

LONGWOOD UNIVERSITY



**MATERIEL MANAGEMENT & PURCHASING
201 HIGH STREET
LANCASTER HALL, ROOM 215B
FARMVILLE, VIRGINIA 23909**

**REQUEST FOR PROPOSALS
LU214-22-012**

VENUE MANAGEMENT SERVICES

MAY 13, 2022



LONGWOOD UNIVERSITY IS A PROUD MEMBER OF VASCUPP
This procurement is being conducted by Longwood University on behalf of all VASCUPP members.

REQUEST FOR PROPOSALS (RFP)

Issue Date: May 13, 2022
Title: Venue Management Services

RFP#LU214-22-012
Commodity Code: 95815, 96213

Issuing

Agency: COMMONWEALTH OF VIRGINIA
Longwood University
Materiel Management & Purchasing
201 High Street, Lancaster Hall, Room 215B
Farmville, Virginia 23909

OPTIONAL PRE-PROPOSAL CONFERENCE:

May 26, 2022 at 2:00 p.m.
Lancaster Hall, Room 223
Longwood University
Farmville, Virginia

Location Where Work Will Be Performed: Longwood University, Farmville, Virginia 23909

Initial Period Of Contract: The initial term of the contract is three (3) year(s), beginning August 1, 2022, or as negotiated. There will be an option for seven (7) one (1) year renewal terms, or as negotiated.

Sealed Proposals Will Be Received Until: June 16, 2022 at 2:00 p.m. Local Time For Furnishing The Goods/Services Described Herein. **Proposals Will Be Date/Time Stamped Upon Receipt.**

All Inquiries For Information Shall Be Directed To: Deborah J. Cooper, Interim Director of Materiel Management & Purchasing, at email materielmanagement@longwood.edu or faxed to (434) 395-2246 using ATTACHMENT A – WRITTEN PRE-PROPOSAL QUESTION FORM. **Questions are due by 12:00 noon on June 3, 2022.**

PROPOSALS SHALL BE MAILED OR HAND DELIVERED DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE. **See notice about the use of express delivery services on Page | 2.**

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

eVA Member: ☐ Yes ☐ No
eVA Vendor ID#: _____

Check all that apply: Small Business ☐
Woman-Owned Business ☐
Minority-Owned Business ☐

Note: Offeror shall be a member of eVA on the date and time designated for receipt of proposals to be awarded this contract. See General Terms and Conditions X, for information on registration.

DSBSD Certificate Number _____
Certification Date ____/____/____
Expiration Date ____/____/____

Name And Address Of Firm:

Date: _____

By: _____

(Signature In Ink)

_____ Zip Code _____

Name: _____

(Please Print or Type)

E-mail: _____

Title: _____

Phone: (____) _____

(Toll Free, if available)

Fax: (____) _____

(Toll Free, if available)

USE OF EXPRESS DELIVERY SERVICES: If you use an express delivery service, you may be told Farmville, VA/Longwood University is a next day delivery location from your location; offeror must make sure the carrier guarantees delivery by 2:00 p.m.

PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held on May 26, 2022 at 2:00 p.m. in the Lancaster Hall, Room 223. Please bring a copy of the RFP with you to the conference. The venue site is under construction; a “distanced site visit” will follow the conference.

ADDENDUMS: Any changes resulting from the University’s requirements will be issued in an addendum and will be posted on the eVA website, <http://www.eVA.virginia.gov> and the Longwood University Materiel Management & Purchasing website, <http://tkts.longwood.edu/ListRFP.aspx>. Click on View This RFP next to Proposal Number [LU214-22-012](#). It is the sole responsibility of the Offeror to check these websites for all changes to the RFP prior to submission. **Failure to sign and return addenda may cause your proposal to be scored lower.** Longwood University will not mail or fax these documents.

PARKING: Parking is difficult, please plan to arrive early enough to secure parking and deliver your proposal on time. If Offeror requires ADA accommodations to deliver proposal, please contact the Materiel Management & Purchasing Office at (434) 395-2094 twenty-four (24) hours prior to solicitation closing.

