

Request for Quotations for Meeting Planner

Request for Quotations

Issued October 4, 2024

The New Jersey State Library (NJSL) is issuing a Request for Quotations (RFQ) to be received by the New Jersey State Library; 185 West State Street, PO Box 520, Trenton NJ 08608-0520 no later than 11:59 p.m. December 2, 2024. The New Jersey State Library (NJSL or State Library) is seeking professional meeting planner services for an upcoming event, *Reimagining Information Literacy*, scheduled for Summer 2026 (date tbd) in New Jersey, (specific location tbd). We invite qualified meeting planning firms or individuals to submit a quotation for the scope of work described in this RFQ.

NJSL expects to enter into a contract for the period February 3, 2025 - September 30, 2026 for meeting planning services. Quotations submitted in response to this RFQ may be awarded to the lowest responsible bidder(s), price and other factors are considered.

Request for Quotations Calendar

Release of RFQ	October 4, 2024
Questions due to the State Library	October 30, 2024
Responses to questions posted/distributed	November 5, 2024
Proposals due	December 2, 2024 11:59 PM
Review of submitted proposals	December 3, 2024-January 3, 2025
Anticipated successful award notification	January 6, 2025
Anticipated effective date of contract(s)	February 3, 2025

Project Background and Event Overview

In January 2023 New Jersey became the first state in the nation to require that information literacy be taught to K-12 students. The New Jersey State Library received a National Leadership grant, *Teaching Information Literacy*, from the Institute of Museum and Library Services (IMLS) in September 2023.

The final product of the three-year grant, *Reimagining Information Literacy: A National Forum*, will bring together the strands of the work on information literacy, standards, curriculum



development, and professional development. It is projected to offer 6-8 hours of professional development over two days.

Event Name: Reimagining Information Literacy

Event Date(s): Summer 2026 (specific date tbd)

Location: New Jersey (specific location tbd)

Number of Attendees: 60 attendees including staff and speakers)

Event Type: Conference

Duration: 2 days (6 hours day 1; 7 hours day 2)

Activities will include a keynote speaker, facilitated breakout sessions and educational/informational sessions. Facilitated sessions will provide participants an opportunity to challenge assumptions about information literacy and how it feeds into and supports high quality library services in public, school and academic libraries. Educational/information sessions will detail the approach taken by New Jersey and explore the notion of 'literacy about information' more broadly. One goal of the convening is to introduce the standards, curriculum and approach to professional development as one way to foster an information literate society.

Sessions related to information literacy in non-school and informal learning settings will be collaboratively developed by the Advisory Panel, Project Team and project evaluator. These sessions will focus on sparking creativity to help librarians of all types provide this critical information to people. Success will be measured by both the engagement of participants in the dialogue and the increase in their understanding of the implementation of information literacy, the standards and curriculum. Generating new ideas for resolving the consequences of the lack of information literacy will add another dimension to the results.

General Requirements

Working with the project manager, the meeting planner will coordinate all aspects of the National Forum. Duties will include obtaining space for the event, securing speakers and presenters including a keynote, and arranging travel for 60 invitees (40 participants and 20 staff/partners), inclusive of airfare, hotel, local transportation and daily per diems. The meeting planner will be responsible for making all payments associated with the Forum and will bill NJSL accordingly, including fees for their services. The bidder shall be financially stable and qualified to provide the required services.

Review Process

A complete response will consist of a complete narrative that fully responds to the all questions in Required Criteria and all listed Attachments. All proposals received will be evaluated by a Review Committee of qualified individuals selected by the NJSL project team. The Review Committee will evaluate, score and make recommendations to NJSL regarding the submitted proposals. Proposals will be scored on the basis of how well the response meets the Required Criteria; demonstrates an understanding of the project's intent; cost; and bidders' experience in meeting planning. Bidders may be asked to submit additional documentation for review. Final contract decisions will be made by and are solely the responsibility of the New Jersey State Library.

RFQ Proposal Format

Proposals will be scored on the basis of how well the response meets the Required Criteria; demonstrates an understanding of the project's intent; cost; and bidders' experience in national meeting planning. A complete response will consist of a complete narrative that fully responds to the all questions in Required Criteria and all listed Attachments.

Required Criteria

Organizational Quotations and experience

Please described the bidder's demonstrated experience in planning national events, including years in business, and any related certifications. Include examples of past events the bidder has planned that are similar in size, scope and budget. Describe the bidder's ability to meet all terms of the RFQ including Performance and Contract Specifications/Deliverables. Provide Quotations of personnel assigned to the project, including roles and relevant experience. Please note in this section if resumes or curriculum vitae are being provided as attachments.

Budget and Pricing

Please provide estimated pricing for:

- **Planning Fees:** Include a breakdown of the cost for each phase of the planning process.
- **Onsite Fees:** Cost for onsite coordination and event management.
- **Travel and Other Expenses:** Any additional expenses related to travel, lodging, or other services.

