

  
**NIET**

NATIONAL INSTITUTE FOR  
EXCELLENCE IN TEACHING

## **RFP FOR AV VENDOR**

2024 NIET National Summer Institute  
June 24-28  
The Westin Kierland  
6902 E Greenway Parkway  
Scottsdale, AZ 85254

RELEASED:  
Wednesday, May 8, 2024

DEADLINE TO SUBMIT:  
Wednesday, May 22, 2024, by 5:00 pm CT

# AUDIO VISUAL – REQUEST FOR PROPOSAL

## I. Contact Information

**Event Name:** 2024 NIET National 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](mailto:smosqueda@niet.org)

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

**Billing Contact Person:** Matt Conner

**Billing Contact Telephone:** (800) 575-NIET

**Billing Email:** [accounting@niet.org](mailto:accounting@niet.org)

## II. Event Profile

**Event Name:** 2024 NIET National Summer Institute

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

**(NIET) Event Start Date:** Monday, June 24, 2024

**Event End Date:** Friday, June 28, 2024

**Event Location:** The Westin Kierland, 6902 E Greenway PKWY

**City:** Scottsdale

**State:** AZ

**Zip Code:** 85254

**Facility Contact Name:** Kim Vanderham

**Facility E-mail Address:** Kim.Vanderham@westin.com

**Facility Website:** <https://www.marriott.com/en-us/hotels/phxws-the-westin-kierland-resort-and-spa/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>

## **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 Summer Institute 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.

## **ATTENDEE PROFILE**

**Expected Total Event Attendance:** 750 people

**Attendee Demographics Profile:** The Annual NIET National 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 8 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 with the exception of a potential Wednesday evening partner leader networking reception (pending final registered attendees).

## VENDOR SCHEDULE

**Move-in Begin Date:**

Monday, June 24, 2024

**Move-in Begin Time:**

7:00 AM

**Move-in End Date:**

Monday, June 24, 2024

**Move-in End Time:**

12:00 PM

**Main Event Move-out**

**Begin Date:** Thursday,  
June 27, 2024 **Move-out**

**Begin Time:** 2:00 PM

**Move-out End Date:**

Friday, June 28, 2024

**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 and breakout meetings during the 2024 NIET National 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 2024 NIET National Summer Institute only and do not reflect commitments for service for any future events.

#### BALLROOM REQUIREMENTS (1)

The Kierland Ballroom 2-4 will be used for sessions with an estimated audience of 750 people. These sessions will include some or all of these features: keynote speeches, presentations, videos aired on large screens, and/or award presentations. Vendor responsibilities include: lighting, sound, AV playback and projection.

We will use one podium that allows for enough space for speakers notes, includes two microphones and a reading light. Vendor will provide a full production crew for all ballroom sessions.

## **TRAINING SESSION ROOMS (up to 8)**

Up to 8 breakout rooms will run training sessions concurrently Tuesday through Wednesday. Followed by 3 breakout rooms and 2 meeting rooms on Thursday and one meeting room Thursday-Friday. Breakouts will be set in rounds of 9-10 chairs per table for an audience of 70-120 attendees per room. Each breakout room will need to be equipped with a projector/screen, sound for video playback, and 2 lav and 1 handheld mics. Please refer to the room diagrams for equipment placement and spacing as well as the room schedule of events. These rooms may be in Kierland 1A, 1B, 1C, Herberger 1,2,3, 4A and 5B.

## **MEETING ROOMS (2)**

Up to two meeting rooms may be utilized in conference table settings, sound, projector/monitor for groups of 12-30 people per room. Meeting rooms are Whipple Boardroom Monday-Friday and Marian Boardroom Monday-Thursday.

## **RECEPTIONS (1)**

On Wednesday evening, the Marian Office space will require AV support with projector/screen for AV playback, podium with microphone and one wireless microphones) for a private late afternoon/evening reception on June 26th for approximately 30 partner leaders and 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 breakouts and general sessions and luncheons are required on-site on Monday June 23<sup>rd</sup>, beginning at 11am.

**Agenda/Diagrams:** 2024 NIET National Summer Institute 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](mailto:smosqueda@niet.org) and Brian Roth, [broth@mff.org](mailto:broth@mff.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: Wednesday, May 8, 2024
- Proposal Due Date and Time: Wednesday, May 22, 2024 by 5:00 pm CST
- Tentative Decision Date: On or before Thursday, May 30, 2024

**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](mailto:smosqueda@niet.org) and Brian Roth, [broth@mff.org](mailto:broth@mff.org).

