



## BUNKER HILL COMMUNITY COLLEGE

### Request for Proposal

## RFP #BHCEVT27: Event Planning and Rental Services

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| Item              | Detail                                                                                      |
|-------------------|---------------------------------------------------------------------------------------------|
| Contract term     | July 1, 2026, through June 30, 2029                                                         |
| Renewal options   | Two additional one-year renewal options at BHCC's discretion                                |
| Submission method | Electronic submission only, following proposer registration                                 |
| Questions         | Submit questions by email to <a href="mailto:purchasedoc@bhcc.edu">purchasedoc@bhcc.edu</a> |

### Purpose

The purpose of this Request for Proposal (RFP) is to receive proposals from qualified firms capable of providing event production services, audiovisual support, technical consulting, livestreaming services, equipment rental, and venue technology assessment services for Bunker Hill Community College (BHCC). The successful proposer shall be responsible for professional event production support for College-sponsored events, ceremonies, conferences, cultural programs, fundraising events, academic activities, and strategic technology consulting initiatives. BHCC may award a single contract or multiple contracts if determined to be in the College's best interest.

### Proposal Delivery

All proposals must be submitted electronically. Proposers must pre-register using the BHCC registration form before submission made available on the website. Upon registration, proposers will receive a secure submission link. Proposal files shall be submitted in PDF format. Late submissions will not be accepted.

Questions regarding this solicitation shall be submitted by email to: [purchasedoc@bhcc.edu](mailto:purchasedoc@bhcc.edu). The subject line of each email must include the proposal number BHCEVT27.

All questions and answers will be distributed to registered proposers. No proposer shall contact any evaluation committee member regarding this procurement.

## Time for Proposal Acceptance

The contract will be awarded within forty-five (45) days after proposal opening. BHCC reserves the right to extend the evaluation period for up to forty-five (45) additional days.

## Changes and Addenda

Any changes to this RFP shall be issued through written addenda. Proposers are responsible for monitoring all posted addenda and incorporating such changes into their proposals.

## Right to Cancel or Reject Proposals

BHCC reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request clarifications
- Conduct interviews, multimedia presentations, or demonstrations
- Verify information provided
- Contact references
- Award to one or more proposers
- Make no award if determined to be in the College's best interest

## Contract Requirements

The [Massachusetts Standard Contract Form and all applicable Commonwealth Terms and Conditions](#) are mandatory and non-negotiable. Vendor terms and conditions shall not supersede Commonwealth requirements. Any conflicting vendor provisions shall be deemed void unless specifically approved by BHCC in writing.

## Contract Term Length and Renewal Options

| Term Element          | Requirement                                                      |
|-----------------------|------------------------------------------------------------------|
| Initial contract term | August 27, 2026 through June 30, 2029                            |
| Renewal options       | Two (2) additional one-year renewal options at BHCC's discretion |

## Scope of Services

The successful contractor shall provide the following services on an as-needed basis.

### Event Production Services

- Event production management
- Technical direction
- Stage management
- Show calling
- Production scheduling

- Vendor coordination
- Rehearsal support

### **Audio Services**

- Sound system deployment
- Digital mixing consoles
- Wireless microphone systems
- Audio recording
- Audio engineering
- Assistive listening systems

### **Video Services**

- Projection systems
- Multi-camera production
- Live streaming
- Video recording
- Hybrid event support
- Video switching

### **Lighting Services**

- LED lighting systems
- Event lighting design
- DMX programming
- Stage lighting support

### **Staging and Scenic Services**

- Portable staging
- Pipe and drape
- Scenic elements
- Audience risers

### **Equipment Rental**

- Audio equipment
- Video equipment
- Lighting equipment
- Streaming equipment
- Networking equipment
- Temporary power distribution

### **Technical Consulting Services**

- AV infrastructure assessments
- Technology lifecycle planning
- Venue modernization recommendations

- Standards development
- Capital planning support

## Performance Standards

The awarded contractor shall meet or exceed the following standards:

| Standard               | Target                                                                     |
|------------------------|----------------------------------------------------------------------------|
| Event readiness        | 100% completion of agreed setup prior to event start                       |
| Service reliability    | No preventable service interruptions attributable to contractor negligence |
| Livestream reliability | 98% uptime during scheduled livestream events                              |
| Response time          | Respond to BHCC requests within one business day                           |
| Customer satisfaction  | Minimum 90% satisfaction rating from event stakeholders                    |
| Safety performance     | No pattern of safety violations or OSHA-related incidents                  |