If Longwood University is closed for any reason on the date/time specified for receipt of proposals, proposals will be due at the same time the next business day the University is open. Offerors should check the University’s website at <http://www.longwood.edu> or call the main number at 1-434-395-2000 after 6:00 a.m., to see if the University is going to be closed, open, or a delayed opening has been implemented.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. **PURPOSE:** The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified venue management firms to establish a contract through competitive negotiations to provide Event Booking & Content Development services for the Joan Perry Brock Convocation Center (JPBCC) at Longwood University. Longwood University is an agency of the Commonwealth of Virginia (hereinafter referred to as “Longwood” or the “University”).

II. **GOVERNING RULES:** This solicitation is issued in accordance with the provisions of:

- A. [Purchasing Manual for Institutions of Higher Education and their Vendors](#)
- B. [Governing Rules](#)
- C. [General Terms and Conditions](#)
- D. [Data Protection Addendum](#)

III. **BACKGROUND:**

Longwood University is an institution of higher learning with the mission of developing citizen leaders who are prepared to make positive contributions to the common good of society.

A comprehensive university with a strong liberal arts foundation, Longwood recently celebrated its 183rd anniversary and is the third-oldest public university in Virginia, behind William & Mary and the University of Virginia. Longwood is part of the proud tradition of higher education in the Commonwealth of Virginia. Roughly one hour’s drive from Lynchburg, Charlottesville and Richmond, Longwood is located in the historic two-college community of Farmville, at a historic crossroads near where the Civil War drew to a close and powerful strides in the civil rights movement began. Today Longwood has an enrollment of approximately 4,000 students served by approximately 1,000 faculty and staff.

In congruence with the University's mission, the University seeks an experienced firm to provide event and content development services for the JPBCC. The JPBCC is currently in the design and construction phase with construction scheduled to be completed in July 2023. The JPBCC will be a 3,000 seat venue which will be the home for Longwood University men’s and women’s intercollegiate basketball teams and will host university events such as convocations, graduations and other large events. Additionally, the venue management partner will be responsible for the recruitment and development of external programming to be hosted at the JPBCC.

IV. **STATEMENT OF NEEDS:** It is the University’s intent to enter into a contract with the selected firm for professional management services for the programming operations of the JPBCC. Services must be of the highest quality, provide competent and sound fiscal management, support university initiatives and assist with the development of a positive reputation for the JPBCC among the University community, promoters, event attendees, and the community-at-large. The selected firm will report to the Contract Administrator for JPBCC, Associate Vice President for Financial & Business Operations.

In order to achieve this goal the selected firm may be requested to provide the services outlined in this section.

- A. **Pre-Opening Services for the JPBCC:** The selected firm will assist the University with planning for the opening and future operation of the JPBCC.

1. Market Analysis and Program Content Development: Evaluate local, regional and national market demand and develop a general outline of the type of events the Venue will be capable of attracting.
2. Performer Booking Philosophy: Assist the university in developing a booking philosophy that meets the standards, programming goals and financial goals of the university.
3. Operational Planning: Assist the university in developing plans to manage all types of events to be hosted at the JPBCC.
4. Budget Development: Assist the university in developing an annual budget plan that include expenses; event, personnel, equipment/supply and facility upkeep costs projections and revenues: projected annual profits based on 10 – 15 events/year.
5. Pricing Strategy: Assist the university in developing a pricing strategy that will attract external events to the JPBCC.

B. **JPBCC Management:** Proposal should include three (3) management options as follows:

1. Contractor provides an on-site management team to lead the comprehensive day-to-day management of the JPBCC to include; facility operations, event management & operations, game day operations, ticket sales, event promotions/marketing and other management services.
2. Contractor provides event based staff to work with the Longwood University JPBCC management team for event and game day services for internal, external and athletic events when requested by Longwood University. Staff positions should include; in-arena security, outdoor parking/security, ticket and box office personnel, basketball game scorer's table personnel, scoreboard operators, etc.
3. Contractor will provide booking services only. No event or management services.

The University will evaluate all management options and award the contract for any or all options in order to meet the needs of the JPBCC.

C. **Annual Program Content Development:** Work closely with the University to develop an annual programming event calendar to maximize efficiency, effectiveness and revenue streams to assist in meeting the University's goals for the Venue.

