

RFP for Event Coordinator
Brightpoint Tiny House Showcase
October 13 – 15, 2017
Deadline for proposals: May 25, 2017

1. Overview

This Request for Proposal (RFP) is issued by Community Action of Northeast Indiana, Inc., dba Brightpoint. The purpose of this RFP is to establish a contract with a qualified event coordinator to execute a first-time event called the Brightpoint Tiny House Showcase. The qualified event coordinator will be responsible for overall event logistics, including day-of-event coordination, and overseeing a committee of community volunteers. For more detailed information see the Scope of Work section below.

2. Organization Overview

Community Action of Northeast Indiana, Inc., dba Brightpoint (hereinafter “Brightpoint”) is a locally-run, nonprofit agency established to “help communities, families, and individuals remove the causes and conditions of poverty.” Since 1965, we have been providing resources, helping people gain access to opportunities, and teaching them the skills they need to move into a brighter future. Every year we help over 40,000 individuals in northeast Indiana and beyond.

3. Event Description

In 2010, Brightpoint entered the housing development world with a 35-home affordable housing subdivision called Hopewell Pointe located on the southwest side of Fort Wayne, Indiana. In the following years, several other affordable housing projects were proposed, but so far none have come to fruition. In December of 2016, we began entertaining the idea of the Tiny House Showcase. In January 2017, the Brightpoint board of directors approved moving forward with the concept.

The objectives of the Brightpoint Tiny House Showcase are to:

1. Expand awareness of Brightpoint and our housing efforts as an affordable housing developer in Northeast Indiana
2. Educate and introduce the Tiny House Movement to Fort Wayne residents, city planners, and potential builders
3. Raise funds for future Brightpoint projects

Brightpoint is seeking the assistance of a professional event coordinator to work alongside our Development staff and volunteer committee members to coordinate a successful high-profile event. We are anticipating 2,000 – 3,000 attendees for this weekend event to be held October 13 – 15, 2017. The gross income goal is \$60,000 with the majority of the funds expected to come in through sponsorships.

A group of volunteers began meeting in March and subcommittees were formed for the following areas: Preview Event, Logistics, House Builders/Vendors, Marketing, Sponsorship, and Volunteers. The following is a summary list of event details that have been established so far:

- Preview Event: Friday, October 13 from 6 – 9pm
- Location: Lincoln Financial Event Center at Parkview Field
- Ticket Cost: \$40
- Speaker: Michael Anthony from Lomax – a tiny house community in upstate Indiana
- Main Event: Saturday, October 14 from 11am – 6pm; Sunday, October 15 from 11am – 4pm
- Location: Parkview Field; 1301 Ewing St; Fort Wayne, IN 46802
- Ticket Price: \$10 pre-sale (up to one week before); \$12 after that; 12 and under free with ticketed adult

4. Scope of Work

To realize the above, Brightpoint seeks an organized event coordinator to provide the following services:

General Management

- Develop a timeline and work plan
- Plan, organize, and conduct meetings
- Work with Development staff and volunteers through subcommittees to execute plan
- Utilize a project management system to organize the event that can be accessed by all involved staff and volunteers
- Meet with Development staff as needed to provide updates on progress, issues, resources and budget matters.
- Create and execute event volunteer program and training in coordination with staff and volunteer
- Submit a post-event evaluation report with recommendations

Day of Event

- Supervise all aspects of the event and coordinate the logistics and onsite supervision of the event

5. Request for Proposal Process

This RFP represents the opportunity to be involved in the delivery of the inaugural Brightpoint Tiny House Showcase. The contract is not full-time; however it will last over a period of 5 months. Brightpoint will negotiate a contractual agreement with the preferred consultant. By responding to the RFP, the applicant understands that they will be fully responsible for meeting the requirements of the RFP and will ask and execute the necessary tasks to make sure that the event is successfully completed. Brightpoint management reserves the right to accept or reject, in whole or in part, any and all submissions/responses to this RFP.

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Note that the information in this RFP represents the vision of Brightpoint for the Tiny House Showcase at this time, and is subject to change as the project moves forward.

Questions: Participants may ask questions about the RFP by sending them in writing via email to Jennie Renner (JennieRenner@mybrightpoint.org.) Participants are asked NOT to contact any other staff, volunteers, or vendors involved with this Brightpoint event.

Confidentiality: All submissions will be treated as confidential between Brightpoint and each participant. Brightpoint will not disclose their contents to other participants or the general public. Brightpoint reserves the right to discuss submissions with its consultants and related parties.

Contractual status: Brightpoint is not bound to accept any RFP. Participants should be aware that no contractual relationship with Brightpoint will arise upon submission to the RFP. All submissions become the property of Brightpoint.

All applicants must submit the following information:

1. Name and number of employees
2. Address
3. Short description of work history in planning events
4. Description of event planning services offered
5. Two professional references including contact information
6. Two event references (including description) for events of similar size/type
7. Explanation and listing of all costs and fees applicant proposes to charge for services
8. If coordinating other events in the Fort Wayne area, please address any conflict of interest related to these events

RFP Schedule

Participants in this RFP process must submit their proposal with all required information to:

Jennie Renner
Development Manager
Brightpoint
JennieRenner@mybrightpoint.org

Proposals must be received by May 25, 2017 at 5pm EST. No proposals will be accepted after that time.

This schedule of events represents Brightpoint's best estimate of the schedule that will be followed for this RFP. If a component of this schedule, such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days. The approximate RFP schedule is as follows:

- RFP issued: May 5, 2017
- Proposals Due: May 25
- Review of Proposals: May 31
- Intent to Award Contract: June 5