

# NIET

NATIONAL INSTITUTE FOR  
EXCELLENCE IN TEACHING

## **RFP FOR AV VENDOR**

2024 NIET National Conference

February 28 - March 01

Gaylord Texan Resort

1501 Gaylord Trail,

Grapevine, TX 76051

RELEASED: October 31,  
2023

DEADLINE TO SUBMIT:  
December 6, 2023

# AUDIO VISUAL – REQUEST FOR PROPOSAL

## I. Contact Information

**Event Name:** 2024 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

**Mailing Address Line 2:** Suite 250

**City:** Scottsdale

**State:** AZ

**Zip Code:** 85258

**Phone:** (979) 213-2009

**E-mail Address:** [smosqueda@niet.org](mailto:smosqueda@niet.org)

**Web Address:** [www.niet.org](http://www.niet.org)

### **Billing Contact**

**Person:** Matt Connor

### **Billing Contact**

**Telephone:**

(800)575-NIET

**Billing Email:**

[accounting@niet.org](mailto:accounting@niet.org)

## II. Event Profile

**Event Name:** 2024 NIET National Conference

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

**Event Start Date:** Wednesday, February 28, 2024.

**Event End Date:** Friday, March 01, 2024.

**Event Location:** Gaylord Texan Resort

**City:** Grapevine

**State:** TX

**Zip Code:** 76051

**Facility Contact Name:** Michael Chapman

**Facility E-mail Address:** [MChapman@GaylordHotels.com](mailto:MChapman@GaylordHotels.com)

**Facility Website:** <https://www.marriott.com/en-us/hotels/dalgt-gaylord-texan-resort-and-convention-center>

## 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:** 1,400 people

**Attendee Demographics Profile:** The Annual NIET National Summer Institute attracts a large and diverse audience of nearly 1,400 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 15 concurrent breakout trainings in 6 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 with the exception of a Thursday evening networking reception.

## VENDOR SCHEDULE

**Move-in Begin Date:**

Tuesday, February 27,  
2024

**Move-in End Date:**

Tuesday, February  
27, 2024

**Move-in Begin Time:**

7:00 AM

**Move-in End Time:**

3:00 PM

**Move-out Begin Date:**

Friday March 01, 2024

**Move-out End Date:**

Friday, March 01, 2024

**Move-out Begin Time:**

3:30 PM

**Move- out End Time:**

10:00 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 2024 NIET National Conference. We invite prospective vendors to provide a comprehensive proposal that outlines the pricing for the following services: audio, video, lighting; staging and scenic design; as well as vendor labor, travel, and associated expenses. Executed contracts will cover the 2024 NIET National Conference only and do not reflect commitments for service for any future events.

## BALLROOM REQUIREMENTS (1)

The Tate Ballroom is designated for sessions expected to host approximately 1,440 attendees. The General Session will span across three key time slots: Thursday morning, Thursday lunch, and Friday lunch. These sessions may encompass a range of elements, including keynote speeches, presentations, large-screen video broadcasts, and award presentations. Vendor obligations entail the provision of staging, lighting, sound reinforcement, AV playback, projection services, and two lecterns. Additionally, the vendor is expected to supply a complete production crew to oversee all aspects of the ballroom sessions.

## TRAINING SESSION ROOMS (12)

We anticipate 12 breakout rooms to run concurrent training sessions from Wednesday through Friday. These breakouts are designed for two speakers with rounds of seating, accommodating 10 chairs per table for an audience ranging from 50 to 120 attendees in each room. Each breakout space should be equipped with a projector or screen, speakers for video playback, and two lavalier microphones for the presenters. For detailed information on equipment placement and room layout, as well as the specific schedule of events, refer to the room diagrams and the room schedule for training rooms, which include San Saba 1-4, Texoma 1-3, Mesilla 1-2, Escondido 3, and High Plains 2-3.

**Additionally, there will be two additional, larger breakout rooms –**

- 1) **Escondido 1-2** - Theater-style for panels and an estimated audience of 133 people. Besides the equipment above, this room will also include a stage, podium, five panelists chairs, podium with microphone, and three hand-held microphones. Vendor to provide crew for room.
- 2) **High Plains 1** - Bubble room with conference table for 6-12 people on raised (12-18 inch) platform, with theater-style seating for approx. 250 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. Vendor to provide crew for room.

## RECEPTIONS (3)

On Wednesday afternoon in Escondido 1-2 will host a partner reception for approximately 115 individuals. There will already be a stage and AV set up for the breakout panel listed above. Then on Wednesday and Friday evening, the Yellow Rose Ballroom and Pavilion, space will require AV support with projector/screen for AV playback, podium with microphone and two wireless handheld microphones for a private late afternoon/evening reception on March 01 for approximately 100-110 staff members.

## GENERAL FUNCTION REQUIREMENTS:

- There is a standard set for meeting rooms (see room diagrams).
- AV vendor will manage stage set and production during general sessions/luncheons, as well as pre-planning with NIET logistics team.
- Rehearsals for general sessions and luncheons are required on-site on Wednesday, February 27<sup>th</sup>.

