

1.0 INTRODUCTION

For over a century, the Chicago Urban League (“CUL”) has helped people find jobs, secure affordable housing, enhance their educational experiences, and grow their businesses. Located in the historic Bronzeville neighborhood on the South Side of Chicago, CUL promotes strong, sustainable communities through advocacy, innovation, collaborative community, and corporate and civic relationships.

CUL is requesting written bids from qualified firms to provide event management services. This RFP outlines the procedures and requirements set forth by CUL for the selection of one provider of the Services and seeks additional information regarding the qualifications of the Firm and its individual personnel.

Technical questions or requests for clarification shall be directed in writing to the Chief Development Officer, contact information listed below. CUL’s responses to a firm’s question(s) will be provided only to the firm asking the question(s), and not shared with other respondents.

Jessica Harris
Chief Development Officer
jharris@chiul.org

2.0 KEY DATES

RFP Made Available	1/27/2023
Informational Webinar (attendance preferred)	2/6/2023
Deadline for Proposals	2/24/2023
Interviews with Selected Respondents	3/6/2023
Provider Selected and Notified	3/13/2023
Start Date of Services	3/27/2023

CUL reserves the right to extend the submission deadline or any other deadline or date in the RFP in the event that an extension would be in the best interest of CUL.

3.0 BACKGROUND OF THE CHICAGO URBAN LEAGUE

The Chicago Urban League (CUL) is a Chicago nonprofit public benefit corporation recognized by the IRS as a charitable, tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code.

CUL's mission is to achieve equity for Black families and communities through social and economic empowerment. Its programs are designed to support and strengthen the Black community by helping people find jobs, secure affordable housing, advance their education, and grow their businesses. These objectives are managed and achieved through CUL's five key program divisions: Youth Services Center; Workforce Development Center; Center for Entrepreneurship and Innovation; Housing and Financial Empowerment; and IMPACT Leadership Development Program.

Given that the Golden Fellowship Dinner is a critical fundraising component of sustaining the aforementioned mission and programs, CUL therefore seeks support to plan and successfully execute the event.

4.0 EVENT HISTORY AND SCOPE OF SERVICES

For the past 61 years, the Chicago Urban League has hosted the Golden Fellowship Dinner (GFD), its signature fundraising event that raises critical dollars needed to support its service to thousands of Chicagoland residents. GFD is also one of the premiere events in the city.

The event has consisted of 1) a VIP and champagne reception, (2) dinner program, (3) performance by a top artist, (4) general after party, and (5) the President & CEO's invite-only after party.

In 2022, GFD welcomed nearly 1,900 guests to the Sheraton Grand Chicago on November 5 and raised more than \$2million. The theme was "The Fight for Equity Continues: Get in League with Us," recognizing that while progress has been made, the fight for equity is ongoing, and the Chicago Urban League has been in the ring for more than a century. Honorees included Dr. Helene Gayle (Lester H. McKeever Jr. Individual Service Award), Dr. Walter Massey (Humanitarian Award), and Nikole Hannah-Jones (Edwin "Bill" C. Berry Civil Rights Award).

The pre-event reception featured a short program with Sam Chatman as emcee and sounds by DJ Marcus Spencer. The dinner program opened with violinist Windy Indie, featured host Damon Williams, and concluded with a performance by Charlie Wilson followed by an after party hosted by CUL Board Chair, Suzet McKinney, and LaRoyce Hawkins with sounds by DJ 3 Snapz and Jay iLLa.

The 2022 Co-Chairs – and top sponsors of the event – included McDonald's and EquityWorks. A Host Committee, consisting of board members, auxiliary members, and other friends of CUL, also supported the event.

Ticket pricing was as follows: \$600 general admission, \$300 for auxiliary members, and \$150 for the after party only.

The 62nd Golden Fellowship Dinner will take place on November 4, 2023 back at the Sheraton. CUL is looking for an experienced events company to help coordinate the following logistics:

- Vendors (preferably those who reflect the communities we serve)
- Production
- Registration
- Talent

5.0 PREPARATION COSTS

CUL shall not be responsible for bid preparation costs, nor for the costs, including attorney fees associated with any administrative, judicial, or other type of challenge to the determination of the selected proposer and/or award of the contract and/or rejection of the proposal. By submitting a bid, each respondent agrees to be bound in the respect and waives all claims to such costs and fees.

