

The Chicago 2024 Host Committee

**REQUEST FOR PROPOSALS
FOR HOSPITALITY EVENT PLANNING SERVICES
(Delegate Welcoming Event, Media Welcoming Event &
Volunteer Appreciation Event)**

DATE: December 1, 2023

Submission Deadline: Monday, January 8th, 2024

Confidentiality Statement: By responding to this Request for proposals, each submitter on behalf of itself and its officers and employees, agrees that any and all discussions and negotiations with Development Now for Chicago remain strictly confidential. Submitter shall not at any time, in any fashion, form or manner, either directly or indirectly, disclose or communicate to any person or entity, including but not limited to any non-public or proprietary information concerning Development Now for Chicago, the Democratic National Convention Committee, their operations or programs, the 2024 Democratic National Convention, or any other information concerning contracts, proposals, policies, and/or terms and conditions of any agreement entered into or negotiated with Development Now for Chicago. Furthermore, Bidder, its employees and agents cannot communicate with the press on any matter whatsoever related to Development Now for Chicago or the Democratic National Convention Committee without the express, written consent of an authorized representative of the Development Now for Chicago.

Contents

I.	3
II.	4
A.	4
B.	4
C.	5
E.	5
F.	5
G.	5
H.	5
I.	6
a.	7
J.	7
a.	7
b.	9
c.	9
d.	9
K.	11
L.	12

I. OVERVIEW

In August 2024, the City of Chicago will welcome over 50,000 guests to the 48th Democratic National Convention (the “Convention”). The 2024 Democratic National Convention Committee (“DNCC”), an arm of the Democratic National Committee, and Development Now for Chicago (the “Host Committee”), a local nonprofit organization, work together to plan and organize the 2024 Convention for the official nomination of the Democratic presidential and vice-presidential candidates. The Convention proceedings will take place the week of August 19, 2024, at the United Center (“United Center”). McCormick Place (“Convention Center”) will be used for other Convention-related meetings and events, as will potentially other locations in and around Chicago.

Development Now for Chicago, an Illinois nonprofit, nonstock corporation, serves as the Host Committee for the Convention. The Host Committee is responsible for funding and organizing the hosting of the Convention, including sponsoring major hospitality and welcoming events.

Through this Request for Proposals (“RFP”), the Host Committee seeks comprehensive proposals from suitably qualified individuals or companies (“Bidders”) to provide event planning services for **one, two or all three** of the following three major hospitality events to be sponsored by the Host Committee, within the City of Chicago (the “Hospitality Events”):

- (1) Welcoming event for delegates and alternates to the Democratic National Convention from the fifty states, DC and U.S. territories and possessions, for approximately 10,000-12,000 persons. The event may take place at one venue or multiple venues. This event, referred to in this RFP as the “**Delegate Welcoming Event**” is likely to take place on or about Sunday, August 18, 2024.
- (2) Hospitality and welcoming event for news media personnel, Democratic party officials, elected officials and supporters, allied groups and guests, and other Convention attendees, for approximately 15,000 persons. This event, referred to in this RFP as the “**Media Welcoming Event,**” is likely to take place on or about Saturday, August 17, 2024, and is expected to take place at a single venue.
- (3) Hospitality appreciation event for Convention volunteers, for approximately 10,000 – 12,000 persons. This event, referred to in this RFP as the “**Volunteer Appreciation Event,**” may take place at one venue or multiple venues, and may be scheduled to occur on Friday, August 23, 2024, or the weekend of August 24-25, 2024.

Neither the issuance of this RFP, nor the submission of a proposal or its subsequent receipt and evaluation by the Host Committee, nor the invitation to submit or the submission of a final proposal commits the DNCC or the Host Committee to award a contract or any business to any Bidder or to enter into a contract on terms specified in this RFP. At no time prior to the execution by the Host Committee of a written agreement with the winning bidder (the “Event Planner”), shall the DNCC or the Host Committee be considered to be under any obligation or commitment to contract or purchase any proposed services, facilities or supplies from any Bidder.