**Agenda/Diagrams:** 2024 NIET National Conference tentative schedule is attached; NIET provides detailed diagrams including meeting 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 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 form](#).

### **Questions:**

Direct all questions and requests for additional information regarding this RFP to: Stephanie Mosqueda, smosqueda@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:**

Submitting RFP to Stephanie Mosqueda, Senior Vice President of Strategic Projects

RFP Reviewed by Michael Hillman, Vice President of Production

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: 10/31/23
- Proposal Due Date and Time: 11/28/23
- Tentative Decision Date: on or before 12/15/23

**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:

<b>Decision Factor</b>	<b>Percent</b>
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 Stephanie Mosqueda, smosqueda@niet.org.

**NIET 2024 National Conference**  
***Unleashing Teacher Leadership***  
Gaylord Texan Grapevine, Texas

**Wednesday, February 28, 2024, to Friday, March 1, 2024**

**Wednesday, February 28**

2:00 p.m. – 7:00 p.m.	Registration
2:00 p.m. – 4:00 p.m.	Partnership Meeting
4:00 p.m. – 5:00 p.m.	Partnership Reception
5:30 p.m. – 6:30 p.m.	NIET Team Welcome Reception

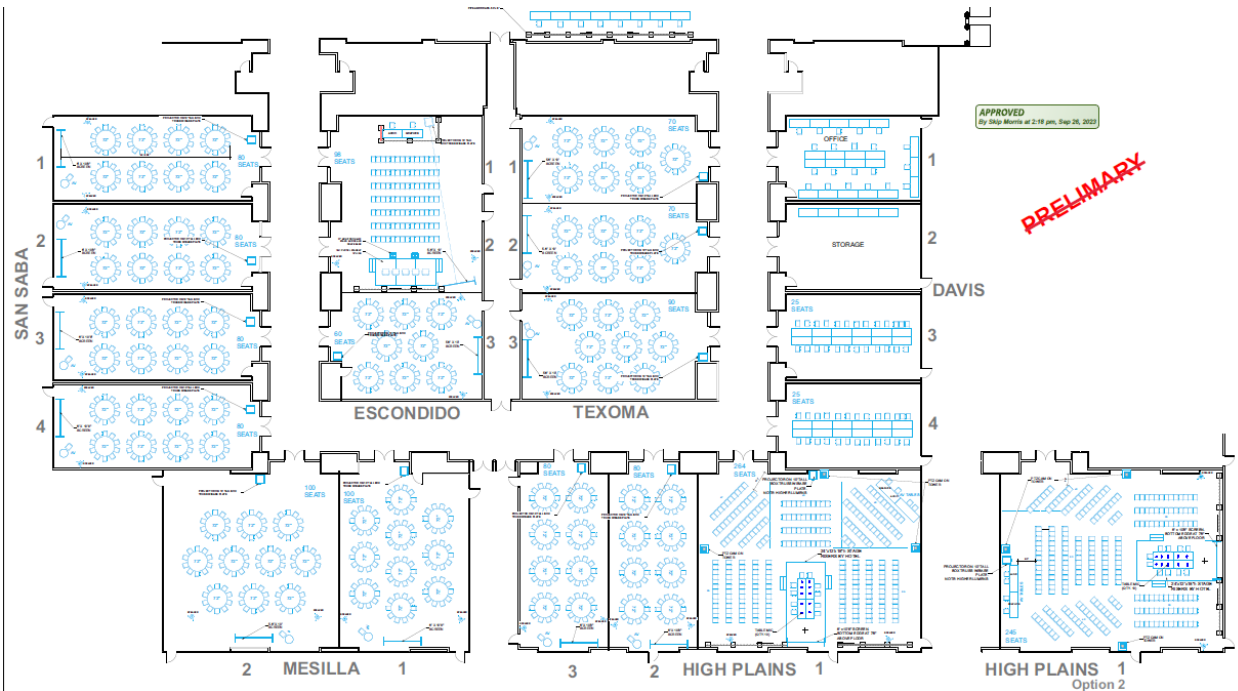
**Thursday, February 29**

7:00 a.m. – 5:00 p.m.	Registration
8:30 a.m. – 10:00 a.m.	Conference Welcome & Opening
10:15 a.m. – 11:45 a.m.	Breakout Session A
12:00 p.m. – 1:30 p.m.	Awards & Recognition Luncheon
1:45 p.m. – 3:15 p.m.	Breakout Session B
3:30 p.m. – 5:00 p.m.	Breakout Session C/Partner Reception
5:00 p.m. – 6:00 p.m.	Networking Social

