



**EVENT MANAGEMENT SERVICES
GVB RFP 2020-002**

GVB RESPONSE TO QUESTIONS

December 4, 2019

GVB OFFICIAL RESPONSE TO QUESTIONS POSED BY 5:00 P.M. ON WEDNESDAY, NOVEMBER 27, 2019:

Question 1. Can you confirm the process of payments for third party expenses associated with GVB events?

GVB Response: Selected company must possess the ability to pay for out of pocket expenses relative to the project being executed. GVB will then reimburse the selected company subsequent to the submission of proper supporting documentation (i.e. receipts, proof of purchase and authorization to purchase from GVB).

Question 2. Will the contractor be required to pay all out-of-pocket expenses associated with the events up front and seek reimbursement from GVB?

GVB Response: Please refer to GVB response to Question 1.

Question 3. Can GVB provide copies from previous year's event close out report as reference?

GVB Response: No. This procurement is to solicit potential offerors who can demonstrate that they possess the capacity and capability to coordinate, plan and execute events. Once awarded, GVB and Contractor will work together to go over specifics for each signature event, including close out reporting requirements. The Contractor will be asked to provide a proposal and budget, from which the Task Order will be generated for that specific event.

Question 4. For the Chamorro Festival, how many days is this event? Are there details on the type of event this will be?

GVB Response: Since this will be the first year to organize and host this event, GVB is planning to schedule it for one day. The event can be described as a Food and Cultural exhibition festival specific to old and new Chamorro cultural traditions.

Question 5. In the proposal, does each event need its own detailed plan of action?

GVB Response: Please read Section 1.1 Scope of Work on pages 9-11.

Question 6. What is GVB's expectation in each signature event?

GVB Response: Please read Section 1.1 Scope of Work on pages 9-11. The selected Event Management firm must possess and demonstrate Event Management expertise and the capability to deliver event management services through the coordination planning and execution of GVB signature events. Prospective offerors will be evaluated on the basis of their capacity and capability to respond to potential future Task Orders. Prospective offerors must demonstrate that they possess the capacity and capability to coordinate, plan and execute GVB signature events.



Question 7. What does each event entail?

GVB Response: Please read Section 1.1 Scope of Work on pages 9-11. The services will be refined for each Task Order, which will clearly state the specific scope of work, project requirements & deliverables, funding source, and payment schedule.

Question 8. Do the subcontractors fall under event management team or under GVB?

GVB Response: Please read Sections 1.16 and 1.17 on pages 16-17.

Question 9. On page 11 of the RFP, it states that the President and CEO may also be contacted at 646-5278. Are we allowed to call the President to clarify any details? This is in conflict to the paragraph right before it, is this alternate contact option valid?

GVB Response: No. The sentence you refer to does not state that you can call the President to clarify any details. Please read Section 1.2. From the date of issuance of this RFP until the award of any contract, Prospective Offerors are not permitted to contact GVB, GVB's Board of Directors, GVB employees, and/or the Selection Committee related to this solicitation, except as provided for in these instructions. Offerors who violate this requirement will be disqualified.

The President and CEO or designee(s) will coordinate all questions through GVB Procurement and will respond in writing.

Question 10. Besides the management cost, does the proposal itself need to include an overall event budget covering hard cost per Task Order? Event cost (ex: media, stage, electrical requirements, stage lighting).

GVB Response: Please refer to GVB response to Question 1.

A handwritten signature in blue ink that reads "Pilar Laguaña".

PILAR LAGUAÑA
President and CEO