RFP FOR AV VENDOR

2023 NIET National Conference
March 23-24
JW Marriott Indianapolis
10 S. West St.
Indianapolis, IN 46204

RELEASED:
Tuesday, September 27, 2022

DEADLINE TO SUBMIT:
Wednesday, October 12, 2022, by 5:00 pm CT

AUDIO VISUAL – REQUEST FOR PROPOSAL

I. Contact Information

Event Name: 2023 NIET National Conference

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

Key Contact Person: Michael Hegarty, Special Events Manager

Mailing Address Line 1: 7333 E Doubletree Ranch Rd

Mailing Address Line 2: Suite 250

City: Scottsdale

State: AZ

Zip Code: 85258

Phone: (480) 306-7773

E-mail Address: mhegarty@niet.org

Web Address: www.niet.org

Billing Contact Person: Matt Connor

Billing Contact Telephone: (800) 575-NIET

Billing Email: accounting@niet.org

II. Event Profile

Event Name: 2023 NIET National Conference

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

Event Start Date: Tuesday, March 21, 2023

Event End Date: Friday, March 24, 2023

Event Location: JW Marriott Indianapolis, 10 S. West St.

City: Indianapolis

State: IN

Zip Code: 46204

Facility Contact Name: Ramiro Rincones

Facility E-mail Address: ramiro.rincones@whitelodging.com

Facility Website: JW Marriott Indianapolis

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. 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 National Conference provides attendees with a wide range and selection of high-quality trainings, informative presentations, and engaging plenary sessions that will provide opportunities to develop and strengthen the implementation of NIET support in their respective state, district, and schools. Additionally, business leaders, policy makers, and other VIPs will be afforded the opportunity to participate and gain a better understanding of the impact of NIET.

ATTENDEE PROFILE

Expected Total Event Attendance: 1,200 people

Attendee Demographics Profile: The Annual NIET National Conference attracts a large and diverse audience of nearly 1,200 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 conference consists of: up to 12 concurrent breakout trainings and panels in six time slots; a general opening session for all attendees; and daily group luncheons that involve keynote speakers and award presentations. Attendees are on their own for evenings.

VENDOR SCHEDULE

Move-in Begin Date:	**Move-in End Date**:
Tuesday, March 21, 2023	Wednesday, March 22, 2023
Move-in Begin Time:	**Move-in End Time:**
6:00 AM	12:00 PM
Move-out Begin Date:	**Move-out End Date**:
Friday, March 24, 2023	Friday, March 24, 2023
Move-out Begin Time:	**Move-out End Time:**
1:30 PM	11:59 PM

III. Requirements

STATEMENT OF NEED

NIET seeks to partner with an audio visual vendor who can support production needs for general sessions and breakout meetings during the 2023 NIET National Conference. Interested vendors should submit a detailed proposal addressing costs for the following services: audio, projection, video and computer equipment; staging and lighting; conference theme creative, set design and engineering; stage scenery and setting, sets and soft goods; show management/production, and labor; vendor travel and expenses.

Executed contracts will cover the 2023 NIET National Conference only and do not reflect commitments for service for any future events.

BALLROOM REQUIREMENTS (1)

JW Grand Ballroom 5-6 will be used for an opening session on Thursday and luncheons on both Thursday and Friday for an estimated audience of 1,200 people. These events will include some or all of these features: keynote speeches, presentations, videos aired on large screens, panels, and/or award presentations. Vendor responsibilities include: set design, staging, lighting, sound, two podiums, five panelist chairs, and a full production crew to manage and produce the speakers/presentations in the main ballroom (opening session and both luncheons).

TRAINING SESSION ROOMS (up to 12)

Up to 12 breakout rooms will run training sessions concurrently Thursday and Friday. Breakouts will be set in rounds of 10 chairs per table for an audience of 50-120 attendees per room. Each breakout room will need to be equipped with a projector/screen, laptop, sound for video playback, and handheld/lav mics. These rooms may be in Grand 1-4, Grand 7-10, Rms 304-306, Rms 309-310, and/or White River G-J.

Of these rooms, two may be set up in this style:

1) Theater-style for panels and an estimated audience of 110 people. Besides the equipment above, this room will also include a stage, podium, five panelists chairs, podium with microphone, and three hand-held microphones. Tech staff will need to be in room during these sessions to manage the audio/video aspects.
2) Bubble room with conference table for 6-12 people on raised (12-18 inch) platform, with theater-style seating for 150 in a u-shape surrounding the conference table, along with video screen, projector, sound, tabletop mics for meeting participants, and two hand-held mics for facilitators. Tech staff will need to be in room during these sessions to manage the audio/video aspects.

MEETING ROOMS (3)

Up to three meeting rooms may be utilized in conference table settings, and may need sound, projector/monitor for groups of 12-30 people per room.

PRE-CONFERENCE MEETING (1)

On Wednesday, March 22 afternoon for approximately 3 hours, AV support (projector/screen, podium, audio and attendant) will be required for a private meeting for approximately 50 people in room TBD.

