



REQUEST FOR PROPOSAL: FUNDRAISING EVENT PLANNER

Posted: June 15, 2022

Response Deadline: June 29, 2022 (11:59pm)

OVERVIEW: The Omega Community Development Corporation (“Omega CDC”) is seeking a qualified and experienced fundraising event planner (“Event Planner”) to manage the execution of Omega CDC’s 25th Anniversary Gala (“Gala”), to be held at Sinclair Community College (“Sinclair”) on Monday, November 14, 2022. The Event Planner’s services include, but not limited to concept development, planning, assistance with sponsorship, event production, and overall event management coordination, including day-of-event coordination, budget management, programming, and implementation. Gala event will host 500 guests, including a renowned Keynote Speaker, elected officials, and community residents. For more detailed information, see SCOPE OF WORK section of this Request for Proposal (“RFP”) below.

ORGANIZATION BACKGROUND: The Omega Community Development Corporation (CDC) is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations.

To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. To date, the multi-phased development has included the opening of the Omega Senior Lofts (affordable senior housing) in May 2020; the Hope Center for Families, which opened in November 2021; and future plans for dedicated space for outdoor recreation, a community garden, soccer field, amphitheater, and a worship center.

EVENT PURPOSE: To celebrate Omega CDC’s 25 years of service to the Dayton Community and the Hope Center for Families’ first year of operations in Northwest Dayton by raising awareness and financial support for Omega CDC’s continued mission and commitment.

SCOPE OF WORK: The Event Planner will be expected to provide all services necessary and appropriate to manage and execute Omega CDC’s 25th Anniversary Gala, including but not limited to the services (“Services”) detailed herein.

The Services outlined herein is not intended to be exhaustive. The selected Event Planner will be expected to be, among other needed skills: organized; detailed oriented; flexible; an effective verbal and written communicator; calm under pressure; and a negotiator in the best interest of the Gala and Omega CDC.

A. EVENT MANAGEMENT

- Establish regular ongoing communication and provide agendas with Omega CDC, working closely with Omega CDC Development & Community Engagement Committee of the Board of Directors to determine overall look and theme of Gala, including the layout and flow of Gala, and to ensure effective internal communications and a collaborative and cooperative process;
- Draft, manage, and finalize the Gala's project plans, budgets, timelines, deployment schedule and oversee execution of all related tasks;
- Identify potential challenges and recommend solutions;
- Serve as liaison with vendors, venues, sponsors, and other Gala stakeholders ("Third Parties") and upon Omega CDC's written request, serve as proxy for certain matters;
- Ensure Gala complies with applicable laws and regulations;
- Ensure all authorized agents and/or staff of Event Planner are qualified to perform services in accordance with best industry standards (Event Planner will not subcontract any tasks to third parties without Omega CDC's prior written consent); and
- Exercise duty of loyalty and good faith in favor of Omega CDC when negotiating with third parties (Event Planner will present all contracts to Omega CDC for final approval).
- Oversee setup and strike of equipment, furniture rentals, AV, staging, room setups, signage, sponsors space, registration, gift bags, and any other related line items;
- Manage and train volunteers and staff for Gala;
- If necessary and approved by Omega CDC, recruit, train and supervise paid staff for positions not filled by volunteers;
- Execute the overall direction on Gala logistics; and
- Manage the gift bags production.

B. DELIVERABLES

- Develop and update a detailed project plan for Omega CDC with estimated delivery dates and agreed upon budget, which details anticipated tasks and required expenses;
- Maintain a budget spreadsheet of vendor costs related to Gala;
- Secure the best possible pricing for all expenditures relating to Gala, providing documentation (unless waived by Omega CDC) showing that a competitive, fair and transparent Request for Quotations process was used and followed, where at least three vendors were considered and details supporting the reasoning as to why the selected vendor is ultimately recommended;
- Oversee and manage all approved vendor relationships and ensure vendor deliverables are delivered on-time, and maintain a vendor list as vendors are confirmed;
- Manage submission of all invoices to ensure payments can be made in a timely manner
- Meet and act as primary point of contact for related vendors, including but not limited to the following:
 - Production, to include the following:
 - Audio and Visual;
 - Lighting;
 - Set design and fabrication;
 - Décor (including floral);
 - Gift bags

- Production Schedule
- Liaise with any security details as needed
- Submit a post-event evaluation report with recommendations to Omega CDC, including:
 - Prepare final expense report for budget reconciliation to include in-kind donations, discounts, and actual costs;
 - Provide participant, vendor, and sponsor evaluations and thank you letters; and
 - Other duties as assigned.

C. GENERAL MANAGEMENT

- Provide general administration, management, day-of execution and manage on-site Gala registration;
- Create weekly reports for follow-ups and identify who should receive the reports;
- Arrange and manage seating arrangements;
- Manage the seating process for all guests and email tickets electronically prior to Gala;
- Ensure all VIP guests, elected officials, and sponsors are seated appropriately at Gala;
- Ensure all required insurance certificates are obtained;
- Ensure all required permit applications, if any, are submitted;
- Recruit, train, and supervise all staff and volunteers at Gala;
- Oversee the design, sound, lighting and construction of a set that is appropriate for the venue and the needs of Gala;
- Oversee the design, sound and selection of stage set, including video screens, podium, and furniture;
- Oversee the design lighting, sound and technical layout including video screens, cameras, and teleprompters;
- Work with Omega CDC staff to ensure sponsorship packages are fulfilled appropriately at Gala, to include ticket and seat fulfillment; and
- Ensure a full walk-through/rehearsal prior to the Gala.

REQUEST FOR PROPOSAL CRITERIA:

Each Request for Proposal (RFP) response will be evaluated according to the following criteria by a the Omega CDC Development & Community Engagement Committee including executive staff, board members, and volunteers:

- Consultant is registered with an official organization, with proof of state-provided Certificate of Good Standing.
- Understanding of the nonprofit landscape in Dayton or similar communities.
- Prior success in planning and executing large-scale fundraising events
 - Applicants should include examples of previous successful related work.
- Project management & experience
- Proposed fee (maximum request: \$15,000)

TIMELINE:

- Deadline for Responses: June 29, 2022
- Deadline Committee Decision: July 6, 2022

- Project Commencement: July 11, 2022
- Gala Event: November 14, 2022
- Deadline for Final Close-Out Report: January 31, 2023

SUBMITTAL REQUIREMENTS:

1. Four (4) page maximum proposal addressing RFP criteria and proposed plan for reaching desired goals and achieving deliverables in scope of work. Response must include examples of previous work.
2. Three (3) references with contact information (name, e-mail, phone number) including description of event planned (size, format, features).
3. Portfolio/Samples of previous work related to the services, including final report, photos, links, or other media demonstrating expertise is required.

Submission must be received per the e-mail listed below by 11:59pm ET on June 29, 2022.

Send proposals to: theomegacdc@gmail.com with “Omega CDC Event Planner” in the subject line and all required components attached to the e-mail.

Follow-up phone/virtual interviews may be requested. The Development & Community Engagement committee will select a facilitator by July 6, 2022. If no applicant matches the criteria listed above, the Omega CDC withholds the right to extend the RFP submission deadline.

Special Note: Selected vendors will present proposed project plans and timelines to the Development & Community Engagement Committee on July 20 at 8:30am.

Questions regarding this Request for Proposal may be submitted directly to Rachel Ward, Director of Operation & Strategic Initiatives at rachel.ward@omegacdc.org.