



LAEDC EVENTS

Audio Visual RFP

Abstract

LAEDC is seeking respondents to present budget proposals for audio visual support for in-person events for the 2023 - 2024 year. LAEDC seeks to hire one vendor in a Master agreement for all events. All vendors engaging in this RFP must be based in Los Angeles County, California. All proposals are due Thursday, August 31, 2023.

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Contents

Intro / Project Overview	2
LAEDC Background	2
Our Mission:.....	2
Event Backgrounds	2
EDDY Awards:	2
Description:	2
Requirements:	2
Economic Forecast:	3
Description:	3
Requirements:	3
Select LA Investment Summit:	3
Description:	3
Requirements:	3
A/V RFP & Project Timeline Details	3
Event A/V Requirements (based on last in-person event):	4
RFP Required Content	4
Selection Criteria and Process	5
Budget	5
Contact	5
Attachment A – EDDY Awards Equipment and Labor	6
Attachment B – Economic Forecast Equipment and Labor	9
Attachment C – Select LA Summit Equipment and Labor	11

Intro / Project Overview

The Los Angeles County Economic Development Corporation (LAEDC) requests proposals to fulfill the audiovisual needs for three of its 2023-2024 events (list of events below). However, should you only want to bid on one of these three events, we welcome proposals for that as well.

This project's scope will include meeting with key staff, identifying the audiovisual needs for each event, working to stay within set A/V production budget, and executing A/V needs on the day-of each event. Previous A/V requirements for the last in-person occurrence for each event is laid out below to help ensure accurate quote comparisons. This just provides a sample of what has been used at each of our events.

LAEDC Background

In 2020, as we entered our 40th anniversary year of service to the people of Los Angeles County, the LAEDC adopted an updated vision statement which now inspires our work: A reimagined Los Angeles regional economy... growing, equitable, sustainable, and resilient – that provides a healthy and high standard of living for all.

LAEDC has enjoyed a successful and beneficial 40-year partnership with the Los Angeles County Board of Supervisors, whose 1981 board motion led to LAEDC's formation as a 501(c)(3) nonprofit public benefit corporation, with the recognition that such an enterprise could help the County improve economic conditions throughout the region by attracting and leveraging private sector financial and intellectual resources alongside public resources to "help ameliorate conditions of poverty, dependency, chronic unemployment and underemployment, rising community tensions and social and economic disparity in areas of chronic poverty".

The programs and initiatives employed by the LAEDC have evolved significantly over the decades from initial industry cluster initiatives to support the county's signature entertainment and manufacturing industries, which included managing the county's industrial development bond program for a time to today's much more comprehensive and diverse set of economic and workforce development initiatives.

Our Mission:

The LAEDC's mission is to reinvent our economy to collaboratively advance growth and prosperity for all.

Event Backgrounds

EDDY Awards:

Description:

- LAEDC's annual EDDY Awards event is a cocktail reception, dinner, and awards gala to support the fulfillment of the LAEDC's mission of reinventing our economy to collaboratively advance growth and prosperity for all.
- Date: Wednesday, November 8, 2023
- Location: SoFi Stadium, Inglewood, CA
- Time: 5:30 PM – 9:00 PM PST
- Audience: 600+. Primarily composed region's leading business, government, civic, and education leaders.

Requirements:

- See Attachment A based on previous use.

Economic Forecast:

Description:

- LAEDC's annual Economic Forecast event is a highly anticipated, and publicly visible event which offers a valuable look ahead at projections for the global, national, state and local economy.
- Date: February 2024
- Location: TBD in Downtown Los Angeles
- Time: 8:00 AM – 12:00 PM PST
- Audience: 400+. Primarily composed of key decision makers and corporate leaders representing all industries in LA County, academia, city governments from within LA County and regional elected official representatives.

Requirements:

- See Attachment B based on previous use.

Select LA Investment Summit:

Description:

- World Trade Center Los Angeles' Select LA Investment Summit provides international and local companies with a comprehensive understanding of the region's investment ecosystem with actionable insights that can guide key business decisions.

Through matchmaking technology and over four hours of networking, Select LA offers the perfect environment to create and foster new relationships with individuals who are responsible for turning a conversation into an investment opportunity. Just as important as a connection is understanding the local processes and protocol to ensure successful transactions, which is why we gather state and local government officials in addition to private businesses.

- Date: June 19-20, 2024
- Location: TBD in Los Angeles County
- Time: 8:00 AM – 5:00 PM PDT
- Audience: 400+. Primarily composed of international and domestic business leaders in environmental and technological industries as well as state and local policymakers.

