



NATIONAL INSTITUTE FOR
EXCELLENCE IN TEACHING

**RFP
FOR AV**

2027

Event and Event Dates: National Conference 02/22/27-02/26/27

Attendee Dates: 02/25/27-02/26/27

Address: 1501 Gaylord Trail, Grapevine, TX 76051

RELEASED:
9/24/2026

DEADLINE TO SUBMIT:
10/19/2026

AUDIO VISUAL – REQUEST FOR PROPOSAL

I. Contact Information

Event Name: 2027 NIET National Conference

Event Host Organization: National Institute for Excellence in Teaching (NIET)

Key Contact Person: Stephanie Mosqueda

Mailing Address Line 1: 7333 E Doubletree Ranch Rd, 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

Contact Phone: (800) 575-NIET

Email: accounting@niet.org

II. Event Profile

Event Name: 2027 National Conference

Event Host Organization: National Institute for Excellence in Teaching

Event Start Date: 2/25/27

Event End Date: 2/26/27

Event Location: Gaylord Texan

City: Grapevine **State:** Texas **Zip Code:** 76051

Facility Contact Name: Amanda Pledger

Facility E-mail Address: Apledger@gaylordhotels.com

Facility Website: [Gaylord Texan Resort & Convention Center \(Official Site\)](#)

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 National Conference 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: 1500 Attendees

Attendee Demographics Profile: The Annual National Conference attracts a large and diverse audience of nearly 1500 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.

Agenda Summary:

Mon, Feb 22 – Access Time – Tate Ballroom 6-10 and B Corridor

Tues, Feb 23 – Set Day - General Session and All Breakouts/Reception Spaces; 6am Access Time for Mesilla 1-2 and High Plains 1; 3pm Access Time for All Other Breakouts; TBD Access Time for Tate 1-5 and A Corridor; **All Rooms 100% by end of day Tuesday.**

Wed, Feb 24 – Full day of rehearsals in Tate Ballroom and all breakout rooms; Mesilla 1 in session at 2pm; Mesilla 2 in session at 4pm; One Staff Welcome Reception

Thurs, Feb 25 – Two General Sessions in Tate Ballroom; Three Breakout Meetings – all breakout rooms; All

Attendee Reception in Tate Foyer/Grapevine Terrace

Fri, Feb 26 – Two General Sessions in Tate Ballroom; Three Breakout Meetings – all breakouts; Closing Staff Reception in Mission Plaza

In addition to the General Session in the Tate Ballroom, there will be up to 17 concurrent breakout sessions, including Mesilla 1-2 on Thursday and Friday. The RFP covers General Sessions, Breakout Sessions, Receptions and Registration.

III. Requirements

STATEMENT OF NEED

NIET seeks to partner with an audio-visual vendor who can support the production needs of the 2027 National Conference. Interested vendors should submit a detailed proposal addressing costs for the following services: audio, video, lighting; vendor labor/travel and expenses.

Executed contracts will cover the 2027 NIET National Conference only and do not reflect commitments for service for any future events.

BALLROOM REQUIREMENTS

The Tate Ballroom will be used for up to 4 general sessions (2 morning sessions, 2 lunch sessions) with an estimated audience of 1500 people. Sessions will include keynotes, panels, slides and video playback. Gear and labor provided by NIET, as well as what is needed from the AV vendor, are listed below, and outlined on the Conference Plans. Both lunch sessions (Thursday Awards & Recognition Luncheon and Friday Attendee Lunch) include program content and require full show support.

Preliminary Conference Plans:

- Detailed Conference Plans for all Rooms – please use this for gear needs in all rooms – [2027 NIET Conference Plan Set 18SEP2026.pdf](#)

Load In – Tue, Feb 23 (Early Access Mon, Feb 22: Tate Ballroom 6-10 and B Corridor)

Load Out – Fri, Feb 26, 2pm for General Session; 4:30pm for Breakouts

Note: On the bid, please itemize all gear with associated cost. Also, please list NIET provided gear as client provided. Use the attached Bid Form for all pricing.

Scope Responsibilities (All Rooms):

- Content: NIET provides and operates all show content, including graphics, video playback, presenter laptops, and camera switching.
- Systems and connectivity: The AV vendor provides all major system gear and all signal cabling, distribution, and conversion needed to connect NIET-provided equipment to vendor systems. This includes LED wall processing, projection, laptop video and audio connections in every room, and audio feeds to NIET video switchers.
- Staging: Stage risers and stairs are provided by the hotel. The AV vendor provides stage carpet, skirting, and drape as listed for each room.
- Support and power: Ground support is not a venue exclusive. In your proposal, describe how the LED wall, screens, and projectors will be supported and powered.
- Venue fees: Include any in-house venue charges (power, rigging if used, patch or house fees, outside-vendor fees) in the bid, or list them clearly as excluded.
- RF coordination: The vendor's RF engineer coordinates frequencies building-wide for all vendor wireless microphones and NIET wireless comms.