It is the policy of the DNCC and Host Committee to provide equal opportunity to all business enterprises to participate in all aspects of the Host Committee’s contracting and purchasing programs without regard

to race, color, ethnic identity, sex, creed, age, national origin, physical or mental disability, veteran status, marital status, economic status, religion, sexual orientation, gender identity or expression, or any other legally protected status. This RFP is an essential part of the DNCC and Host Committee’s effort to provide equal information and access to all segments of the community to participate in the contracting and purchasing opportunities for the Convention.

The Host Committee has agreed to follow the diversity principles in the DNCC Diversity Policy attached to this RFP as Exhibit A. Therefore, the Host Committee strongly encourages the submission of proposals by Bidders that are MBEs, WBEs, LGBTBEs, DBEs and VBEs, as each term is defined in the DNCC Diversity Policy and that provide inclusion opportunities for those enterprises and that employ persons who belong to an organized labor union.

The Event Planner, subcontractors or third-party contractors that hold an FLSA Section 14c Certification from the U.S. Department of Labor must pay their employees at least minimum wage for all work performed on the Convention or related to the Convention.

II. INSTRUCTIONS

A. Communications Regarding this RFP

All communications regarding this RFP should be directed to:

Development Now for Chicago
 Attn: Senior Director of Events Management & Production
 120 North Racine Avenue
 Suite 220
 Chicago, IL 60607
 vendors@chicago2024.com

B. Schedule and Evaluation Process (Subject to Change)

Date	Event
Friday, December 1, 2023	RFP Issue Date
Friday, December 15, 2023	Questions about RFP Due
Thursday, December 21, 2023	Answers to Bidder Questions Issued
Friday, December 29, 2023	Bidder Intent to Propose Due
Monday, January 8 th , 2024	Final Proposals Due
Tuesday, Jan. 16 th , 2024	Finalists notified
Week of Monday, January 22 nd , 2024	Finalist Interviews
No Later than Tuesday, January 30 th , 2024	Decision Communicated to Finalists

C. Intent to Propose

Bidders must notify the Host Committee of the Bidder's intent to submit a proposal. The notification of intent to submit must be sent by email to vendors@chicago2024.com by **Friday, December 29th, 2023 at 5pm CT.**

D. RFP Inquiries

In the event that modifications or additions to this RFP become necessary, all Bidders will be notified of said changes by the Host Committee by posting on the Host Committee's web site and via email communication. If any information in this RFP is unclear, it is the Bidder's responsibility to request clarification. All inquiries regarding this RFP must be e-mailed to the Host Committee by **Friday, December 15th, 2023 at 5pm CT.**

ALL questions and answers will be sent to all Bidders by **Thursday, December 21st, 2023 at 5pm CT.**

E. Proposal Preparation Costs

Each Bidder will be solely responsible for all costs incurred in the preparation and presentation of its proposal.

F. Proposal Requirements

Any Bidder wishing to submit a proposal for the opportunity to provide the Services must prepare a clear, concise, and comprehensive proposal on company letterhead, and bear the signature, name and title of an authorized officer of the company. Each proposal must (a) specifically address each numbered item of the Proposal Elements set forth in Section III of this RFP, and (b) specify the fee to be charged by the Event Planner, as indicated in Section III(J)(c) below.

Bidder's response must state that the Bidder waives, on behalf of themselves and their affiliates, officers, directors, employees, equity holders and agents, any and all claims against the DNCC, the Host Committee, and any of their respective affiliates, officers, directors, employees, and agents with respect to this RFP and the proposal process.

G. Proposal Submission

Bidders shall submit an electronic version in PDF format of their proposal, including all attachments, to the Host Committee via email to vendors@chicago2024.com at no later than **5:00 PM Central Time on Monday, January 8th, 2024.** Please do not mail hardcopies of proposals.

Failure to submit a proposal by the indicated deadline may result in disqualification of a Bidder from the competitive process.

H. Selection Process

The Host Committee will review all submitted proposals and contract markups and may make a decision based on those initial proposals and markups. The Host Committee may select one Event Planner for all

three events, an Event Planner for two events or a different Event Planner for each event, at the Host Committee's discretion.

The Host Committee may also request interviews, clarifications, references, or adjustments to proposals before making a final determination. The Host Committee anticipates that an announcement of the Host Committee's decision, which may be a notice of intent to award the contract or a notice that no contract will be awarded based on this RFP process, will be issued no later than Tuesday, January 30th, 2024.