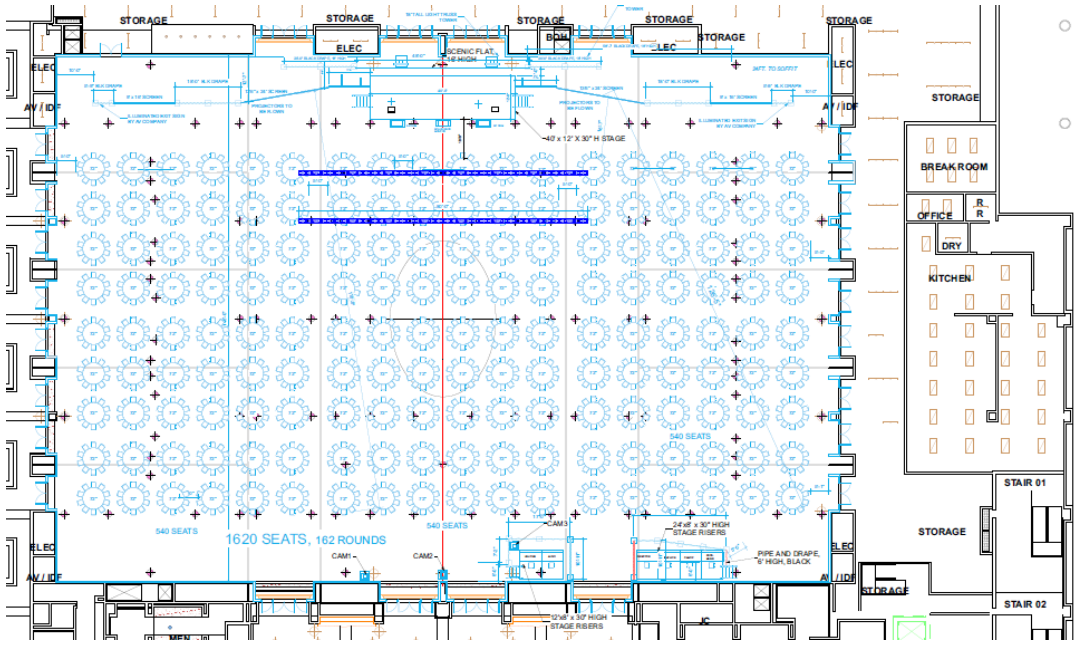
**Friday, March 1**

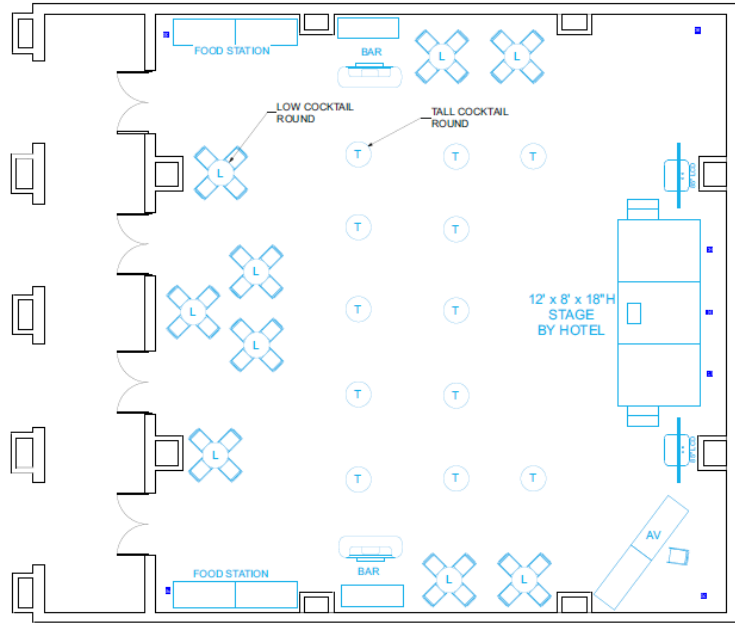
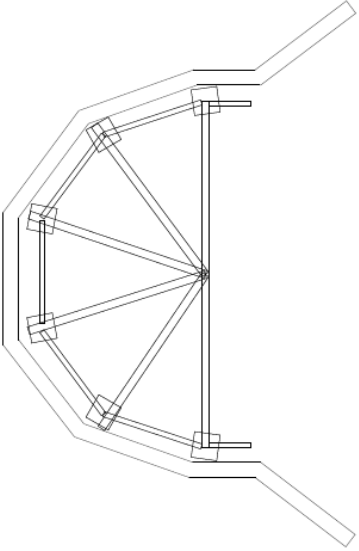
8:00 a.m. – 9:00 a.m.	Morning General Session
9:15 a.m. – 10:45 a.m.	Breakout Session D
11:00 a.m. – 12:30 p.m.	Breakout Session E
12:30 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 3:00 p.m.	Team Planning
3:00 p.m.	Conference Concludes
3:00 p.m. – 5:00 p.m.	Staff Recap Reception





<b>2024 NIET CONFERENCE</b>	
Level 1 Breakout Rooms	Date: 9/25/23
GAYLORD TEXARK, DALLAS, TX	
Event date: FEB. 27-29, MAR. 1, 2024	Scale: 3/32" = 1'-0"
Designer: G. LUNA	Sht-1
Revisions:	OF
	1





1 YELLOW ROSE BALLROOM: STAFF RECEPTION  
 Scale: 3/16" = 1'-0"