RECEPTIONS (1)

Additionally, AV support (projector/screen, podium, audio and attendant) will be required for a private late afternoon/evening reception on March 24 for approximately 100 staff members in room TBD.

GENERAL FUNCTION REQUIREMENTS:

- There is a standard set for meeting rooms.
- AV vendor will manage stage set and production during general sessions/luncheons, as well as pre-planning with NIET logistics team.
- Audio/Video recording is required for the general sessions and luncheon programs.
- Rehearsals for general sessions and luncheons are required on-site on Wednesday March 22.

Agenda: 2023 NIET National Conference schedule is being developed; a copy from our 2022 National Conference is attached. NIET provides detailed diagrams including meeting and AV set-up for all rooms.

Timelines will be provided for general session/luncheon presentations in the main ballroom and reception room where AV is required.

Other Specific Requirements:

Videotaping – all general sessions and luncheon programs in ballroom will need to be videotaped for future use. NIET will need to receive all the footage at the conclusion of the conference. Additionally, video footage of the awards luncheon winners will need to be provided in mp4 format immediately following that program.

Additional Branding Needs, such as:

- Stage backdrop
- Podium(s) artwork
- GOBOs/wall projections

Attachments:
The following documents are attached to this RFP:

1. Conference Agenda for 2022

2. Estimated conference room specs

IV. Proposal Specifications

NIET expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person named in Section I.

Required Attachments/Submissions to qualify for this RFP:

- Documents to be emailed:

  - 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

  - Electronic submission of the company and event information through this Google form.

Questions:
Direct all questions and requests for additional information regarding this RFP to: Michael Hegarty, mhegarty@niet.org.
Please note: expenses related to the preparation and completion of a response to this RFP is the sole responsibility of the vendor.

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, September 26, 2022
- Proposal Due Date and Time: Wednesday, October 12, by 5:00 pm CST
- Tentative Decision Date: Friday, October 28, 2022
- Approximate Date of Site Inspection: November/December 2022

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 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 as the best proposal.
- Incomplete and/or late responses will not be considered.
- Responses must be emailed to Michael Hegarty at mhegarty@niet.org

ATTACHMENT 1

21st Annual NIET National Conference

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Wednesday, March 9 to Friday, March 11, 2022

Wednesday, March 9	2:00 pm – 7:00 pm	Registration
	3:00 pm – 5:00 pm	Pre-conference Meeting
	6:00 pm – 6:30 pm	Staff Welcome
Thursday, March 10	7:00 am – 5:00 pm	Registration
	8:30 am – 10:00 am	Conference Welcome & Opening
	10:15 am – 11:45 am	Breakout Session A
	12:00 pm – 1:30 pm	Awards & Recognition Luncheon
	1:45 pm – 3:15 pm	Breakout Session B
	3:30 pm – 5:00 pm	Breakout Session C
Friday, March 11	8:30 am – 10:00 am	Breakout Session D
	10:15 am – 11:45 am	Breakout Session E
	12:00 pm – 1:15 pm	Conference Luncheon
	1:30 pm – 3:00 pm	Breakout Session F/Team Planning
	3:00 pm	Conference Concludes
	3:00 pm – 5:00 pm	Staff Recap Reception

ATTACHMENT 2

Anticipated set-up by rooms for opening/luncheon, training and meeting rooms.

Function	Cap	Set Up	Comments
Luncheon/Keynotes	1200	round tables of 10	full production: stage, lighting, sound/podium mic/wireless mics, backdrop, 2 projectors/screens, 2 podiums, 2 cameras, producer
Panel Room	110	theater	stage, podium, 5 chairs, lighting (if necessary)
Training Rm 1	120	rounds, chairs	projector, screen, sound, mic
Training Rm 2	120	rounds, chairs	projector, screen, sound, mic
Training Rm 3	120	rounds, chairs	projector, screen, sound, mic
Training Rm 4	120	rounds, chairs	projector, screen, sound, mic
Training Rm 5	120	rounds, chairs	projector, screen, sound, mic
Training Rm 6	120	rounds, chairs	projector, screen, sound, mic
Training Rm 7	120	rounds, chairs	projector, screen, sound, mic
Training Rm 8	120	rounds, chairs	projector, screen, sound, mic
Training Rm 9	60	rounds, chairs	projector, screen, sound, mic
Training Rm 10	60	rounds, chairs	projector, screen, sound, mic
Training Rm 11	60	rounds, chairs	projector, screen, sound, mic
Training Rm 12	60	rounds, chairs	projector, screen, sound, mic
Bubble Room	150	Stage in middle, theater seating	Stage, projector, sound, table mics + handheld mic, AV tech
Meeting Rm 1	30	conference square	monitor, sound
Meeting Rm 2	24	u-shape	monitor, sound
Meeting Rm 3	12	conference table	monitor, sound
Reception	100	high tops, buffet tables	small stage, podium, lighting, monitor, mic