Requirements:

- See Attachment C based on previous use

A/V RFP & Project Timeline Details

Below are LAEDC's expected timelines for this RFP.

- August 7, 2023: RFP released
- August 8-18, 2023: Opportunity for vendors to meet with LAEDC staff to discuss each event and more fully inform their proposal process
- August 31, 2023 5 PM PDT: All proposals due
- September 7, 2023: Vendor selected
- September 11-14, 2023: First meeting and walk-through for first event

Event A/V Requirements (based on last in-person event):

Attached are examples of equipment used in the same events from the past. These are previous proposed solutions to utilize for reference. Respondents are encouraged to propose their own creative approach to each event.

Please note that the attached requirements are to help ensure quotes provide a guide for comparison. Each event may require additional needs not listed in this RFP.

RFP Required Content

Company Background and Staffing:

- All companies must be located within the region of Los Angeles County, California.
- Please include company’s legal name, mailing address, email address, phone, primary point of contact, biographies of key staff members, listing of other staff, qualifications and technical competence of a consultant in this type of work.
- Is your firm a “Minority, Women-Owned, Veteran, Service Disabled Veteran-Owned Business Enterprise” defined as a business concern engaged in commercial transactions and is at least fifty-one (51%) percent minority, woman, veteran, service-disabled veteran-owned, and whose management and daily operations are controlled by such persons?
- How does your firm approach diversity, equity, and inclusion internally and in terms of vendors (i.e. contracting for lighting, displays, etc.) you work with? If your firm does not already approach diversity and inclusion, what steps will you take to include this? (such as sub-contracting, supplies, etc).

Project Approach:

Please provide a brief overview of how you will approach this project, including a statement of your company’s production philosophy and core competencies and proposed schedule.

Technical Approach:

Please provide an overview of the knowledge and skills required to effectively and efficiently execute the proposed events.

Cost Proposal:

- Proposals must include a detailed estimated cost (all fees showcased as a line item) for all equipment, labor, and personnel related to event execution.
- The proposer is encouraged to propose charges that will be guaranteed to be discounted as compared to the then-current market rates for comparable products and services available from other reputable providers.

Summary of Previous Events:

Please include a summary of your company’s last 5 projects/events of a similar scale. Include which services your organization was asked to provide.

References:

Please include no less than 3 previous client references within the last 3 years (with current contact information) who can attest to the quality of your company's work.

Selection Criteria and Process

LAEDC will review and evaluate all properly submitted proposals that are received on or before the deadline. Proposals will be evaluated based on the following factors:

1. Project approach including company's production philosophy/References: (40%)
2. Technical approach including proven ability to meet deadlines (25%)
3. Cost Proposal (20%)
4. Summary of Previous Events (15%)

Budget

Please include all labor and delivery fees associated with the A/V requirements. Vendors are encouraged to provide alternative equipment and labor options to help meet the event need and reduce any expected costs. Additional A/V requirements may be added upon selection of vendor and as each event is fully developed.

Contact

For any additional questions, please contact Janice Levy

Director of Strategic Relations

310.721.3247

Janice.Levy@laedc.org

Attachment A – EDDY Awards Equipment and Labor

- Note: Please include any delivery fees associated with the event.

Registration

Quantity	Description	Duration	Price	Subtotal
1	10ft Lighting Pipe	1 Days		
1	50lb Lighting Base - Round	1 Days		
2	Hex-4 LED Fixture <i>Note: -includes pole mounting hardware</i>	1 Days		
8	Walkie Talkie Package	1 Days		
8	Walkie Talkie Headset	1 Days		

Total Registration

Cocktail Reception

Quantity	Description	Duration	Price	Subtotal
4	Zoom Moving LED Fixture	1 Days		
6	Hex-4 LED Fixture	1 Days		
2	12" x 12" Box Truss - 10ft.	1 Days		
2	12" x 12" Box Truss - 2ft	1 Days		
2	Box Truss Base Plate	1 Days		

Total Cocktail Reception

General Session

Quantity	Description	Duration	Price	Subtotal
1	Indoor LED Video Wall <i>Note: -9ft x 20ft Wall</i>	1 Days		