1. Grand Opening Event Planning: Assist in the planning for a grand opening event for the JPBCC.
2. The university will have first priority for scheduling during basketball season and select university-wide events (convocation, orientation, etc.). The selected firm will work with the JPBCC Executive Director to create an annual events calendar and schedule events that work within the university calendar and uphold the standards of the university.

3. The university would like to develop a schedule that includes 10 – 15 external events a year. These events should include local, regional and national concerts/shows, trade shows, local and regional sporting events and other live entertainment events.

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. GENERAL INSTRUCTIONS:

1. **RFP Response:** In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original, identified as the ORIGINAL, five (5) hard copies, identified as a COPY, and one (1) electronic copy in PDF format on a USB drive of the proposal must be submitted to the issuing agency. If the offeror's proposal contains CONFIDENTIAL or PROPRIETARY information, a REDACTED electronic copy in PDF format should also be submitted on the USB drive. No other distribution of the proposal shall be made by the offeror.
2. **Proposal Preparation:**
 - a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors’ proposal.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

- 3. **Oral Presentation:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

- B. **SPECIFIC PROPOSAL INSTRUCTIONS:** Proposals should be as thorough and detailed as possible, so the University may properly evaluate your capabilities to provide the required services. Proposal should be based on the projections of 10–15 external events/year. Offerors are required to submit the following items as a complete proposal:

- 1. Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.

2. Offeror Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.
3. A written narrative statement to include:
 - a. Experience in providing the services described herein.
 - b. Names, qualifications and experience of personnel to be assigned to the project.
 - c. Resumes of staff to be assigned to the project.
4. Specific plans for providing the proposed services including:
 - a. Describe how the firm plans to provide services requested in Statement of Needs Sections A, B and C.
 - b. For Statement of Needs Section B, define the arrangement between owner and contractor for the services listed below for each of the three JPBC management options. Include any other management services that you believe should be highlighted/considered for each option.
 - i) Event Promotion and Marketing: Responsibilities for activities and expenses related to recruitment, booking, marketing and hosting events. Include recommendations for comprehensive marketing strategy including; online, on-air, print, social media, etc.
 - ii) Event Sponsorship and Advertising: Responsibilities for activities, expenses and revenues related to the event related sponsorship and advertising activities.

 NOTE: This relates to external event sponsorship and advertising only. Advertising and sponsorship in general for the JPBC will be the responsibility and benefit of Longwood University.
 - iii) Venue Scheduling: Propose your role in the venue scheduling process.
 - iv) Talent Relations: Propose the process/responsibilities for the talent relations with booked acts and their agents.
 - c. Time frame for the start of the contract.
5. Proposed Price. Indicate in the pricing schedule, Section XI of the RFP, if provided.
6. Small Business Subcontracting Plan – Summarize the planned utilization of DMBE-certified small businesses which include businesses owned by women and minorities, when they have received DMBE small business certification,

under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless the solicitation has been set-aside for small businesses or no subcontracting opportunities exist.

VI. EVALUATION AND AWARD CRITERIA:

- A. **EVALUATION CRITERIA:** Proposals shall be evaluated by Longwood University using the following criteria:

<u>CRITERIA</u>	<u>POINT VALUE</u>
1. Specific plans or methodology to be used to perform the services	25
2. Experience and qualifications of personnel assigned to perform the services	25
3. Price Proposal	20
4. Small Business Subcontracting Plan	20
5. References	<u>10</u>
TOTAL	<u>100</u>

- B. **AWARD OF CONTRACT:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

VII. REPORTING AND DELIVERY INSTRUCTIONS:

- A. The Contractor shall provide the following documentation to the University Contract Administrator for approval.
- B. The Contractor shall provide a monthly progress report to the University Contract Administrator outlining the following:
1. The specific highlights during the reporting period (events, personnel, etc.).