I. Evaluation Criteria

The finalists will be chosen based on the proposals determined by the Host Committee, in its sole discretion, that best meet the requirements of the DNCC and the Host Committee. The Host Committee is not bound to accept the lowest offer. The factors used in evaluating proposals include but are not limited to:

- Ability to meet the requirements and perform the scope of Services.
- Relevant expertise, reliability, experience and history of the Bidder and key personnel who will be directly assigned to the Project.
- Based on the Bidder's other obligations, Bidder's capacity to provide event planning services for the events for which Bidder is bidding, during the applicable time periods.
- Demonstrated success providing event planning services for events of the nature and magnitude of the three Hospitality Events for which services are sought in this RFP.
- Cost of Services;
- Relationships to the Chicago and Illinois area and ability to maximize business engagement with and spread contracting opportunities among as many as possible of the 77 community areas across Chicago.
- Diverse ownership of the Bidder including Bidder status as MBE, VBE, DBE, LGBTBE, or WBE.
- Demonstrated ability and strategies to include and track inclusion of minorities, women, persons with disabilities, persons who identify as lesbian, gay, bisexual or transgender, and veterans, both as part of Bidder's own workforce and as owners of vendors of event facilities, goods, services and supplies.
- Cultural competency, including specifically the ability to devise and execute a strategy to incorporate the cultural diversity of Chicago into the programming for the Hospitality Events.
- Ability to utilize union labor to the greatest extent possible.
- Issues arising in contract markup.
- References.

Host Committee reserves the right to accept or reject any or all proposals, or to award any and all contracts requested herein, either in part or whole.

a. Project Schedule (subject to change)

Date	Event
February 2024 to March 2024	<ul style="list-style-type: none"> ● Identification of and negotiation of contract/license with venue(s) ● Development and submission of event budgets ● Approval of event budgets by Host Committee
April 2024	<ul style="list-style-type: none"> ● Identification of and negotiation of contracts with event vendors
May 2024 to July 2024	<ul style="list-style-type: none"> ● Comprehensive event planning with venues, event contractors, Host Committee, DNCC, City of Chicago, other stakeholders
August 2024	Event execution

J. PROPOSAL ELEMENTS

a. Background: Scope of Services

The services to be provided by the Event Planner for each of the three Events (the “Event Planning Services” or the “Services”) include:

- 1) In coordination with the Host Committee, identify potential venue(s) for the Event; issue RFQs to venues, submit relevant information on each venue to and discuss with the Host Committee; and negotiate a contract or license agreement with the venue(s) selected. Venue license agreements may be three-party agreements including the Event Planner, the Host Committee, and the Venue. Event Planner will be responsible for paying the license fee and other fees and costs to the Venue (using funds provided by the Host Committee for the Event Budget—see below). Event Planner will serve as principal contact with the Venue for purposes of planning and managing each event.
- 2) Identify vendors for, rent and provide for set up and breakdown of all necessary tenting for outdoor portions of the Event, if applicable.
- 3) Identify vendors for, and contract with vendors, for set up and breakdown of all necessary tables, chair coverings and linens, serving equipment and other items as needed in connection with food and beverage service and other temporary furnishings, to the extent not provided for by the Venue.
- 4) If needed, contract for and oversee provision of necessary supplemental power and/or electrical distribution.