**ATTACHMENT 1**

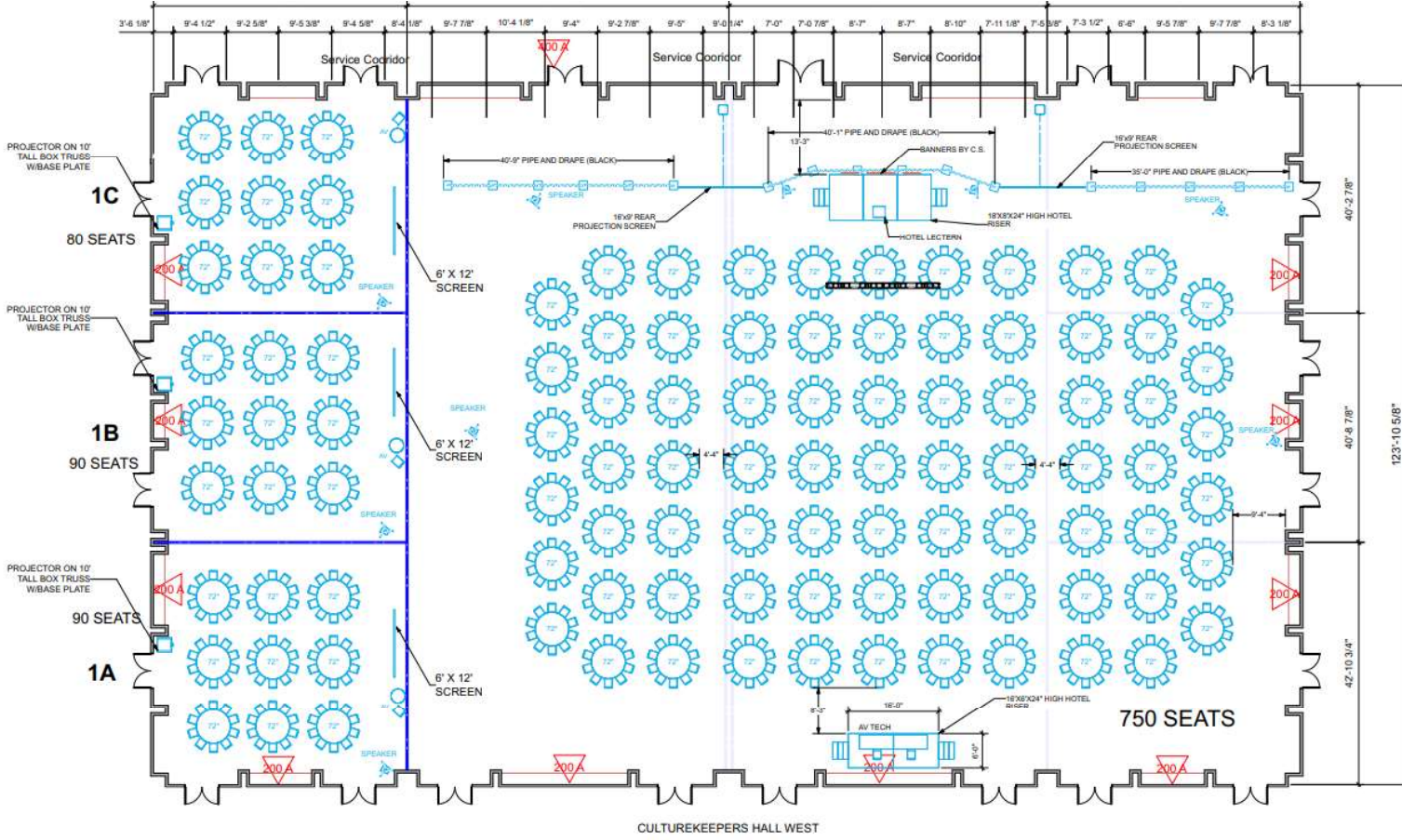


**NIET 2024 Summer Institute**  
***Unleashing Teacher Leadership***  
The Westin Kierland  
Scottsdale, AZ  
**Monday, June 24, to Thursday, June 27, 2024**  
**Internal Agenda**