2. Any specific challenges faced during the reporting period.
 3. Schedule updates for the JPBCC.
 4. Fiscal updates for the JPBCC.
- C. Within thirty (30) calendar days after the award date of the contract, the Contractor shall furnish a preliminary outline of the organizational structure of the final report to the University Contract Administrator.
1. The preliminary outline shall delineate the main topics and subtopics that will later be described in detail in the final report.
 2. Beneath each topic and subtopic, the Contractor shall furnish a brief narrative description of the subject matter encompassed by the topic or subtopic.
 3. The agency shall have the right to edit, modify and/or rearrange the organizational structure, topics, and subtopics as it deems necessary to insure the inclusion of all work required by the contract.
- D. At least two (2) weeks prior to the submission of the final report, the Contractor shall present a preliminary draft of the final report to the University Contract Administrator. The agency shall have the right to modify and/or to require additional elaboration as it deems necessary to insure a comprehensive and thorough written study of all work required by the contract.
- E. On or before the date specified in the contract, a final report shall be delivered to the University Contract Administrator for its approval. The Contractor shall furnish three (3) copies of the final report.
- F. The Contractor shall make a least one (1) oral presentation of the final report to persons or organizations as deemed necessary by the agency.
- G. See IX.10.C.1. outlining the requirements for Prime Contractor reporting of Small Business Subcontracting.

VIII. OPTIONAL PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held on May 26, 2022 at 2:00 p.m. in Lancaster Hall, Room 223. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation, if necessary.

IX. SPECIAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this contract. Such additional goods and services will be provided to the University at favored nations pricing, terms, and conditions.
2. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
3. **AWARD OF CONTRACT:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
4. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may also be terminated by the contractor, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in purchase order(s) with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that

can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

6. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for seven (7) successive one (1) year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
7. **CONTRACT PARTICIPATION:** Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (copy available at <http://www.longwood.edu/materielmanagement>), Cooperative Procurement, it is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Longwood University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Longwood University. Longwood University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Longwood University is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances. Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

8. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for (90) days. At the end of the 90 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
9. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>6/16/2022</u>	<u>2:00 P.M.</u>
Name of Bidder/Offeror	Due Date	Time
_____	<u>LU214-22-012</u>	
Street or Box Number	RFP No.	
_____	<u>Venue Management Services</u>	
City, State, Zip Code	RFP Title	

DSBSD-certified Micro Business or Small Business No. _____

Name of Contract/Purchase Officer or Buyer Deborah J. Cooper, CUPO, VCO

10. **SUBMISSION OF SMALL BUSINESS SUBCONTRACTING PLAN, EVIDENCE OF COMPLIANCE WITH SMALL BUSINESS SUBCONTRACTING PLAN, AND SUBCONTRACTOR REPORTING:**

- A. Submission of Small Business Subcontracting Plan: It is the statewide goal of the Commonwealth that 42% of its purchases be made from small businesses certified by DSBSD. This includes discretionary spending in prime contracts and subcontracts. All bidders/offerors are required to submit a Small Business Subcontracting Plan. The contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status when they have also received DSBSD small business certification. Where it is not practicable for any portion of the goods/services to be subcontracted to other suppliers, the bidder/offeror shall note such on the Small Business Subcontracting Plan. No bidder/offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals.
- B. Evidence of Compliance with Small Business Subcontracting Plan: Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution monthly reports substantiating compliance in accordance with the small business subcontracting plan. If a variance exists, the contractor shall provide a written explanation. A subcontractor shall be considered a Small Business for purposes of a contract if and only if the subcontractor holds a certification as such by the DSBSD. Payment(s) may be withheld until the purchasing agency confirms that the contractor has certified compliance with the contractor's submitted Small Business Subcontracting Plan or is in receipt of a written explanation of the variance. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.
- C. Prime Contractor Subcontractor Reporting:
 - 1. Each prime contractor who wins an award greater than \$100,000, shall deliver to the contracting agency or institution on a monthly basis, all applicable information for each subcontractor listed on the Small Business Subcontracting Plan that are DSBSD-certified businesses or Employment Services Organizations (ESOs). The contractor shall furnish the applicable information to the purchasing office via the Subcontractor Payment Reporting tool accessible within the contractor's eVA account.
 - 2. In addition each prime contractor who wins an award greater than \$200,000 shall deliver to the contracting agency or institution on a monthly basis, all applicable information on use of subcontractors that

are **not** DSBSD-certified businesses or Employment Services Organizations. The contractor shall furnish the all applicable information to the purchasing office via the Subcontractor Payment Reporting tool accessible within the contractor's eVA account.

