPACT

2025 NIET Summer Institute

25 Years of Impact

Arizona Biltmore

Phoenix, AZ

Tuesday, June 24, to Wednesday, June 25, 2025

Internal Agenda

Monday, June 23	11:00 am – 12:00 pm	Team Kick-off Meeting
	12:30 pm – 1:30 pm	Team Lunch
	2:00 pm – 5:00 pm	Rehearsals
	6:00 pm – 7:00 pm	Staff Reception
	3:00 pm – 7:00 pm	Registration
Tuesday, June 24	7:30 am - 3:30 pm	Registration
	7:30 am - 8:30 am	Coffee Break
	8:30 am - 9:15 am	NSI Welcome & Opening
	9:30 am - 12:00 pm	Session Block A- Deep Dive Session
	12:15 pm - 1:15 pm	Lunch
	1:30 pm - 2:30 pm	Session Block B- Team Reflection and Application
	2:45 pm - 4:15 pm	Session Block C- Breakout 1
Wednesday, June 25	4:30 pm - 5:30 pm	Partner Leader Reception
	7:30 am - 8:30 am	Coffee Break
	8:30 am - 10:00 am	Session Block D- Breakout 2
	10:15 am - 11:45 am	Session Block E- Breakout 3
	12:00 pm - 1:00 pm	Lunch and closing
	1:15 pm - 3:15 pm	Session Block F- Team Reflection and Application
	3:15 pm	General NSI Concludes
	3:45 pm - 4:15 pm	NIET Internal Team Closing and Debrief
	1:00 pm – 5:00 pm	Director's Meeting
Thursday, June 26	7:30 am - 8:30 am	Coffee Break
	8:30 am – 5:30 pm	Director's Meeting

