



## **City of Hannibal**

### ***Request for Promotional / Organizational / Fundraising Services as an Event Director***

#### **PURPOSE OF RFQ**

The City of Hannibal invites the submittal of responses to this Request for Qualifications (RFQ) from qualified candidates interested in providing promotional/organizational/fundraising services as an event director in the planning, raising of funds and execution of the 2019 Hannibal Bicentennial activities under the direction of the 2019 Hannibal Bicentennial Steering Committee.

#### **POSITION DESCRIPTION**

This temporary position may span over three years, which will commence in January 2018 and may continue through December 2020.

The city seeks a contractor that will work with the Bicentennial Steering Committee and sub-committees, its volunteers, sponsors, vendors, businesses, organizations, and all other applicable partners.

#### **OBJECTIVES**

The city's objective is to retain a qualified, capable individual to act as a promoter / organizer / fundraiser throughout the designated time frame and the completion of the Bicentennial event. The City of Hannibal will give prime consideration to the individual with significant, current experience and who has worked on similar projects of this magnitude.

#### **SCOPE OF WORK**

The selected individual will be required to perform the services outlined more formally in an agreement, to be negotiated after selection. The agreement will provide avenues for payment in phases of completion.

The City of Hannibal anticipates an agreement that will include an outline of proposed activities and a provision for attainable deliverables. The selected candidate will be responsible for monetary collection, recording, and reporting.

Work will include, at a minimum, the following components:

Responsible for development, organizing, and execution of activities to showcase the Hannibal area in celebration of our 2019 Bicentennial.

1. Responsible for fundraising said event, with regular reporting, including review and collaboration with the Bicentennial Steering Committee.
2. Responsible for creative and strategic leadership in marketing and public/media relations with the Bicentennial Steering Committee.

## PROPOSED TIMELINE

The following schedule is approximate, and subject to change:

October 6, 2017	Proposals due by 10:00 a.m.
October 10-20, 2017	Interviews & Preliminary Selection of Possible Candidates <i>Negotiate agreement</i>
November 2017	Candidate selected approved by City Council
January 2018	Agreement timeline begins

Actual timelines and targets will be established together by the Bicentennial Finance Committee and the selected individual; these are simply projected timelines.

## PROJECT FUNDING

Payment for the work described herein will be determined by the Bicentennial Finance Committee, with stipulations to reach attainable benchmarks set forth in the agreement. Approved payments will be processed under the Bicentennial budget line item.

## SELECTION PROCESS

By review of the statements of qualifications received, the city intends to evaluate proposals, and possibly invite one or more individuals to be interviewed before making the final selection of a candidate. The Bicentennial Finance Committee will notify selected candidates of the date and times of interview. The city reserves the right to make a selection based solely on statements of qualifications received.

The selected candidate whose selection was based on qualifications will then negotiate with the Bicentennial Finance Committee on fee and agreements conditions, only to be approved by City Council. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified candidates until a mutual agreement can be negotiated. The city will utilize the Bicentennial Finance Committee in evaluating/recommending proposals.

## EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

Qualifications of Candidate - Specifically as they relate to this Project.

- A. **Candidates' Experience on Similar Successful Projects** - Related project experience of the individual, including experience in attracting sponsorships, and a proven track record in developing and implementing promotional plans.
- B. **Available Resources of the Candidate to Complete Project** – To include analytical, social media, contacts, knowledge of Hannibal history, resources or methodologies commonly used by the candidate that may be applicable to project activities.
- C. **Professional References** – The quality and content of feedback from the candidate's professional references.
- D. **Proximity or Familiarity with the Community and its Needs** – Candidate should include a summary of their understanding of Hannibal, local tourism, and the like.

## ADDITIONAL INSTRUCTIONS AND INFORMATION

- A. **All Information True** – By submitting a response, candidates represent and warrant that all information provided in the response submitted shall be true, correct and complete. Proposals that provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- B. **Cost of Responses** – The city will not be responsible for the costs incurred by anyone in the submittal of responses.
- C. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in an offer by the city, the specific scope of work, associated fees, and other contractual matters will be determined during agreement negotiations.
- D. **No Obligation** – The city reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; and reject any or all proposals.
- E. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the state of Missouri.
- F. **Bonding** – The successful applicant will have supervision and/or control of funds and must either possess an appropriate fiduciary bond or be bondable.

## SUBMITTAL INSTRUCTIONS

Five (5) sealed copies (may be sealed together) of your proposal should be submitted to:

City Clerk's Office City of  
Hannibal  
320 Broadway  
Hannibal, MO 63401

All submissions must be labeled: ***2019 Hannibal Bicentennial Event Director***

Proposals are due by October 6, 2017 by 10:00 a.m. Bicentennial Finance Committee members will take some time to review in the impending days.

## CONTENT OF SUBMITTAL

Aside from information the candidate chooses to submit as part of this RFQ, the following information is required in the RFQ:

1. Candidate name, address, telephone number, and email address.
2. Description of individual philosophy pertaining to the execution of said event.
3. A resume outlining similar work experience.
4. Documentation that the candidate is registered/licensed to perform this work in the State of Missouri.
5. List of experience working with government agencies.
6. List of similar projects (minimum 2-3), whether ongoing or completed. For each, please provide a brief description, along with names and telephone numbers of qualified references for each project.