11. **OPTIONAL PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held on May 26, 2022 at 2:00 p.m. at Longwood University, 201 High Street, Farmville, VA 23909 in Lancaster Hall, Room 223. The purpose of this conference is to allow potential bidders/offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.
12. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
13. **REFERENCES:** Offerors shall provide 3 references where similar services have been provided, preferably at a college or university. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person with their email address and telephone number. An OFFEROR DATA SHEET is included as an attachment to this solicitation for providing this information and shall be completed and submitted with the Offeror's proposal.
14. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
15. **CONTINUITY OF SERVICES:**
 - a) The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:
 - (i) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 - (ii) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and

(iii) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

b) The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.

c) The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

16. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:**

Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

17. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

X. **METHOD OF PAYMENT:** Contractor shall submit invoices against work completed as determined by the negotiations and agreement of both parties. Invoices shall be submitted to:

Longwood University
Accounting and Financial Reporting
201 High Street, Lancaster 215A
Farmville, Virginia 23909

- XI. **PRICING SCHEDULE:** The Offeror agrees to provide services in compliance with the STATEMENT OF NEEDS, GOVERNING RULES, GENERAL TERMS AND CONDITIONS AND SPECIAL TERMS AND CONDITIONS contained herein as follows:

1. Initial pre-opening fees and/or annual financial fees.
2. Profit splits and/or per event fees.

- XII. **ATTACHMENTS:**

A – WRITTEN PRE-PROPOSAL QUESTION FORM

B – SMALL BUSINESS SUBCONTRACTING PLAN

C – OFFEROR DATA SHEET

D – STATE CORPORATION COMMISSION FORM

E – HOLIDAY, WINTER CLOSING AND RECOGNITION DAY SCHEDULE FOR 2022

CAMPUS MAP-DIRECTORY

ATTACHMENT A – WRITTEN PRE-PROPOSAL QUESTION FORM

Project: Venue Management Services
Longwood University
Farmville, Virginia 23909

Attention: Deborah J. Cooper, CUPO, VCO
Interim Director of Materiel Management & Purchasing
Lancaster Hall, Room 215B
Longwood University
Farmville, Virginia 23909
Fax: 434-395-2246 | Email: materielmanagement@longwood.edu

The following questions are against RFP#LU214-22-012

<u>Section, Page, Paragraph, Line(s)</u>	<u>Question</u>
--	-----------------

All questions shall be received by **12:00 Noon, June 3, 2022**. All responses to questions will be made by addendum.

Question(s) submitted by:

Name

Company

Email Address: _____

Phone # _____

Fax # _____

ATTACHMENT B – SMALL BUSINESS SUBCONTRACTING PLAN

Definitions

Small Business: “Small Business” means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude DMBE-certified women- and minority-owned businesses when they have received DMBE small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at www.dmbc.virginia.gov (Customer Service).

Offeror’s Name: _____

Preparer Name: _____ **Date:** _____

Instructions

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bidder to receive credit for the small business subcontracting plan evaluation criteria, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in this section. Points will be assigned based on each bidder’s proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the bidder’s total price.

ATTACHMENT C – OFFEROR DATA SHEET (TO BE COMPLETED BY OFFEROR)

- A. **Qualification of Offeror:** The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. Indicate below the length of time you have been in business providing the services required herein.

_____ Year(s) _____ Month(s)

- B. **References:** List three (3) references (preferably colleges or universities, if available) for whom you have provided this type of service. Include the dates of service and the name, phone number and email address of the person Longwood University has your permission to contact.

1.

Company/Name of Contact Person

Address

Phone Number

Date(s) of Service

Email Address

2.

Company/Name of Contact Person

Address

Phone Number

Date(s) of Service

Email Address

3.