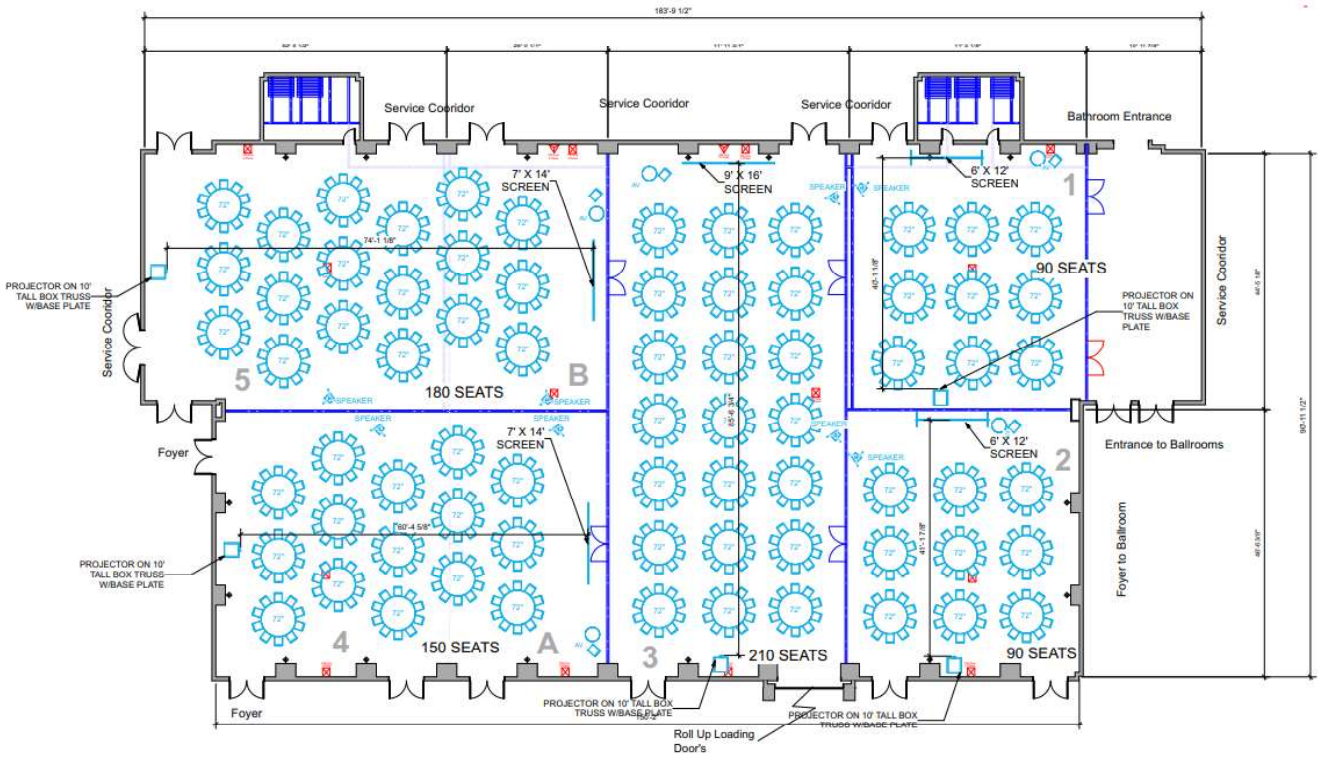
<b>Monday, June 24</b>	10:00 am	Team Kick-off Meeting
	11:00 am - 12:00 pm	Rehearsals
	12:00 pm – 1:00 pm	Team Lunch
	1:00 pm – 5:00 pm	Rehearsals
	3:00 pm – 7:00 pm	Registration
<b>Tuesday, June 25</b>	7:30 am - 3:30 pm	Registration & Information
	7:30 am - 8:30 am	Coffee Break
	8:30 am - 9:15 am	NSI 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
<b>Wednesday, June 26</b>	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
<b>Thursday, June 27</b>	7:30 am - 8:30 am	Coffee Break
	8:30 am - 12:30 pm	IMPACT Grants Special Sessions (Kierland 1A-1C)
	8:30 am – 4:30 pm	NIET Directors Meeting (Whipple Boardroom)
	12:30 pm	Day 3 of NSI concludes
<b>Friday, June 28</b>	8:30 am – 4:30 pm	NIET Directors Meeting (Whipple Boardroom)



# ATTACHMENT 2- Diagrams



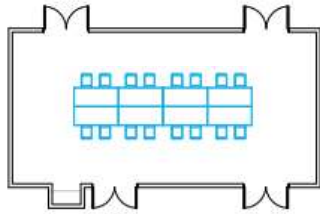
**ATTACHMENT 2- Diagrams**



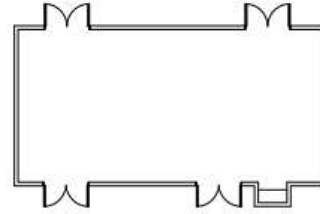
1 LOWER LEVEL: HERBERGER ROOMS  
Scale: 1/16" = 1'-0"

2024 NSI  
WESTIN KIERLAND  
LOWERLEVEL

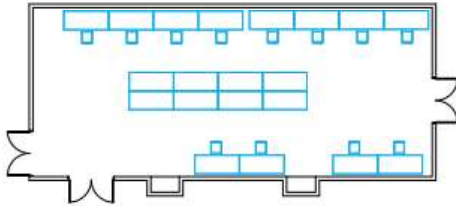
**ATTACHMENT 2- Diagrams**



2 **MERRIAM: MEETING ROOM**  
Scale: 1/16" = 1'-0"



3 **LOWELL ROOM: MCAAD INTERVIEWS**  
Scale: 1/16" = 1'-0"



4 **POWELL ROOM: STAFF OFFICE**  
Scale: 1/16" = 1'-0"