



Your Life,
Your Way,
At Home

Somerville-Cambridge Elder Services

61 Medford Street, Somerville, MA 02143-3429

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REQUEST FOR PROPOSALS (RFP) FOR EVENT PLANNING SERVICES

Somerville-Cambridge Elder Services (SCES) requests a proposal to produce our Future of Aging forum on Oct. 19, 2023.

Based on the responses, we will select a vendor to provide event planning and production services.

WHO WE ARE

SCES is a private non-profit dedicated to supporting the independence and dignity of older adults and adults with disabilities.

We provide case management and facilitate the delivery of home-based services such as Meals on Wheels, Home Care, and more.

Incorporated in December of 1972, we are organizing a yearlong SCES 50th celebration, culminating with this forum and networking event in October.

THE EVENT

This is a first-time event, including speakers and expert panel discussions on the future of aging, followed by a networking/cocktail hour event.

We expect up to 150 guests and have reserved space at the American Academy of Arts and Sciences (136 Irving St Cambridge) for this event. Our total budget for expenses related to the event is \$40,000.

We have an agreement with the venue for the space, catering, AV tech and equipment, place settings, catering staff, and parking.

Event Timeline

1:00 pm	Opening remarks
1:15 pm to 2:30 pm	1 st session/panel discussion
2:30 to 2:45 pm	Break
2:45 pm to 4 pm	2 nd session/panel discussion
4:30 to 6 pm	Cocktail Hour/Networking

PROJECT DELIVERABLES

The selected vendor will be expected to furnish all services necessary and appropriate to produce the event. This includes the following:

- **Guest List** Develop Save-The-Date cards and distribute them to our mailing list 3-6 months before event. Develop Invitations and distribute them to our mailing list 2-3 months before event. Receive and keep track of RSVPs via Eventbrite. Manage event-related communications with speakers and guests.
- **Sponsor and Donor Management** Solicit sponsorships for the event program book. Manage all aspects of producing the program book. Due by Sept. 15.
- **Silent Auction** Manage all aspects of silent auction. Solicit donations and have inventory ready by Sept. 30.
- **Supplier Management** Reach out to each relevant vendor to confirm the scope of work and costs. Due by June 1.
- **Professional Staffing** Provide a Project Manager to oversee all event logistics. Provide management staff for the event day to ensure setup and breakdown goes smoothly. Due Aug. 1.
- **Reporting** Maintain project budget spreadsheet and final report of attendees and sponsorships. Final report is due Dec. 1.

DOCUMENTATION REQUESTED

Respondents are requested to provide the following qualification information:

- An overview of their organization, which includes the number of years in operation, training/educational background, and other relevant information.
- Provide at least two recent examples of success in planning comparable events.
- Respondents are encouraged to describe any special circumstances or capabilities that will bring value to this project.

Proposed fees for services

- Include a budget with all anticipated costs and fees associated with planning and executing the event.
- All actions and anticipated expenses should be itemized with all hourly rates for services included.

INSTRUCTIONS FOR PROPOSALS

Please provide a written response to each of the above-requested documents, including (i) the full name of the company or individual respondent, (ii) names and titles of each principal of a company, (iii) contact information for each such person, (address, phone, email), and (iv) proposed project team who will manage and work on this assignment.

SCES reserves the right to accept or reject any and/or all proposals and to grant final acceptance to the proposal that best meets the needs and interests of SCES.

DEADLINE

Submissions are due by Friday, March 24, 2023. The SCES 50th Committee will select a vendor by April 6, and the winning proposal will be notified shortly thereafter.

QUESTIONS

Questions about this RFP should be emailed to SCES Director of Outreach and Community Relations Nathan Lamb at Nathan.lamb@eldercare.org.

IMPORTANT The selected event planner will perform the duties requested as an independent contractor and not as an employee of SCES.

We look forward to working with the successful candidates to increase awareness of aging issues and celebrate SCES' legacy of service in the community.