Company/Name of Contact Person

Address

Phone Number

Date(s) of Service

Email Address

ATTACHMENT D - STATE CORPORATION COMMISSION FORM

Virginia State Corporation Commission (SCC) registration information. The offeror:

☐ is a corporation or other business entity with the following SCC identification number: _____

-OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

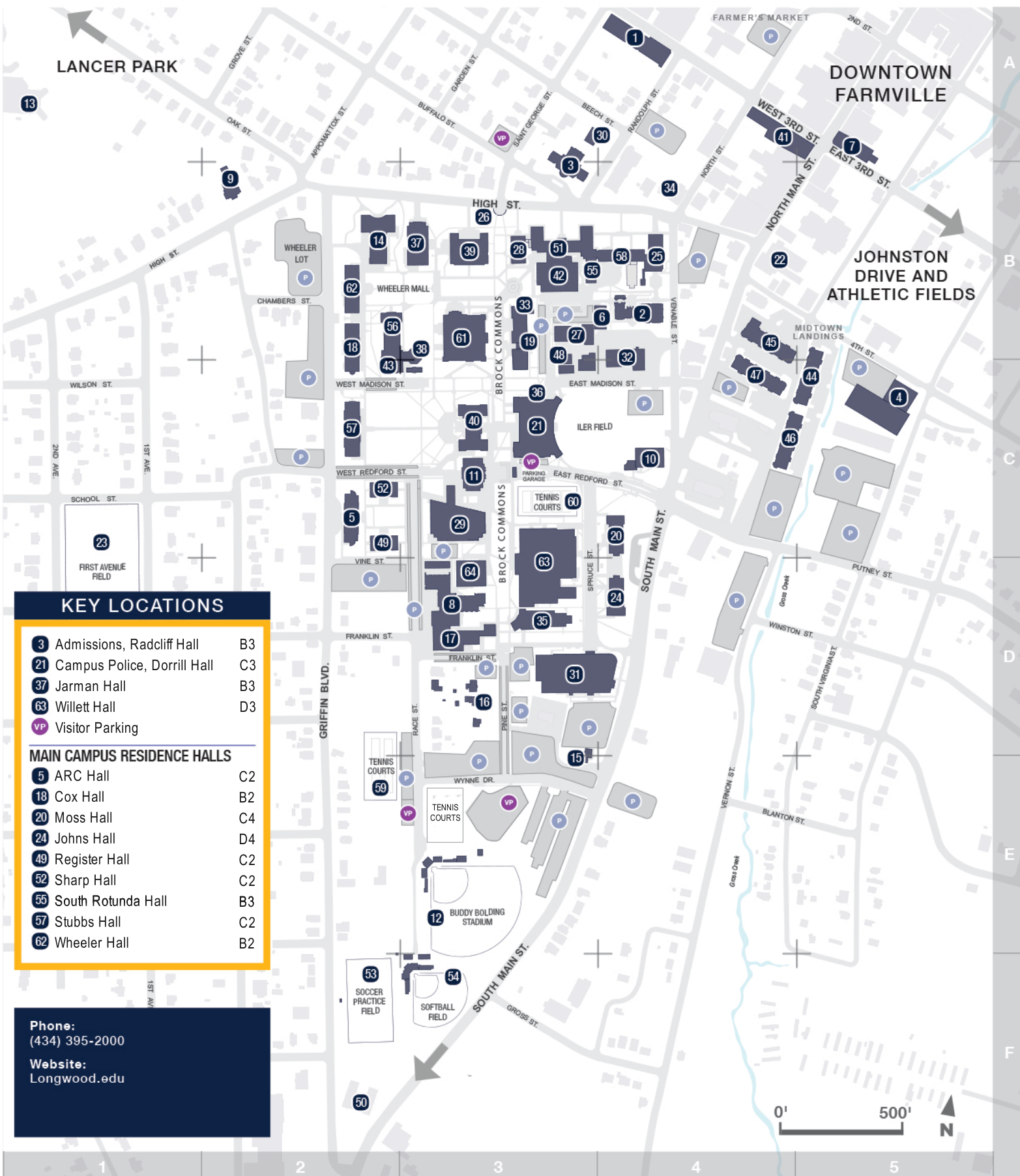
☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

E – HOLIDAY, WINTER CLOSING AND RECOGNITION DAY SCHEDULE FOR 2022

The following days are Official University holidays for 2022. The awarded Recognition Days are also noted below. The University will be closed on all of these days.