- 5) Provide for set-up and breakdown of staging and production elements for musical performances and speeches, including construction of stage if necessary, lighting, audio systems and other production elements and facilities as needed.
- 6) Create a theme and décor elements for the Event, all subject to review and approval by the Host Committee, and design, create and install décor for the Event; and create and post necessary directional and informational signage at and around and in coordination with the Event Venue.
- 7) Arrange and contract for all food and beverage services for the Event, including service of alcohol by licensed caterer or vendor. Priority will be given to considerations that can be made by venues and Event Planners to utilize diverse and/or local catering food and beverage products, either at the prime or subcontractor levels.
- 8) In coordination with and as directed by the Host Committee, assist in identifying and tracking companies willing to donate food, beverage, catering and other services, goods and supplies in-kind as a donation to the Host Committee;
- 9) Oversee and implement set-up and load-in and breakdown/load-out of all temporary structures, tenting, facilities, equipment, and supplies.
- 10) As directed and in coordination with the Host Committee, arrange and contract for any entertainment during the Event (including booking of acts and artists, and negotiating booking notes and/or appearance contracts, releases, and riders) and obtain any licenses needed for playing of recorded music, videos or other works. Create and oversee run-of-show for the Event (all programming decisions made at the discretion of the Host Committee and DNCC) and manage all aspects of entertainment and program onsite during the Event.
- 11) Develop, and as necessary contract for, a comprehensive space allocation and access control plan for the venue(s) utilized, in coordination with venue personnel, the Host Committee, and DNCC, including assisting the Host Committee in executing the logistics of ticket/credential distribution for the Hospitality Events, identification and coordination of attendee pick-up and drop-off locations with the venue and DNCC Transportation team; assignment of, signage for and staffing of traffic direction and control for parking areas for dignitaries, attendees with disabilities and media trucks; queuing procedures, identification and establishment of public demonstration areas, and space allocation within the event venue (general attendance vs sponsor areas, etc.).
- 12) Arrange and as necessary contract for comprehensive staffing and security services onsite, to include ushering, and staff needed to execute the access control plan, incorporating and overseeing the use of venue personnel and training, overseeing and supervising volunteers to be recruited, screened

and deployed by the Host Committee; in coordination with the Host Committee and with federal, state and local law enforcement agencies as applicable.

b. Background: Budgeting and Contracting

Event Planner will be responsible for preparing and submitting to the Host Committee, by a date in late February 2024, to be set by the Host Committee, a proposed Event Budget for the Event, which shall not exceed an amount to be specified. The Event Budget will include all of the estimated costs to produce the Event and the Event Planner's fee. Upon review and approval by the Host Committee that event budget will become the Event Budget, which may be modified with the mutual consent of the Host Committee, DNCC and Event Planner.

In general, the Event Planner will enter into contracts as needed, in the Event Planner's own name and for its own account, for the provision of all facilities, services, goods and supplies needed to meet the Event Planner's obligations as summarized in section III(A) above. Each contract agreement and purchase order to be entered by the Event Planner will be subject to review and approval by the Host Committee before Event Planner enters into it. Event Planner will be responsible for making all payments due to each vendor and supplier, within 30 days (or another specified time frame) The Host Committee reserves the right to enter directly into contracts with specific vendors and suppliers at the Host Committee's discretion.

The agreement between the Event Planner and the Host Committee will provide for payment by the Host Committee of the Event Budget in installments, to the Event Planner, so that the Event Planner will have funds in hand in advance to enable Event Planner to pay all of the vendors and suppliers as set forth in the Event Budget.

c. Pricing Information

Bidder must include a proposal for a total fee for its services (which may be a flat fee depending on factors to be specified, or a percentage of the Event Budget or to be determined on some other basis) and a schedule for payment of fees. The contract between the Event Planner and the Host Committee will provide for payment of the fee to Event Planner in installments. The proposal must itemize the Event Planner's fee (as distinct from Event costs that are billed to the Host Committee).

Unless otherwise specified, travel and all other out-of-pocket expenses will be assumed to be included in the stated fees. Any expenses not included in fees must be billed at cost without markup.

The Host Committee is not bound by a bidder's Price Proposal.

d. Specific Information to be Set Forth in Bidder's Proposal

The Bidder's Proposal should include the following specific information. If a proposal is a joint submission from two or more persons or entities, information must be provided by each person or entity .