Room Schedule:				
Room	Access / Set	Rehearsal	Show / In Use	Load Out
General Session				
Tate Ballroom	Early access Mon 2/22 (Tate 6-10 and B Corridor); set Tue 2/23	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 2:00 pm
Breakout Rooms (17)				
High Plains 1 (Bubble Room)	Tue 2/23 (6:00 am access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
High Plains 2	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
High Plains 3	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Escondido 1 (Panel Room)	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Escondido 2	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Escondido 3	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Mesilla 1	Tue 2/23 (6:00 am access)	—	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Mesilla 2	Tue 2/23 (6:00 am access)	—	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
San Saba 1	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
San Saba 2	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
San Saba 3	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
San Saba 4	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Texoma 1	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Texoma 2	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Texoma 3	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Davis 2	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Davis 3	Tue 2/23 (3:00 pm access)	Wed 2/24	Thu–Fri 2/25–26	Fri 2/26, 4:30 pm
Meeting Rooms				
Mesilla 1 – Partnership Pre-Conference Session	Tue 2/23 (6:00 am access)	—	Wed 2/24, 2:00–4:00 pm	—

Room Schedule:				
Room	Access / Set	Rehearsal	Show / In Use	Load Out
Registration Area	Tue 2/23	—	Wed 2/24, 2:00–6:00 pm; Thu 2/25, 7:00 am–3:00 pm	TBD
Receptions				
Mesilla 2 – Partnership Reception	Tue 2/23 (6:00 am access)	—	Wed 2/24, 4:00–5:00 pm	—
Tate Ballroom Foyer and Grapevine Terrace – Attendee Networking Reception	Tue 2/23	—	Thu 2/25, 4:30–5:30 pm	TBD
Mission Plaza – Closing Staff Reception	Fri 2/26 (time TBD)	—	Fri 2/26, 4:30–6:30 pm	TBD

Equipment and Labor:

General Session (Tate Ballroom)

- set Tues, Feb 23; rehearsals Wed, Feb 24; show Thurs-Fri, Feb 25-26

NIET to Provide:

Gear:

- 3 PTZ Cameras and Stands
- Video Switcher
- Lectern Mics
- Media Management
- LED Uplights for Ballroom Room/Walls (room uplighting only – stage uplighting is by AV vendor)
- Stage Lectern
- Wireless Comms
- Video Playback and Graphics Computers
- DSM Stands

Labor:

- Show Producer
- Show Caller
- Camera Operator
- Graphics Operator
- Video Playback Operator

AV Vendor to Provide:

Gear:

- LED Wall, spec'd per diagram - 67'3" x 14'9" LED wall (41 panels wide by 9 panels high, 500mm LED panels)
- Audio system designed by vendor for full, even coverage of the room per diagram (up to 1,500 guests), including any fills, delays, and stage monitors required; describe the proposed system in the bid
- 8 Channel Wireless Microphone Combo Pack
- Audio Mixer
- Two screens, spec'd per diagram
- Two projectors, 18k lumens or higher
- All pipe and drape, tech drape, skirting for screens
- Stage carpet
- Show Lighting
- 3 DSM's, spec'd per diagram
- LED Uplights for Stage (stage uplighting only – room/wall uplighting is provided by NIET)

Labor:

- A1
- A2 (mic wrangling)
- Lighting Director
- LED Wall Tech
- All set/strike labor

High Plains 1 (Bubble Room):

- set Tues, Feb 23 (6am access); rehearsals Wed, Feb 24; show Thurs-Fri, Feb 25-26

NIET to Provide:

Gear:

- 3 PTZ Cameras and Stands
- Video Switcher

Labor:

- Room Producer/Camera Operator

AV Vendor to Provide:

Gear:

- 2 Channel Wireless Microphone Combo Pack
- 12 Push to Talk Mics
- Audio Mixer, with audio feed to NIET video switcher
- Speakers
- Stage Carpeting
- All Pipe and Drape and Tech Drape
- Screen and Projector, spec'd per diagram
- Stage Wash

Labor –

- A1
- Set/Strike Labor

Escondido 1 (Panel Room)

- set Tues, Feb 23 (3pm access); rehearsals Wed, Feb 24; show Thurs-Fri, Feb 25-26

NIET to Provide:

Gear:

- 3 PTZ Cameras and Stands
- Video Switcher

Labor:

- Room Producer/Camera Operator

AV Vendor to Provide:

Gear:

- Speakers
- 6 Channel Wireless Microphone Combo Pack
- Audio Mixer, with audio feed to NIET video switcher
- Screen and Projector, spec'd per diagram

- Stage Carpeting
- All Pipe and Drape and Tech Drape
- Lighting

Labor –

- A1
- Set/Strike Labor

Registration Area:

AV Vendor to Provide:

- Pipe and Drape, per diagram

Mesilla 1-2 (Pre-Conference Session and Reception Wed; Breakouts Thu-Fri)

- Set Tues, Feb 23; Show Wed-Fri, Feb 24-26

AV Vendor to Provide:

Gear:

- Speakers
- 2 Wireless Microphone Combo Pack

Screen/Projector, spec'd per diagram

All Other Breakouts:

Rooms: (set Tues, Feb 23, 3pm access; rehearsals Wed, Feb 24; show Thurs-Fri, Feb 25-26)

San Saba 1, San Saba 2, San Saba 3, San Saba 4

Escondido 2, Escondido 3

Texoma 1, Texoma 2, Texoma 3

Davis 2, Davis 3

High Plains 2, High Plains 3

AV Vendor to Provide:

Gear:

- Speakers
- 2 Wireless Microphone Combo Pack
- Screen/Projector, spec'd per diagram

Labor:

- 3 floating techs during show (NIET will also provide 2 floating breakout techs)
- 1 RF Engineer (building-wide; see Scope Responsibilities)
- All Set/Strike Labor

Tate Ballroom Foyer and Grapevine Terrace:

- Set Tues, Feb 23, Reception Thurs, Feb 25

Gear:

- Speakers per diagram
- Playback provided by NIET (no vendor playback required)

Mission Plaza:

- Set Friday, Feb 26, Reception Friday, Feb 26

Gear:

- Speakers/Microphones per diagram
- Playback provided by NIET (no vendor playback required)

No Vendor AV Required:

- NIET Team Welcome Reception – Wed, Feb 24
- Partner Leader Reception – Thurs, Feb 25
- NIET Interviews – Thurs-Fri, Feb 25-26

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
- Completed Bid Form (attached), itemized by room and by day, with labor separate from

equipment and with travel, shipping, venue fees, service charges, sales tax, and any nonprofit discount each shown as separate lines

- Frequency coordination plan covering all vendor wireless microphones and NIET wireless comms
- Certificate of insurance naming NIET and the Gaylord Texan Resort & Convention Center as additional insured
- Completed W-9
- Deposit and payment terms
- Cancellation and force majeure terms
- Nonprofit discount offered, if any (NIET is a 501(c)(3) organization)
- Required for all proposals: 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.

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: 09/24/2026
- Proposal Due Date and Time: 10/19/2026, 05:00 PM (Pacific Time)
- NIET Review Period: 10/20/2026 – 10/30/2026
- Tentative Decision Announcement: 11/6/2026
- Contract Secured: 11/13/2026

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.
- Proposals must be emailed to Stephanie Mosqueda, smosqueda@niet.org. The electronic submission form is also required; a proposal is complete only when both the email and the form are received by the deadline.

Monday, February 22, 2027- Friday, February 26, 2027
Internal Agenda

Monday, February 22

12:00 p.m.- 8:00 p.m.	NIET Leadership and Event Support Staff Arrivals, Materials Receiving, and Office Organization
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Tuesday, February 23

8:00 a.m. – 6:00 p.m.	Ballroom, Registration, and Breakouts Setup Remaining of NIET Team Arrivals Pre-Conference Attendee Team Arrivals
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Wednesday, February 24

8:00 a.m. – 1:00 p.m.	NIET Headshots
8:00 a.m. – 9:00 a.m.	NIET Facilitator's Kickoff Meeting
9:00 a.m. – 5:00 p.m.	Facilitator's Breakout Rehearsals
11:00 a.m. – 1:00 p.m.	CEO Ballroom Rehearsal
12:00 p.m. – 1:30 p.m.	Staff Lunch (Buffet)
2:00 p.m. – 6:00 p.m.	Registration
2:00 p.m. – 4:00 p.m.	Partnership Pre-Conference Event
4:00 p.m. – 5:00 p.m.	Partnership Reception
5:30 p.m. – 6:30 p.m.	NIET Team Welcome Reception
7:00 p.m. – 8:00 p.m.	Additional Ballroom Rehearsals (if needed)

Thursday, February 25 (General Event Day 1)

7:00 a.m. – 3:00 p.m.	Registration
7:00 a.m. – 3:00 p.m.	NIET Interviews
8:30 a.m. – 9:45 a.m.	Conference Welcome & Opening
10:00 a.m. – 11:15 a.m.	Breakout Session A
11:30 a.m. – 1:00 p.m.	Awards & Recognition Luncheon
1:15 p.m. – 2:30 p.m.	Breakout Session B
2:45 p.m. – 4:00 p.m.	Breakout Session C / Partner Leader Reception
4:30 p.m. – 5:30 p.m.	General Attendee Networking Reception

Friday, February 26 (General Event Day 2)

7:00 a.m. – 3:00 p.m.	NIET Interviews
8:00 a.m. – 9:15 a.m.	Day 2 Opening Session
9:30 a.m. – 10:45 a.m.	Breakout Session D
11:00 a.m. – 12:15 p.m.	Breakout Session E
12:30 p.m. – 1:30 p.m.	Attendee Lunch
1:45 p.m. – 3:00 p.m.	Breakout Session F
3:15 p.m. – 4:15 p.m.	Team Planning
4:15 p.m.	Conference Concludes
4:30 p.m. – 6:30 p.m.	NIET Staff Reception