Friday, December 31, 2021	New Year's Day (observed)
Monday, January 17	MLK Day
Monday, March 7	Spring Break
Friday, May 27	Recognition Day
Monday, May 30	Memorial Day
Monday, June 20	Juneteenth (observed)
Friday, July 1	Recognition Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Friday, October 7	Recognition Day
Wednesday, November 23	Day before Thanksgiving
Thursday, November 24	Thanksgiving Day
Friday, November 25	Day after Thanksgiving
Monday, December 19	Winter Break
Tuesday, December 20	Winter Break
Wednesday, December 21	Winter Break
Thursday, December 22	Winter Break
Friday, December 23	Additional Holiday Time
Monday, December 26	Christmas (observed)
Tuesday, December 27	Winter Break
Wednesday, December 28	Winter Break
Thursday, December 29	Winter Break
Friday, December 30	Winter Break



KEY LOCATIONS

- | | | |
|----|-----------------------------|----|
| 3 | Admissions, Radcliff Hall | B3 |
| 21 | Campus Police, Dorrell Hall | C3 |
| 37 | Jarman Hall | B3 |
| 63 | Willett Hall | D3 |
| VP | Visitor Parking | |

MAIN CAMPUS RESIDENCE HALLS

- | | | |
|----|--------------------|----|
| 5 | ARC Hall | C2 |
| 18 | Cox Hall | B2 |
| 20 | Moss Hall | C4 |
| 24 | Johns Hall | D4 |
| 49 | Register Hall | C2 |
| 52 | Sharp Hall | C2 |
| 55 | South Rotunda Hall | B3 |
| 57 | Stubbs Hall | C2 |
| 62 | Wheeler Hall | B2 |

Phone:
(434) 395-2000

Website:
Longwood.edu

0' 500'





Campus Map Directory

# BUILDING	GRID	# BUILDING	GRID	# BUILDING	GRID
1 315 W. 3rd St.	A4	20 Moss Residence Hall	C4	43 McCorkle Hall	B3
2 Allen Hall	B4	21 Dorrill Dining Hall	C3	44 Middtown Landings NE	B4
3 Radcliff Hall	B3	22 Farmville Town Hall	B4	45 Middtown Landings NW	C5
4 Andy Taylor Center for Early Childhood Development	C5	23 First Avenue Field	C1	46 Middtown Landings SE	C4
5 ARC Residence Hall	C2	24 Johns Residence Hall	D4	47 Middtown Landings SW	C4
6 Barlow Hall	B3	25 French Hall	B4	48 Recycling Center	B3
7 Barnes & Noble Bookstore	A5	26 Gateway	B3	49 Register Residence Hall	C3
8 Bedford Hall	D3	27 Graham Hall	B3	50 Robert Russa Moton Museum	F2
9 Bed and Breakfast	B2	28 Grainger Hall	B3	51 Rotunda Hall	B3
10 Bristow Hall	C4	29 Greenwood Library	C3	52 Sharp Residence Hall	C2
11 Brock Hall	C3	30 Hardy House	A4	53 Soccer Practice Field	F2
12 Buddy Bolding Stadium – Baseball Field	E3	31 Health and Fitness Center	D3	54 Softball Field	F3
13 Centra Southside Community Hospital	A1	32 Heating Plants	B4	55 South Rotunda Residence Hall	B4
14 Chichester Science Center	B2	33 Hiner Hall	B3	56 Stevens Hall	C2
15 Clark House	E3	34 Hotel Weyanoke	B4	57 Stubbs Residence Hall	C2
16 Clean Virginia Waterways	D3	35 Hull Hall	D3	58 Tabb Hall	B4
17 Communication Studies and Theatre	D3	36 Iler Hall	C3	59 Tennis Courts (Race Street)	E2
18 Cox Residence Hall	B2	37 Jarman Hall	B3	60 Tennis Courts (Willett)	C3
19 Coyner Hall	B3	38 Jeffers Hall	B3	61 Upchurch University Center	B3
		39 Lancaster Hall	B3	62 Wheeler Residence Hall	B2
		40 Lankford Hall	C3	63 Willett Hall	D3
		41 Longwood Center for the Visual Arts	A4	64 Wygal Hall	D3
		42 Murgans Alumni Center	B3		

Lancer Park



Johnston Drive and Athletic Fields