1. Identify the Event or Events for which you/your company proposes to provide the Event Planning Services. Event Planners should specify if they are bidding for one, two, or all three events and if Event Planners only have capacity for one or two events, please specify if there is a preference among the three events.
2. What is the full legal name and Federal tax identification number of your company?
3. What is the corporate address, mailing address, and phone number of your company's main offices?
4. What is your company's legal form/structure (corporation, LLC, partnership, etc.)?
5. Indicate whether Bidder is an MBE, WBE, DBE, LGBTBE, or VBE, as each term is defined in the DNCC Diversity Policy. Indicate whether Bidder is certified by a federal, state or local governmental agency or by a third-party certifier, such as the Minority Supplier Diversity Council, National Women Business Owners Corporation, US Business Leadership Network, National LGBT Chamber of Commerce, etc. Bidders may be asked to provide additional documentation to support their status.
6. Who in your organization will be the Host Committee's primary contact for Event Planning Services? Provide that person's resume, direct, mobile phone and fax numbers, email address and a corporate address if different from the address above.
7. Who in your organization is authorized to negotiate the contract? Please provide name and contact information.
8. Provide a description of your company's experience and background in providing services of the type included in the Event Services for events of the nature and magnitude of the Convention Hospitality Events for which you propose to provide the Services.
9. Describe the general approach your company would take to structuring and performing the Event Planning Services for each Event for which propose to provide the Services.
10. Provide a summary of your company's capability to contract with, and experience and background in contracting with, vendors of event-related services, facilities and supplies, generally and specifically with companies which are MBEs, VBEs, LGBTBEs, WBEs and/or DBEs; and your capability generally to carry out the DNCC Diversity Policy set out in Exhibit A, including specific examples to the extent possible.
11. Describe the capability of your company to engage with and contract with potential vendors in a variety of Chicago's 77 community areas and the surrounding areas in Illinois, and the approach you would take to accomplish that.
12. Describe the capability of your company to devise and execute a plan to incorporate the cultural diversity of Chicago into the programming for the Hospitality Event(s).
13. Identify the proposed members of your team, including the organization and the responsibilities of each member as proposed. Provide the qualifications of those individuals and if available, attach resumes with the history of employment, education,

experience, length of time with the firm, references for recent projects, and any other information the Host Committee and DNCC might find useful in evaluating the individual's qualifications.

14. Describe your current and projected workload and explain how the provision by your firm of the Event Services during the applicable time period will be managed given the number of Events for which you propose to provide the Services, and your firm's obligations to other clients.
15. Provide any union designations and any relationships that your company has with labor organizations within the Chicago area and surrounding region; and the experience of your company in contracting with union-employed subcontractors and/or utilizing union labor in the provision of event planning services.
16. Describe any opportunities you may be able to create for paid interns and to mentor students and young people in the event planning field in connection with the provision of the Event Planning Services.
17. Describe the insurance coverages carried by your Firm, including type and limits of coverages.
18. Provide references that can be contacted by the Host Committee.
19. Claims and Suits
 - a. Has your organization ever failed to complete any work awarded to it? If so, please describe the circumstances.
 - b. Is your Organization currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or been appointed over all or a substantial portion of the property under federal bankruptcy law or any state insolvency law?
 - c. Has your organization or any of its owners been debarred from federal or state work in the last five (5) years? If so, please describe the circumstances.
 - d. List all civil and criminal legal actions in which your organization was a named party in the past five (5) years, providing state, court, case number and disposition for each.

K. CONDITIONS OF SUBMISSION OF PROPOSAL

By submitting a proposal, the Bidder agrees that:

1. The Host Committee may reject any and all responses or withdraw or republish this RFP.
2. The Host Committee may negotiate the terms of a contract with one or more Bidders.
3. The Host Committee may waive irregularities in bid submissions.
4. The Host Committee in Its judgment may or may not award a contract.
5. Bidding materials will not be returned to bidders.

6. The Host Committee reserves the right to negotiate the terms of the Bidder's proposal and is not limited to the terms set forth in this RFP or in a Bidder's proposal.

L. BID CONFIDENTIALITY

The Host Committee will use Its best efforts to keep Bidding materials submitted in connection with the RFP confidential. However, Bidding materials will be circulated to Host Committee and DNCC employees, consultants and attorneys for evaluation or as required by law in a legal proceeding or otherwise.

EXHIBIT A

It is the practice of the DNCC to provide equal opportunity to all business enterprises to participate in all aspects of the DNCC's contracting and purchasing programs without regard to race, creed, age, sex, national origin, ethnic identity, physical or mental disability, veteran status, marital status, economic status, religion, sexual orientation, gender identity or expression, or any other legally protected basis. The DNCC will conduct outreach and informational programs with constituent groups, businesses, and trade associations to prevent discrimination against any person or business enterprise on the basis of any of these factors.

