ADVERTISEMENT

Professional Services
REQUEST FOR PROPOSAL
Columbus Recreation & Parks Department

Proposals will be received at the Columbus Recreation and Parks Department Administrative Office, 1111 E. Broad Street, Suite 101, Columbus, OH 43205 to the attention of Terri Marshall, Development Office, until 5:00 P.M., Friday, February 12, 2016 for:

SPONSORSHIP INVENTORY AND VALUATION

A qualified consultant to compile a comprehensive inventory of Columbus Recreation and Parks sponsorship assets and complete valuation of inventory assets according to accepted industry standards.

Ten (10) copies of each proposal are required for submittal and a digital copy on disk. Please limit your response to no more than 10 standard pages. Resumes and references are not included in the 10-page limit.

Initial screening will be based on the following criteria:

- Consultant's capabilities and history demonstrate experience completing sponsorship asset inventory and valuations; creating sellable sponsorship packages/plans and facilitating national sponsor relationships.
- Quality of work and experience previously performed by the consultant for municipalities, recreation and parks programs and other previous clients with sponsorship asset inventory, valuation, packaging and ability to provide and facilitate national sponsor contacts.
- Consultant's methodology for completing the project.
- Qualifications of key personnel who will be involved with this project.
- Documented return on investment (ROI).

Interested firms should apply to the Recreation and Parks Department with the following information:

- A cover letter/statement indicating the firm's interest in the project and highlighting its qualifications to perform the project including firm name, address, telephone number, e-mail, FIN tax ID, and contact person. The year firm established.

- A description of the firm's approach to completing the inventory and valuation; sponsorship packaging and national sponsor engagement as well as overall plan and ROI.

- The firm's capabilities and experience in sponsorship inventory and valuation including specific example of municipalities and recreation and parks programs. Provide a minimum of three references from the past seven years. References should include organization, contact person, email and telephone number.

- The firm's methodology for completing the project.

- Provide a minimum of two specific examples outlining the financial return on investment from previous recreation and parks/municipalities with which you have consulted.

- Provide the names and resumes for the key personnel who will be directly involved with this project. (limit one page for each person).

- Provide the monthly time that will be committed by each of the key staff for this project.

- List of sub consultants and other outside associates to be used by your firm. Provide their name, address, telephone number, qualifications and percentage of work to be done by each.

- List of critical tasks and timeline.

Incomplete submittals and those that do not conform to these guidelines will not be considered. All submittals will be screened for completeness of information and adherence to the above guidelines

RFP Information Packet for this project will be available on the City of Columbus Vendor Services Website (http://vendorservices.columbus.gov/e-proc/).

All questions regarding the submittal should be directed to Terri Marshall, Recreation and Parks Department, 614-645-3032 or Tlmarshall@columbus.gov.

All consultants will be subject to the provisions of the City of Columbus, Contract Compliance Program regarding equal employment opportunity.

CONTRACT COMPLIANCE REQUIREMENTS

All proposals and any resulting contracts are subject to the terms, conditions, and requirements set forth in Columbus City Code Section 3909.01, Equal Opportunity Clause. By submitting a proposal, Contractor or Subcontractor(s) agree to comply with the provisions of Article I, Title 39 in regards to contract compliance. In order for a proposal to be considered, an active Contract Compliance certification number or proof that a contract compliance application has been completed must be provided. Any questions or inquiries concerning this should be directed to the Equal Business Opportunities Commission Office, 109 N. Front Street, 4th Floor, Columbus, Ohio 43215 (614) 645-4764.

RFP CANCELLATION AND REJECTIONS

The right is reserved by the Executive Director of Recreation and Parks of the City of Columbus, Ohio to cancel the Request for Proposals, to reject any and/or all proposals, to waive technicalities, and/or to advertise for new proposals, when it is in the best interests of the City.

OTHER REQUIREMENTS

Contractors are subject to all applicable federal, state and local laws, ordinances, rules and regulations pertaining to services or products to be provided.

The format for procurement of these services will be per the relevant provisions of Columbus City Code Chapter 329.

Please be advised that proposals submitted to the City are subject to applicable federal, state, state, and local public information disclosure regulations. Requests to view a proposal will be arranged upon receipt by the City of a written request for such; therefore, any proposal may be subject to viewing by the public. If any information contained in the documents submitted is deemed proprietary in nature, the offeror is required to defend the City concerning any litigation arising from the offeror's request for confidentiality.

J. Jeffrey McNealey, President
Recreation and Parks Commission

Tony Collins, Director
Recreation and Parks Department