Quantity	Description	Duration	Price	Subtotal
1	Video Processor Rack	1 Days		
1	LED Wall Power Distro and Cabling Package	1 Days		
1	LED Wall Ground Support Rigging Package	1 Days		
3	4ft x 8ft Steel Deck Platform <i>Note: -4ft x 24ft Platform, includes 2ft legs and Black Duvetyne Skirting</i>	1 Days		
1	Digital Audio Console	1 Days		
4	Active Line Array Speaker	1 Days		
10	Active Loudspeaker	1 Days		
10	Ultimate Speaker Stand	1 Days		
2	Active Subwoofer	1 Days		
2	Adj. Speaker Pole	1 Days		
2	18" Gooseneck Microphone	1 Days		
2	Stereo Direct Box	1 Days		
2	12x4 Audio Snake - 150ft	1 Days		
1	Camera Switcher	1 Days		

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1	Robotic Camera Controller	1 Days
3	Robotic Camera with Stand	1 Days
1	Studio Pro HD Recorder	1 Days
1	3G HD Switcher	1 Days
1	22" LED HD Monitor	1 Days
10	Up Down Cross HD	1 Days
2	Blackmagic 1 x 8 SDI DA	1 Days
2	PC Laptop	1 Days
1	Apple Laptop	1 Days
1	Playback Pro Software Package	1 Days
	<i>Note: Includes controller</i>	
10	55" LED TV Package	1 Days
10	7ft TV/Monitor Stand	1 Days
1	Lighting Console	1 Days
2	4 Channel Dimmer Pack	1 Days
6	Leko Light Fixture	1 Days
4	Mac2K Profile	1 Days
72	Hex-4 LED Fixture	1 Days
1	DMX Transmitter	1 Days
1	Feeder Cable Package w/turnarounds	1 Days
1	Stinger Cable Package w/cube taps	1 Days
1	Socco Cable Package w/breakouts	1 Days
1	Data Cable Package w/opti-splitter	1 Days
1	Telex RTS 6-Pack	1 Days
1	Custom Acrylic Podium	1 Days
1	Presidential TelePrompter System	1 Days

Total General Session

Labor	Date	Start	End	QTY	Personnel/Task	Duration	Unit Price	Subtotal
	Nov 7 23	7:00 AM	5:00 PM	1	LD/Programmer/Set Up	1 Day(s)		
		7:00 AM	5:00 PM	4	AV Utility Tech/Set Up	10 Hour(s)		
		7:00 AM	5:00 PM	1	Lighting Utility/Set Up	10 Hour(s)		
	Nov 8 23	7:00 AM	9:00 PM	1	Technical	1 Day(s)		
		7:00 AM	5:00 PM	2	LED Tech/Set Up	10 Hour(s)		
		8:00 AM	10:00 PM	1	LED Tech/Setup/Operate	1 Day(s)		
		10:00 AM	10:00 PM	1	A1 Audio Engineer/Setup/Operate/	1 Day(s)		
		10:00 AM	10:00 PM	2	V1 Video Engineer/Setup/Operate/	1 Day(s)		

LAEDC Events A/V RFP

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10:00 AM	6:00 PM	2	AV Utility Tech/Set Up	8 Hour(s)
12:00 PM	10:00 PM	1	LD/Programmer/Setup/Operate/Strike	1 Day(s)
6:00 PM	2:00 AM	2	LED Tech/Strike	8 Hour(s)
6:00 PM	2:00 AM	4	AV Utility Tech/Strike	8 Hour(s)
6:00 PM	2:00 AM	2	Lighting Utility/Strike	8 Hour(s)

Total Labor

Attachment B – Economic Forecast Equipment and Labor

- Note: Please include any delivery fees associated with the event.

General Session

Quantity	Description	Duration	Price	Subtotal
2	9" x 12ft HD Screen Kit	1 Days		
2	HD DLP Projector	1 Days		
2	4.1-6.9:1 Zoom Lens	1 Days		
2	4ft - 7ft Adj. Projector Stand	1 Days		
1	43" LED TV Package <i>Note: -DSM with stand</i>	1 Days		
1	3G HD Switcher	1 Days		
1	22" LED HD Monitor <i>Note: -switcher preview</i>	1 Days		
1	1 x 8 SDI DA	1 Days		
1	Up Down Cross HD	1 Days		
2	PC Laptop	1 Days		
1	Perfect Cue	1 Days		
1	Digital Audio Console	1 Days		
4	Active Loudspeaker	1 Days		
4	Ultimate Speaker Stand	1 Days		
1	18" Gooseneck Microphone	1 Days		
8	Wireless Microphone Package	1 Days		
3	PcDI Stereo Direct Box	1 Days		
1	12x4 Audio Snake - 150ft	1 Days		
1	16 Ch Press Box	1 Days		
3	13ft x 16ft Polyteq Drapery Panel - Black <i>Note: -includes all ground support hardware</i>	1 Days		
1	Custom Acrylic Podium	1 Days		
1	Speaker Timer System	1 Days		

