

5. SECTION B - SCOPE OF SERVICES:

5.1 BACKGROUND

- 5.1.1 Montgomery County, Maryland ("the County") through its Department of Health and Human Services (DHHS) Child Welfare Services (CWS) receives and investigates reports of possible child abuse and neglect; provides services to families that need assistance in the safety and care of their children; arranges for children to live with relatives or with foster families when they are not safe at home; and arranges for reunification, adoption, or other permanent family connections for children and youth leaving foster care. Many of these services are provided, in collaboration with foster and adoptive parents.
- 5.1.2 On an annual basis, CWS sponsors 3-5 events such as: Foster Family Picnic/Barbeque and/or Amusement Park Outing (Summer), Foster Parent Appreciation (May), National Adoption Day (November), and Fall (September/October) and Winter (December/January) Foster Family activities.

5.2. INTENT

- 5.2.1 CWS is seeking an experienced Event Management Company to coordinate all aspects of execution for annual events sponsored by CWS. CWS anticipates sponsoring up to 7 events per fiscal year that each host approximately 75 – 150 persons, except for the Supervisors' Retreat which hosts 25 – 30 persons.
- 5.2.2 The County intends to award one contract as a result of this Request for Proposals. The total FY26 estimated compensation for these services, is a range from \$50,000 to \$55,000. This amount is an estimate only and the County makes no guarantee of a specific compensation amount. All compensation payable under any contract resulting from this solicitation is subject to and contingent upon the state and County's appropriation and encumbrance of funding for this program described in this solicitation.
- 5.2.3 In the event the County receives additional funding for services requested under this solicitation, the County reserves the right to expand the existing scope of services for the resulting contract. Such additional services are not guaranteed and will only be requested if funds for additional services are appropriated and encumbered by the County. Additional services may be added during negotiations or added via a contract amendment or via task orders to the Contract.

5.3. SCOPE OF SERVICES

- 5.3.1 The Offeror awarded a Contract as a result of this solicitation (herein referred to as "Contractor") must coordinate all aspects of execution of CWS-sponsored events, including but not limited to the events below:
- 5.3.1.1 Foster Parent Appreciation/Foster Family Event (June)
 - 5.3.1.2 Foster Family Fall Event (October)
 - 5.3.1.3 Foster Family Winter Event (January)
 - 5.3.1.4 National Adoption Day Celebration (November)
 - 5.3.1.5 All-Staff Division Meeting (June and December)
 - 5.3.1.6 CWS Supervisor's Retreat (Fall)

NOTE: The specific nature of “themed” events and/or activities may change from year to year, impacting the annual budget and the resultant contract’s compensation. Information regarding the past events mentioned above can be found in Attachment D of this RFP.

5.3.2 The Contractor must provide the following event management services to the County:

5.3.2.1 Pre-Planning Support:

- 5.3.2.1.1 Develop and manage event planning timeline.
- 5.3.2.1.2 Develop event budget.
- 5.3.2.1.3 Create event registration
- 5.3.2.1.4 Track registrations and trends
- 5.3.2.1.5 Participate in committee meetings to update CWS Staff on event progress biweekly, beginning 90 days in advance of event and weekly, beginning 45 days in advance of event.

5.3.2.2 Venue:

- 5.3.2.2.1 Based on needs of CWS, identify and contract with venue that meets the goals and objectives of the event, including safety and confidentiality concerns of foster families and children.
- 5.3.2.2.2 Set up and attend all walkthroughs with vendors at the Venue.
- 5.3.2.2.3 Manage selection/contracting process for potential service vendors from each of the following categories: licensed caterers (food and drink), entertainment, event décor, photography, AV, and others, as needed.
- 5.3.2.2.4 Work with caterers to create appropriate menus with adherence to dietary restrictions
- 5.3.2.2.5 Secure necessary insurance and/or permits from all vendors.
- 5.3.2.2.6 Coordinate services and arrange payment with all selected service vendors.

5.3.2.3 Day-of-Event Support:

- 5.3.2.3.1 Create logistics, program, and contact list for service vendors for staff, volunteers, AV support and others, as needed.
- 5.3.2.3.2 Provide on-site supervision and event flow management related to logistics, agenda, and sub-vendor services, during the event.
- 5.3.2.3.4 Create and distribute collateral materials.
- 5.3.2.3.5 Coordinate with event and service vendors, regarding access, placement, timing, payment, etc.
- 5.3.2.3.6 Other day-of tasks, as necessary.

5.3.2.4 Post-Event Support:

- 5.3.2.4.1 Final budget analysis of each event
- 5.3.2.4.2 On-time invoicing and payment of all vendors.
- 5.3.2.4.3 Debrief meeting for CWS Staff on the success of the event.
- 5.3.2.4.4 Report on deliverables to be used for future events.

5.4. Task Orders

- 5.4.1. In subsequent years and as funds allow, CWS may issue task orders in the form of a Task Order Proposal Request (TOPR). Over the term of the contract, additional task order assignments for events may be issued as follows: As required, task work within the general scope of the resulting contract is identified by the County, CWS will request a proposal for the

performance of such work from the Contractor. In response to the County's request, the Contractor will provide a Task Order Proposal (TOP) which must include, at a minimum, the amount of hours for various planning staff, a proposed event plan including direct costs such as venue, food, entertainment, etc. Upon acceptance of such proposal by the County and at the County's sole discretion, the using Department will forward the TOPR and approved TOP to the Office of Procurement for issuance of Purchase Order for the Task Order. Upon issuance of a Purchase Order, the using Department will issue a Notice to Proceed to the Contractor for the additional events. The County does not guarantee issuance of any additional tasks. The Contractor must not begin work on any task order unless and until a purchase order has been issued.

5.5. CONTRACTOR'S QUALIFICATIONS REQUIREMENTS

5.5.1 The Contractor must meet the following qualification requirements:

- 5.5.1.1 Proven capability to perform the work on schedule and with quality while adhering to strict and/or limited budgets.
- 5.5.1.2 Knowledge, skills, and experience relevant to the implementation of event logistics.
- 5.5.1.3 Creative meeting/event planning experience, specifically events within County/City Government
- 5.5.1.4 Experience working with non-profit organizations.

5.6. PROGRAM PERFORMANCE MEASURES

5.6.1 Performance Measures

The Contractor achieve the following performance measures:

- 5.6.1.1 95% annual satisfaction rate for event planning and coordination services as reported by County staff.

5.7. REPORTS

5.7.1 Reports

The Contractor must provide to the County reports, in a format approved by the County by the 15th day after the end of each event. The required reports must include at minimum:

- 5.7.1.1 Name of the event
- 5.7.1.2 Number of attendees
- 5.7.1.3 Successes and challenges
- 5.7.1.4 Recommendations for future events
- 5.7.1.5 Any other reports as required by the CWS

6. SECTION C - PERFORMANCE PERIOD

6.1 TERM

The anticipated effective date of the resulting contract is, July 1, 2025 upon signature by the Director, Office of Procurement and ends on June 30, 2026. The Contractor must also perform all work in accordance with time periods stated in the Scope of Services. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. The Contractor's