Montgomery County Community College
Request for Information
Commencement Program on Central Campus

August 26, 2016

To: All Interested Parties
Re: RFI#02-092016RFI-01, “Commencement Program, Central Campus”

Montgomery County Community College is requesting information from qualified and responsible vendors with expertise in commencement program needs to include matters such as both indoor and outdoor accommodations (tents and seating); staging/platform, and piping and drape.

The goal is to identify cost effective, efficient structure for college commencement programs. The preferred solution will identify functionality and adaptability, will provide attainable recommendations, and will identify and provide in detail, best options for the venue – indoor or outdoor – to include items the College would need to procure. Montgomery County Community College invites all interested vendors to submit a written response to this RFI.

Requests for Information are being sought strictly for the purposes of gaining knowledge of vendors, systems, and services available and the respective cost estimates. This process should not be construed as intent, commitment, or promise to acquire services or products. No contract will result from any response to this RFI. Although not guaranteed, it is the intent of Montgomery County Community College to use the information from this RFI process to develop specifications for a Sealed Bid or Request for Proposal process at a later date. The College’s information gathering process may include subsequent requests for product demonstrations.

Questions relative to this process should be directed to purchasing@mc3.edu. All questions must be received no later than 2:00 PM EST on September 7, 2016.

Responses to this RFI must be submitted in writing to the address, identified below, no later than 2:00 PM EST, September 20, 2016. Proposal envelopes should be clearly marked and identified as responses to the aforementioned RFI name and number. Three (3) printed copies and one electronic copy of all responses are required. Please note that any responses received after the deadline will be returned, unopened, to the submitting company.

Thank you for your interest in this process.

Montgomery County Community College
Purchasing Office
340 DeKalb Pike, College Hall - Suite 121
Blue Bell, PA 19422
1. Background

Montgomery County Community College’s Central Campus, located in Blue Bell, Pennsylvania, is located on a 186 acre suburban lot. On its main campus, you will find thirteen (13) buildings including: College Hall; Parkhouse Hall; Science Center; Health Sciences Center*; Advanced Technology Center; Fine Arts Center; West House; East House; Cathcart Annex; Facilities Maintenance Building; Campus Bookstore, Chiller Plant and Vet Center.

The Health Sciences Center (HSC) construction will be completed by December 2016. Housed within the HSC is a gym with seating capacity of ~1,200. The College will consider use of these facilities for commencement; based on the number of participants and guests, indoor commencement would likely result in two (2) separate events on the same day.

The objective of this RFI is to gain knowledge and information from experienced commencement/event vendors to identify any existing design limitations/flaws and provide recommendations on how the College can achieve the desired Future State (section listed below). The information provided will be used for the development of an RFQ, RFB or RFP that will result in the selection of a vendor to products and services on campus that meets the College’s needs.

The College is interested in the most cost effective solution that provides adequate functionality and an infrastructure that is adaptable to meet the College’s varying needs.

2. Current Environment

The College currently holds commencement outdoors on a field located on the Central Campus in Blue Bell, PA. Commencement is held in mid-May, with program start time of early evening. The average number of graduates participating in commencement is ~530. Outdoor commencement is held under a tent – to accommodate guests, faculty, graduates, and the Board of Trustees. Specifications currently used for commencement:

**TENT**
- Size: 100’ x 340’
- Color: white
- Seating capacity: 4,500 guests
- Must have clear plastic side curtains
- Includes the marquee and the extension
  - Size: 9’ wide x 1000’

**FOLDING CHAIRS**
- Quantity: 4,500 folding chairs
- Color: white or bone

**STAGING**
- Size: 20’Dx36’Wx4’H Main Stage / 32’Wx6’Dx1’H Riser for back row of seating
- Staging includes 2 ramps PLUS railing on both sides and back
- Color: Black carpeting on stage
ALTERNATE LOCATION – INDOOR
Health Sciences Center Auditorium offers the following:

- Stage is 15’ deep with pipe and drape to use for backdrop on stage.
- Seating capacity of ~1,200. This is comprised of 608 bleacher seats, and space for ~600 20”x20” folding chairs with room for a center aisle for procession route.
- There is a complete sound system and AV
- Lighting is sports lighting, full illumination
- Indoor ceremony will require multiple ceremonies to be held in one day. Suggested solutions should include time to event re-set prior to the next ceremony. (Additional information on multiple events outlined in the “Future State/Objectives.”)

3. Future State / Objectives

The College seeks to identify a commencement ceremony that will provide the most cost effective solution that provides adequate functionality that is adaptable. Proposals for both outdoor and indoor ceremonies will be taken into consideration.

Proposers should note the size of the indoor facility and seating capacity and address the costs and needs associated with a multiple-event day. The number of ceremonies for the indoor venue would total two on the same date at times TBD. Clean-up, chair re-set, and vendor services for ceremony one will all need to be repeated for ceremony two.

Outdoor ceremony will remain on the field, but a smaller tent with a capacity of 2,600 should be utilized for the RFI. Solutions to accommodating additional, non-ticketed guests, outside the tented ceremony are welcome.

4. Specifications

The College has standardized the following minimum specifications and/or performance requirements.

Outdoor Venue

- Accommodation for 2,600 seats, including a seating section for guests with a disability, and a main aisle for procession route.
- Stage needs to accommodate a platform party for 20, 2 podiums, and 1-2 tables for diploma cases. An additional smaller section of a stage will need to be built to accommodate 6 name readers.
- Separation between graduates/faculty and guests with 6ft pipe and drape, or similar solution.
- Suggested accommodations to non-ticketed guests, who remain outside the tent (i.e. viewing area).
Indoor Venue

- Stage needs to accommodate a platform party for 20, 2 podiums, and 1-2 tables for diploma cases. An additional smaller section of a stage will need to be built to accommodate 6 name readers.
- Separation between graduates/faculty and guests with 6ft pipe and drape, or similar solution.
- Suggested accommodations to non-ticketed guests, who remain outside the tent (i.e. viewing area.
- Solution to hosting multiple ceremonies on the same date at different times, and a re-set to all services for second ceremony.

5. Proposal Response Requirements

Proposals must be received by the Montgomery County Community College Purchasing Department on or before 2:00 PM EST on September 20, 2016. Proposals should be submitted to:

Montgomery County Community College
Purchasing Office
340 DeKalb Pike, College Hall - Suite 121
Blue Bell, PA 19422

Please be sure that your response includes, but is not limited to, the following information items:

6. Company Details

- Overview of company history regarding the design and/or management of higher education commencement solutions.
- Size and composition of higher education customer base.
- Examples of recent projects and experience within the higher education market; including metrics that demonstrate effectiveness, if available.
- Project team - List the primary individuals from the firm and consultants to be assigned to the project and identify their positions on the project team.
- Work location – Specify proximity of your offices to Montgomery County Community College, Blue Bell Campus and related ability to support the project.

7. Proposal Responses

- A listing of recommended indoor and outdoor models that are compatible with the College’s needs and facilities.
- Responses to include information and recommendations on tent, chairs, staging, draping, lighting, and other relevant items. Please include design documentation as needed to support the proposed recommendations.
- Responses to include pricing information for all recommended hardware, software, and professional services installation and set/up costs.
8. Costs

Estimation of total cost for outdoor ceremony.
- Breakdown of expenses involved in the different steps of the project

Estimation of total cost for indoor ceremony.
- Breakdown of expenses involved in the different steps of the project

9. Campus Map