



REQUEST FOR QUOTATIONS - AV SERVICES

**2024 NHSDC Spring Conference | Marriott Downtown
Kansas City, Missouri**

General Information: The purpose of this Request for Quotations (RFQ) from qualified companies that have proven creative and efficient methodologies in the deployment and execution of Audio/Visual Event Production for large organizations. Cloudburst Consulting Group, Inc. (Cloudburst), on behalf of the U.S. Department of Housing & Urban Development (HUD), is seeking a partner for AV services during a two (2) day conference that includes eight (8) live-streamed sessions that require recording and live streaming during the National Human Service Data Consortium (NHSDC) Conference at Kansas City Marriott Downtown. The NHSDC conference is scheduled for April 10-12, 2024, during which time the selected AV partner will handle AV services.

You are invited to submit a response to this RFQ. We have supplied the instructions, information, and specifications necessary for your company to respond.

Event Description & Background: Provide recording and live-streaming services for three (3) 60-75-minute workshop sessions on April 10, three (3) 60-75-minute workshop sessions on April 11, and two (4) 60-minute workshop sessions on April 12, 2024.

The sessions will take place in the morning and afternoon of April 10 and 11 and in the morning of April 12. HUD plans to record and stream this event and is looking for the selected AV partner to provide input on the best streaming platform option, how to broadcast, the best options for captioning, and post-event editing with captioning and to deliver eight distinct videos with captioning.

At the close of the conference, the selected AV team will provide SRT files for editing (i.e., so we can translate HUD acronyms, etc.) just prior to their post-event editing, which will embed the captioning from the edited SRT files to the videos for each session. ***Please note that the final output video is not the traditional closed captioning used with video platforms.

Each breakout session is held in the Colonial Ballroom of the Marriott Downtown Kansas City, MO. The dimensions of the room are 40x81 with 18' ceilings.

Production Needs: Three (3) Live-Streamed Sessions on April 10, three (3) live-streamed sessions on April 11, and two (2) live-streamed sessions on April 12, 2024, all held in one (1) room.

<ul style="list-style-type: none"> One (1), possibly two (2) sound systems 		<ul style="list-style-type: none"> Live stream
<ul style="list-style-type: none"> Up to three (3) lavaliers 	<ul style="list-style-type: none"> Up to two (2) wireless microphones 	<ul style="list-style-type: none"> Captioning & transcription service

RFQ Contact Information:

Denise Lomuntad
denise.lomuntad@cloudburstgroup.com
 301-412-9229

Critical Dates:

Question submission deadline:
 (03/20/2024, 5:00 PM EST)
Quote submission deadline:
 (03/27/2024, 5:00 PM EST)
Quote review period:
 (03/27 - 03/29/2024)
Selection date anticipated by:
 (04/02/2024)

Proposal Format: Interested contractors are to provide Cloudburst with a thorough proposal using the following guidelines:

- Each proposal should be straightforward and concise and provide “layman” explanations of technical terms that are used.
- Emphasis should be concentrated on conforming to the RFQ instructions, responding to the RFQ requirements, and supplying a complete and clear description of the offer.

The following sections should be included in the proposer’s response:

1. **Cover Letter.** The cover letter should summarize key elements of the proposal. An individual authorized to bind the offeror must sign the letter - attach this as Attachment A.
2. **Completed Vendor Application Form.**
3. **Background and Project Summary Section.** The Background and Project Summary Section should describe your understanding of the work to be done and the goals to be accomplished.
4. **Methodology Section.** Supply a detailed description of the approach and methodology to be used to complete this project.
5. **Staffing.** Provide a list of individuals working on this project and indicate the functions each will perform.
6. **Questions Specific to Event.** Answer the following questions specifically pertaining to the event needs:
 - a. What platform do you suggest the workshops be streamed on? This specific department in HUD does not have a platform to host the live streaming on.
 - b. Do you provide editing services? Editing may be needed if there are different tracks for voice and video recordings. Recordings of the streams will be used for future training purposes and HUD will need a final product.
 - c. How are you able to give us access to the recordings? (i.e., thumb drive, etc.)
 - d. Do you offer closed captioning during the live stream and provide transcription services?
7. **Fee Proposal.** Pricing should be clearly defined to ensure the fees proposed can be evaluated and should include the cost per day for single camera recording. Proposals shall be valid for a minimum of 60 days following submission.

Submission of Proposals: Complete written proposals must be submitted electronically and received by 5:00 p.m. EST, 03/27/2024, to Denise Lomuntad, denise.lomuntad@cloudburstgroup.com. Proposals will not be accepted after this deadline.

TERMS AND CONDITIONS

a. Late Submissions

Proposals received after the submission deadline stated in this RFQ may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to Cloudburst, its employees/agents or if it is in the best interest of Cloudburst.

b. Modification of RFQ Requirements

Cloudburst retains the right to terminate the RFQ or modify the requirements upon notification to Offerors. All notifications will be posted on our company website's home page, www.cloudburstgroup.com.

c. Withdrawals of Quotations

Quotations may be withdrawn by written notice via email at any time before award.

d. Right of Negotiation and Acceptance of Proposal

This RFQ represents a definition of requirements and is an invitation for submission of quotations. Cloudburst reserves the right to fund/award any or none of the submitted quotations. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their quotation.

Cloudburst may reject any quotation that is nonresponsive. A responsive quotation is one that complies with all terms and conditions of the RFQ. A quotation must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated in the RFQ. Cloudburst may reserve the right to waive any minor discrepancies in a quotation.

Cloudburst reserves the right to issue an award based on the initial evaluation of quotations without discussion. Cloudburst also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

e. Validity of Quotations

Quotations submitted shall remain open for acceptance for 90 days from the last date specified for receipt of quotations. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

f. Minimum Offeror Qualifications

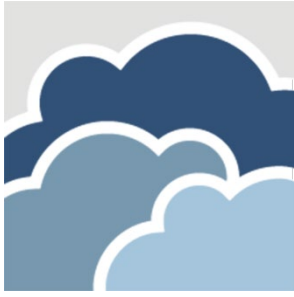
Offerors submitting quotations must be officially licensed to do such business in the U.S. and must provide documentation to verify licensure (i.e. tax id, registration certificate, etc.).

g. Intellectual Property Rights

All tangible or intangible property created or acquired under this contract shall be the exclusive property of Cloudburst and its Client. The term "property" includes all data and reports associated with this engagement.

h. Confidentiality

Information pertaining to Cloudburst, its Client and Client's partners obtained by the Offeror as a result of participation in this RFQ is confidential and shall not be disclosed at any time without prior written authorization from Cloudburst's Contract Manager.



Vendor Application

This application is submitted in response to Cloudburst Consulting Group Inc.'s request for audio-visual technical assistance services proposals. Please read the instructions carefully, complete all requested information, and have an authorized representative sign the application. Incomplete applications will not be processed.

PART 1 - ORGANIZATIONAL INFORMATION

Consultant/Organization Name:

Type of Legal Entity:

Other:

ORGANIZATION'S MAIN CONTACT INFORMATION

First Name:

Mailing Address:

Last Name:

City:

State:

Zip:

Phone Number:

Email:

RECENT CLIENT HISTORY

Provide two (2) clients you have recently provided AV technical assistance

Contact Phone:
Client Name:

Contact Email:
Contact Name:

Contact Phone:
Client Name:

Contact Email:
Contact Name:

Signature:
Title