Performance and Contract Specifications/Deliverables

The New Jersey State Library will award a contract to the evaluator qualified to conduct the evaluation and perform the duties outlined in this RFQ. Submission of a signed Quotation indicates acceptance of the following specifications, except as noted in the Cover Letter. Please request any exceptions in the Cover Letter.

Deliverables

The bidder will be responsible for providing the following services:

- **Pre-Event Planning:**
 - Venue sourcing and contract negotiations
 - Budget management and cost estimation
 - Speaker/Presenter coordination
 - Audio-visual setup and vendor coordination
 - Event design and floor plan development
 - Registration management
 - Event branding and promotional materials
 - Transportation and lodging coordination
 - Agenda creation and timeline management
- **Onsite Event Management:**
 - Onsite staff coordination
 - Attendee and guest management
 - Vendor and supplier coordination
 - Troubleshooting and problem-solving on the day(s) of the event
 - Setup and breakdown supervision
- **Post-Event Services:**
 - Post-event debriefing and reporting
 - Feedback collection from attendees and stakeholders
 - Budget reconciliation
 - Follow-up with vendors

Note: A maximum event budget of \$210,000 has been allocated, including planner fees, vendor costs, participant reimbursements, and contingency.

Required Bid Components

- Cover Letter stating that the evaluator has formally submitted a quotation to the New Jersey State Library in response to this RFQ. The Cover Letter should:
 - Indicate acceptance of Performance Specifications and Conditions and all information provided in this RFQ.
 - Summarize evaluator's experience and areas of expertise.
 - Proposed timeline for planning and coordination services.
 - Provide contact information for bidder's project manager for the proposed project; indicate if resumes or curriculum vitae for key project personnel are included.
- Narrative response(s) to each required criterium, clearly labeled.

- Resumes or curriculum vitae for key project personnel.
- Cost proposal including planning fees, onsite fees, travel, and other expenses related to executing the event.
- List of contact information for three references that can speak to the bidder's experience in meeting planning.
- Appendix A – New Jersey State Library RFP/RFQ Forms. Please note that a New Jersey Business Registration Certificate (NJBRC) is not required at the time of bid submission but the winning bidder must submit a NJBRC prior to the execution of an agreement with NJSL.

Pre-quotation Questions and Answers

NJSL will accept questions about this RFQ by email only through October 30, 2024, 4:00 p.m. EST. Please submit questions to jnelson@njstatelib.org and put *Reimagining Information Literacy RFQ* in the subject line. If you do not receive an acknowledgement of receipt within two business days, please call 609-278-2640 extension 151. All questions will be responded to by email on November 5, 2024. A summary of all questions and answers will also be sent to all prospective bidders. Please provide information for contact person (name, email, telephone number) when submitting questions.

Submission of Bid

Complete responses must be emailed to skowalski@njstatelib.org with "RFQ 2024 Reimagining Information Literacy" as the subject line. Responses must be received by 11:59 p.m. Eastern December 2, 2024. The burden of proof of timely submission is on the bidder. Incomplete responses may not be evaluated.

Please note that bidder Quotations submitted in response to this RFQ shall become part of the formal contract between the New Jersey State Library and the bidder, if selected.

The New Jersey State Library reserves the right to waive any informalities in or to accept or reject any/all bids, as may be deemed in its best interest. Bidders are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27).

Open Public Records Act

Subsequent to bid opening, all information submitted by a Bidder in the proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A 47:1A-1 et seq., and common law. A Bidder may alert us to specific information in its proposal that they feel is not subject to disclosure when the Bidder has a good faith legal/factual basis for such assertion. The New Jersey State Library reserves the right to make the

determination and will advise the Bidder accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter along with the reason why that section is exempt from disclosure. NJSL will not honor any attempt by a Bidder, either to designate its entire proposal as proprietary, and/or to claim copyright protection for its entire proposal.

Negotiation and Best and Final Offer

Following the review and scoring of bid proposals, the New Jersey State Library may, pursuant to N.J.S.A. 52:34-12 (f), negotiate one or more of the following contractual issues: the performance Contract Specifications and Deliverables and/or the price of a proposed contract award with any bidder, and/or solicit a Best and Final Offer (BAFO) from one or more bidders.

Clarification discussions may, at NJSL's sole option, be conducted with bidders who submit Quotations determined to be acceptable and competitive. Bidders shall be accorded fair and equal treatment with respect to the opportunity for discussion of Quotations. Revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting these discussions, there will be no disclosure of any information derived from Quotations submitted by competing bidders.

In response to NJSL's request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

The anticipated contract term is February 3, 2025 – September 30, 2026.

Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Trustees of Thomas Edison State University, when required. The New Jersey Open Public Records Act, N.J.S.A. 47:1A-1.1 et seq. shall govern the release of any document received by NJSL.