Total Bunker General Session

Zoom Live Stream GS

QTY	Description	Duration	Price	Subtotal
1	Sony/Panasonic Camera Package <i>Note: -includes tripod, zoom/focus controls, recordable media, 2nd camera for lockdown wide shot and 3x1 switcher</i>	1 Days		
1	Laptop	1 Days		
1	U-TAP SDI to USB Converter	1 Days		
1	USB Audio Interface	1 Days		

Total Zoom Live Stream GS

Attachment C – Select LA Summit Equipment and Labor

- Note: Please include any delivery fees associated with the event.

General Session

Quantity	Description	Duration	Price	Subtotal
2	9ft x 16ft HD Screen Kit	1 Days		
2	HD DLP Projector	1 Days		
2	4.1-6.9:1 Zoom Lens	1 Days		
2	4ft - 7ft Adj. Projector Stand	1 Days		
1	55" LED TV Package <i>Note: -DSM with stand</i>	1 Days		
1	3G HD Switcher	1 Days		
1	22" LED Monitor	1 Days		
1	1 x 8 SDI DA	1 Days		
1	Up Down Cross HD	1 Days		
2	PC Laptop	1 Days		
1	Perfect Cue System	1 Days		
1	Digital Audio Console	1 Days		
6	Active Loudspeaker	1 Days		
6	Ultimate Speaker Stand	1 Days		
1	18" Gooseneck Microphone	1 Days		
6	Wireless Microphone Package	1 Days		
3	pcDI Stereo Direct Box	1 Days		
2	Adj. Floor Microphone Stand	1 Days		
1	12x4 Audio Snake - 150ft	1 Days		
1	Lighting Console	1 Days		
2	4 Channel Dimmer Pack	1 Days		
6	Leko Light Fixture	1 Days		
24	Freedom Par Hex 4	1 Days		
1	DMX Splitter	1 Days		
2	12" x 12" Box Truss - 10ft.	1 Days		
2	12" x 12" Box Truss - 2ft	1 Days		
2	Box Truss Base Plate	1 Days		
10	13ft x 16ft Polyteq Drap Panel - Black	1 Days		
1	Digital Podium Package	1 Days		
1	Speaker Timer System	1 Days		
1	Atomic Design Stage Set Package	1 Days		

Zoom Live Stream GS

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Quantity	Description	Duration	Price	Subtotal
1	Live Camera Switcher	1 Days		
1	Robotic Camera Controller	1 Days		
2	HD Robotic Camera with Stand	1 Days		
1	Studio Pro HD Recorder	1 Days		
1	U-TAP SDI to USB Converter	1 Days		
1	USB Audio Interface	1 Days		
1	Laptop	1 Days		
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Total Zoom Live Stream GS				

Breakout Room #1

Quantity	Description	Duration	Price	Subtotal
1	Digital Audio Console	1 Days		
2	Active Loudspeaker	1 Days		
2	Ultimate Speaker Stand	1 Days		
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5	Wireless Microphone Package	1 Days		
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Total Breakout Room #1				

Breakout Room #2

Quantity	Description	Duration	Price	Subtotal
1	Digital Audio Console	1 Days		
2	Active Loudspeaker	1 Days		
2	Ultimate Speaker Stand	1 Days		
5	Wireless Microphone Package	1 Days		
Total Breakout Room #2				

LABOR

Date	Start	End	QTY	Personnel/Task	Duration	Unit Price	Subtotal
Day Before	8:00 AM	6:00 PM	4	AV Utility Tech/Set Up	10 Hour(s)		
	9:00 AM	7:00 PM	1	A1 Audio Engineer/Set Up	1 Day(s)		
	9:00 AM	7:00 PM	1	LD/Programmer/Set Up	1 Day(s)		
Day of	6:00 AM	4:00 PM	1	A1 Audio Engineer/Set Up	1 Day(s)		
	6:00 AM	4:00 PM	2	V1 Video Engineer/Set Up	1 Day(s)		
	6:00 AM	4:00 PM	1	LD/Programmer/Set Up	1 Day(s)		
	2:00 PM	10:00 PM	4	AV Utility Tech/Strike	8 Hour(s)		
Total LABOR							

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