6.0 CONTRACT PERIOD

CUL intends to award one contract that will begin on March 27, 2023.

7.0 RULES GOVERNING PROPOSALS

The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.

7.1 Disposition of Proposals

All materials submitted in response to the RFP shall become the property of CUL.

7.2 Late Submissions

Proposals received after the dates specified will not be considered and will be returned to the respondent unopened.

7.3 Acceptance/Rejection of Submittal

CUL reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any bid or in the RFP procedures, and to accept any bid presented that meets or exceeds these specifications and that is deemed to be in the best interests of CUL; however, the requirements for timelines shall not be waived.

7.5 Proposals

CUL expects respondents to submit a preliminary proposal that includes:

- a. An overview of your organizational chart, areas of specialization, number of years in operation, etc.
- b. Provide a minimum of two recent examples of success in large-scale event planning.
- c. Special circumstances or capabilities that you would like CUL to know about you, your company/team.
- d. Include a brief statement about any key relationships, business or personal, that you, your company/team has that they believe might bring value (sponsorships, media exposure, access or otherwise) to achieving the objectives of event.

7.6 Evaluation and Interviews

A committee of individuals representing CUL will perform the evaluation of all preliminary proposals. Following this evaluation process, the committee may elect to ask qualified respondents to complete an

oral interview before the committee. The purpose of the interview is to allow those selected firms further expansion and discussion of their written responses.

Oral interviews are provided at the sole discretion of CUL and are for the purposes of allowing CUL to broaden their understanding of certain selected respondents. This will be the only opportunity for a respondent to receive feedback on their preliminary proposal.

7.7 Minimum Qualifications

All managed service providers submitting a final bid must:

- be licensed to do business in Illinois,
- have the expertise and resources to provide event management services,
- consistently maintain and allocate sufficient staff resources to provide timely service,
- maintain staff that are qualified and available to provide necessary, specialized expertise in various technological areas,
- maintain required business insurance coverage.

7.8 Bid Guidelines

Please respond as outlined in this request and observe the following guidelines:

1. Respond to questions as directly as possible along with any supporting information you feel will be pertinent to these questions.
2. Electronic submissions must be emailed to Jessica Harris at jharris@chiul.org no later than 5:00 pm on 2/24/2023.
3. Our final broker selection will be made based on our evaluation of the criteria outlined in Section 7 of this Request for Proposal and feedback from oral interviews.

7.9 Final Provider Selection

The final selection of the successful respondent(s) is scheduled to be completed by 3/13/23. The successful respondent will assume their responsibilities on 3/27/23. All non-selected respondents will be notified via email on 3/13/23.

8. QUESTIONS AND FIRM CRITERIA

8.1 General Firm Information & Services

Provide a brief description of your firm, including but not limited to an overview of your firm, including name of the principal(s) of the firm, address, total number of employees, overall industry experience, certifications, and any affiliations.

Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the services detailed in this RFP. Indicate which employees from your firm would be involved in providing services to CUL, including their designated roles, qualifications, and experience. A resume of the primary individual(s) who will be responsible for the CUL account is required.
2. Provide a list of references with names and contact information for organizations or businesses for whom you have performed similar work. A minimum of three references are required, references from nonprofit organizations and/or anti-violence organizations are preferred.
3. Describe your firm's capabilities to manage large-scale events.
4. Describe your approach to providing event management services.

5. Define standard service hours and on-site and remote support availability.
6. Describe any additional service items and costs that may be of interest to CUL.

8.3 Fee Structure

Provide a clear fee schedule that outlines all monthly service delivery costs as well as any proposed one-time software or start-up costs. The fee schedule should include a breakdown of pricing structure (per user, per hour, etc.) and any additional billing rates, hourly costs, and additional expenses for each individual or service. Provide any other fee information applicable to the proposal that has not been covered. Outline all provisions, termination clauses, and/or penalties for closing or changing amount of services as needed.

8.4 Additional Considerations

Describe any additional facets relevant to this RFP, which have not been previously mentioned that you feel warrant consideration or add to your firm's value as a strategic partner to CUL.