## Insurance Requirements

Minimum insurance limits and Workers' Compensation coverage are required in accordance with Massachusetts law. Certificates of Insurance shall be submitted prior to contract execution.

| Coverage                     | Minimum Limit                                                                 |
|------------------------------|-------------------------------------------------------------------------------|
| Commercial General Liability | \$1,000,000 per occurrence; \$2,000,000 aggregate                             |
| Automobile Liability         | \$1,000,000 combined single limit                                             |
| Professional Liability       | \$1,000,000 per claim                                                         |
| Cyber Liability              | \$1,000,000 per claim, if handling institutional data or livestream platforms |

## Business Continuity Plan

Proposers shall provide a written Business Continuity Plan describing:

- Emergency staffing procedures
- Equipment failure contingency plans
- Severe weather procedures
- Backup equipment availability
- Livestream failure recovery procedures

## Business References

Proposers shall provide a minimum of three signed client reference letters. References should demonstrate:

- Higher education experience, preferred

- Event production experience
- Comparable project scope

## **Financial Strength**

Proposers shall provide the most recent audited financial statements or alternative documentation demonstrating financial stability. Financial documents will be treated as confidential to the extent permitted by law.

## **Required Proposal Format and Page Limits**

Technical Proposal Maximum: 25 pages. The page limit excludes cover forms, financial statements, insurance certificates, reference letters, and required Commonwealth forms.

## **Required Sections**

- Cover Sheet and Authorized Signature
- Responsiveness Documents
- Company Qualifications
- Relevant Experience
- Operational Approach and Staffing
- Technical Consulting Methodology
- Safety and Risk Management
- Cost Proposal
- References
- Business Continuity Plan
- Optional Attachments

## **Required Crosswalk**

Include a one-page matrix identifying where each evaluation criterion is addressed.

## **Minimum Responsiveness Review (Pass/Fail)**

Proposals must:

- Be submitted by the deadline
- Include all required forms
- Be signed by an authorized representative
- Accept Massachusetts Standard Contract requirements
- Demonstrate at least five years of relevant experience
- Include three references
- Include required insurance certifications
- Include a complete cost proposal
- Include a Business Continuity Plan
- Include required financial information

Failure to meet these requirements may result in disqualification.

## Evaluation Criteria

### Scoring Method

| Score | Rating                |
|-------|-----------------------|
| 0     | Below Minimum         |
| 1     | Not Advantageous      |
| 2     | Somewhat Advantageous |
| 3     | Fairly Advantageous   |
| 4     | Advantageous          |
| 5     | Highly Advantageous   |

### Weighted Evaluation Criteria

| Criterion                              | Weight | Evaluation Considerations                                                                                            |
|----------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------|
| Proposer Experience and Qualifications | 30%    | Higher education event experience; organizational capacity; technical expertise; years in business                   |
| Operational Plan and Staffing          | 25%    | Staffing model; event management approach; technical resources; quality assurance processes                          |
| Technical Consulting Capability        | 20%    | Infrastructure assessment experience; venue planning expertise; modernization recommendations; reporting methodology |
| Cost Proposal                          | 15%    | Transparency; reasonableness; value                                                                                  |
| References and Past Performance        | 10%    | Client satisfaction; reliability; quality of service                                                                 |

## Uniform Price Proposal.

Price proposals must be in this format for uniform comparison.

| Category of Service or Item | Unit of Measure | Price |
|-----------------------------|-----------------|-------|
|                             |                 |       |
|                             |                 |       |
|                             |                 |       |
|                             |                 |       |
|                             |                 |       |

## College Conditions

BHCC shall not be responsible for proposal preparation costs. All proposal materials become the property of BHCC. The award resulting from this RFP shall be for BHCC only. Massachusetts public higher education institutions may separately utilize the resulting procurement at their own discretion through independent agreements.

The [Massachusetts Standard Contract Form and all associated Terms and Conditions](#) are essential to this solicitation. The College will not accept or consider any alternative terms or conditions from proposers. The selected proposer must sign the Massachusetts Standard Contract Form and all relevant Terms and Conditions exactly as provided, without modification to enter into a contract. Any additional terms proposed by a vendor are void and unenforceable unless specifically included as a written attachment approved by the College and confirmed not to conflict with existing terms.