**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT #1 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202406117 Planning and Coordination for the Statewide Infectious Disease Conference |
| **RFP ISSUED BY:** | Department of Health and Human Services, Maine Center for Disease Control and Prevention |
| **SUBMITTED QUESTIONS DUE DATE:** | July 1, 2024, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | July 15, 2024 |
| **PROPOSALS DUE DATE:** | July 29, 2024, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. Part II, E.1. is revised. 2. Part II, K.2. is removed in its entirety. | |
| **REVISED LANGUAGE IN RFP:**   1. *Part II, E.1. is revised to read:* 2. Solicit up to twenty-five (25) exhibitor displays. 3. Negotiate, receive, process, and account for exhibitor event fees. | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| N/A | When was the last conference produced? |
| **Answer** | |
| The last conference was held in November 2019. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| N/A | Who provided planning services for the last conference? |
| **Answer** | |
| AdCare Educational Institute of Maine, Inc. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| N/A | How often has the conference been produced in the last 7 years? |
| **Answer** | |
| The Department has held three (3) conferences since 2017. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| N/A | Is this an annual conference? |
| **Answer** | |
| This is a one-time annual conference, the Department does not have any future plans for any additional annual conferences at this time. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| N/A | What is the overall budget for the conference? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| N/A | Is there a prior conference budget available that we may review? |
| **Answer** | |
| The archived 2019 contract (20190306000000002538) can be reviewed on the [Service Contract Search | Division of Procurement Services (maine.gov)](https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search) website. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Page 5, Section A | Is there any flexibility in conference location or is the Department committed to Portland? |
| **Answer** | |
| No, the Department intends for the conference to be held in Portland. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Page 5, Section A | Is there a location and/or venue secured for the 2025 conference? |
| **Answer** | |
| No. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Page 7, Section B | What assets does the Department have in terms of email and mailing lists for potential participants? |
| **Answer** | |
| The Department will utilize constituent listservs from the Maine Immunization, HIV, and Epi Programs. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Page 7, Section C | Does a website exist from past conferences? |
| **Answer** | |
| <https://www.maine.gov/dhhs/mecdc/infectious-disease/index.htm> | |

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| **11** | **RFP Section & Page Number** | **Question** |
| Page 7, Section C | Is it necessary for the contractor to have a PCI-DSS certification if the software and payment processors that the contractor uses are PCI-DSS certified? |
| **Answer** | |
| The entity processing and handling the credit card information must have PCI-DSS certification. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| Page 8, Section D | Is there a programming group that identifies speakers or does the contractor provide recommendations? |
| **Answer** | |
| The awarded Bidder in collaboration with the Department will **i**dentify, solicit, contract with (if necessary), and confirm conference speakers/presenters. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| Page 8, Section D | How many speakers are estimated to be part of this conference? |
| **Answer** | |
| The Department anticipates between ten (10) and fifteen (15) speakers. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Page 8, Section D | If programming is designed in tracks, how many tracks are estimated to be part of this conference? |
| **Answer** | |
| The Department estimates between three (3) and five (5). | |

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| **15** | **RFP Section & Page Number** | **Question** |
| Page 8, Section E | 1. What has been the price point for exhibitors and poster presentations in the past? 2. How many exhibitors and/or poster presentations are expected at the conference? |
| **Answer** | |
| 1. The Department does not have this information. 2. Refer to the amended language at the beginning of this document. | |

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| **16** | **RFP Section & Page Number** | **Question** |
| Page 9, Section I | 1. What industry associations have provided CEU credits in the past? 2. Would there be any others expected in the future? |
| **Answer** | |
| 1. The Department does not have this information. 2. The Department does not have this information at this time. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| Page 9, Section I | Does the Department have any particular Continuing Education Units for any particular professions or licensures it wants for this event? Some may require an application and a fee and would impact budget. |
| **Answer** | |
| No, the awarded Bidder must have the ability to apply for, obtain, and implement the delivery of professional Continuing Education Credits. Bidders must include an estimated cost for CEUs in their proposed budget. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| Page 9, Section K, Bullet 2 | Does the Department want sessions recorded for archival purposes only, or do they wish to be able to share recordings with participants/the public post-event? (there is a significant difference in editing services that would impact budget). |
| **Answer** | |
| Refer to the amended language at the beginning of this document. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Page 9, Section K,  Bullet 2 | Is any element of this conference expected to be provided to virtual attendees and if so, to what extent? |
| **Answer** | |
| All attendees will participate in-person. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Page 10, Section K, Bullet 7 | 1. How many awards are given out? 2. What has the cost per award typically been in the past? 3. When/how have rewards been presented in the past? |
| **Answer** | |
| 1. The Department anticipates between two (2) and three (3). 2. Approx. fifty dollars ($50) 3. The Department expects the awards to be presented during the conference. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Page 10, Section K, Bullet 13 | What are the expectations for backup equipment? |
| **Answer** | |
| The Department expects the awarded Bidder to provide backup equipment in the event of an audiovisual equipment failure. | |

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| **22** | **RFP Section & Page Number** | **Question** |
| Page 11, Section L | Are Table 1’s deliverable due dates adjustable? In our experience:   * Bullet f should happen earlier * Bullet g would happen prior to registration opening * Bullet h doesn’t seem to be enough time to execute before the event * Bullet k would happen at the start of programming design |
| **Answer** | |
| Yes, Bidders may propose changes to Table 1’s Key Event Planning Dates. | |

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| **23** | **RFP Section & Page Number** | **Question** |
| Page 12, Section M, Table 3 | Financial summary, 30 days post event is typically too short for all billing to clear. Is a preliminary final acceptable while final credit cards/billings take place? |
| **Answer** | |
| Yes. The final conference financial summary must be received no later than sixty (60) calendar days after the close of the conference. | |

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| **24** | **RFP Section & Page Number** | **Question** |
| Page 17, Section IV | Is the contractor expected to provide a cost proposal for all conference expenses or only for planning services? |
| **Answer** | |
| Bidders must provide a cost proposal for all anticipated conference expenses. | |