Recognizing that some individuals, groups and business enterprises, including Minority Business Enterprises, Women Business Enterprises, Disability-Owned Business Enterprises, LGBT-Owned Business Enterprises and Veteran-Owned Businesses, have not historically received opportunities to participate equally in contracting opportunities and to ensure and reaffirm the DNCC's continuing commitment to progress and success in achieving the goal of equal opportunity, the DNCC adopts the following diversity policy:

"Owned and Operated" means (1) the business enterprise is at least 51% owned by a person or persons within one of the respective diversity groups, or in the case of any corporations, limited liability companies or partnerships, at least 51% of the voting stock or interests, as applicable, is owned by a person or persons within one of the respective diversity groups and (2) the management and daily business operations of the business enterprise are controlled by a person or persons within one of the respective diversity groups.

"Disability-Owned Business Enterprise" or "DBE" means a business enterprise which is Owned and Operated by one or more persons with disabilities.

"LGBT-Owned Business" means a business enterprise which is Owned and Operated by one or more gay, lesbian, bisexual or transgender ("LGBT") persons.

"Minority Business Enterprise" or "MBE" means a business enterprise which is Owned and Operated by one or more of the following ethnic minority groups: Asian, American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander, Hispanic or Latinx.

"Women Business Enterprise" or "WBE" means a business enterprise which is Owned and Operated by one or more women.

"Veteran-Owned Business" means a business enterprise which is Owned and Operated by one or more veterans.

An MBE, WBE, Disability-Owned Business, LGBT-Owned Business or Veteran-Owned Business may establish its qualification by providing to the DNCC:

- Its certification status from a federal, state or local governmental agency; or

- Its certification from a third-party certifier (e.g., the National Minority Supplier Development Council, National Women’s Business Owners Council, US Business Leadership Network, National LGBT Chamber of Commerce, etc.); or
- Documentation that would enable the Chief of Staff of the DNCC to verify that the vendor qualifies. This third method is designed to cover those vendors who are easily verifiable, such as sole proprietorships, small partnerships, closely held corporations and small companies that do not engage in significant government business or do not have the resources to seek a governmental or third-party certification.

It is the policy of the DNCC to provide minorities, women, persons with disabilities, LGBT persons and veterans equal opportunity to participate in all aspects of contracting and purchasing programs, including but not limited to, participation in procurement contracts for materials, supplies and equipment, and contracts for construction.

It is further the policy of the DNCC to prohibit discrimination against any person or business enterprise on the basis of race, color, ethnic identity, sex, creed, age, national origin, physical or mental disability, veteran status, marital status, economic status, religion, sexual orientation, gender identity or expression, or any other legally protected status, and to conduct its contracting and purchasing programs so as to prevent such discrimination.

It is the policy of the DNCC -- in concert with the Host Committee or other local, state and federal agencies and with the assistance of minority, women, persons with disabilities, LGBT and veteran groups and agencies -- to actively seek and identify qualified MBEs, WBEs, Disability-Owned Businesses, LGBT-Owned Businesses (LGBTBE), and Veteran-Owned Businesses, and to offer them the opportunity to participate, and to encourage them to participate, in contracting and purchasing programs.

It is not the policy of the DNCC to provide information or other opportunities to MBEs, WBEs, Disability-Owned Businesses, LGBT-Owned Businesses (LGBTBE), or Veteran-Owned Businesses that will not be available to all other business enterprises. It is the intent of this policy to establish procedures designed to assure MBEs, WBEs, Disability-Owned Businesses, LGBT-Owned Businesses, and Veteran-Owned Businesses access to information and opportunities available to other business enterprises. It is the intent of this policy to widen opportunities for participation and to increase competition.

The DNCC and The Host Committee will award contracts without regard to race, religion, color, ethnic identity, creed, national origin, sex, age, physical or mental disability, veteran status, marital status, economic status, sexual orientation, gender identity or expression, or any other legally protected status. The DNCC and the Host Committee will award contracts to the bid that best meets the requirements of the DNCC and the Host Committee. Neither the DNCC nor the Host Committee is bound to accept the lowest offer or any tender submitted.