MAPACA Jubilee Shows Event Manager

MAPACA Jubilee Show Weekend, Harrisburg Farm Show Complex, Harrisburg, PA April 25 – 28, 2019 REQUEST FOR PROPOSAL (RFP)

The Mid-Atlantic Alpaca Association (MAPACA), Inc., a 501c5 not-for-profit organization, is seeking management of its annual alpaca livestock show and sale, the MAPACA JUBILEE, to be held in Harrisburg, PA in April 2019. The Request for Proposal (RFP) is directed towards any person or company that has had previous experience in the planning, coordinating and management of livestock shows and sales and has the capability to develop, manage and oversee the 2019 MAPACA Jubilee Show Weekend. Shows include the Small Breeder's Jubilee, Regular Jubilee, Alpaca Gala, Walking fleece and Fleece shows.

A copy of this RFP may be down loaded from the MAPACA website, www.mapaca.org **The proposal submission deadline is August 15, 2018**

Acquisition Timeline:
Deadline for question submission to the Board of Directors (BOD) is August 20, 2018
Response to questions will be completed by August 28, 2018
Contract will be awarded on or about September 10, 2018

Event Timeline:
MAPACA Jubilee show weekend is a 7-day event. Venue preparations occur on Tuesday and Wednesday, including delivery of materials from suppliers to the show site and the set-up of the show infrastructure. Exhibitors and Show Vendors arrive on Thursday for check-in and setup. Classes, seminars, sales, and other related events take place on Friday, Saturday and Sunday. Strike day is Sunday evening and Monday (as needed).

Evaluation Factors:
A highest-quality best-value source selection will be conducted. MAPACA will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of MAPACA. Submissions will be evaluated on the following areas per the SOO:

A. Personnel Qualifications
B. Project Management and Support
C. Past Performance(s) and Recommendations
D. Price

Position Overview:
Working with, and reporting to the MAPACA Board of Directors, the Event Manager is responsible for the planning and organization of the MAPACA JUBILEE 2019 and auxiliary events within the show. He/she will also be responsible for all operational, implementation and post event activities.

REQUIREMENTS

Planning:

1. Work with the MAPACA Board to establish the event scope, goals, objectives and specific implementation plans for halter/fleece show, clinics, workshops, vendors village, shearing, social events, sales, auctions, fiber events, and any other BOD approved events.
2. Prepare budget in the coordination with a MAPACA Board Member and with approval of the MAPACA Board of Directors.
3. Arrange (if necessary) for the show facility to hold the 2019 MAPACA Jubilee with space to include rings, pens, vendor village, seminar space, shearing space, and all other BOD approved events to be held therein.
4. Prepare staffing plan, along with the BOD, that includes paid and volunteer workers including announcer, photographer, shearer, ring stewards, vet check in and other necessary personnel.
5. Assist the Barn Manager in planning layout, to include all aspects of the show.
6. Work and plan with the Performance Coordinator, Fleece Show Coordinator, etc. for time, space, and other facility needs.
7. Arrange for Vet services as approved by BOD.
8. Coordinate with the BOD to secure sponsorship and vendor opportunities.
9. Work with the BOD to plan evening events which may including, but not limited to, auction, pen sales, dinner, or another event as determined by the BOD.
10. Plan for and arrange food and bar services (along with the BOD) with the Farm Show Complex for volunteer/staff lunches, event happy hours, check in refreshments and any other food/drink needs as determined by the BOD.
11. Plan and arrange for hotel accommodations for judges and other show staff as approved by the BOD.
12. Block hotel rooms for exhibitors at host hotel as well as other nearby hotel options.
13. Meet as needed with the MAPACA BOD by phone conference (or in person).

Procurement:

14. Contract for stall panels, bedding, sod/carpeting, etc. for rings and oversee installation and removal.
15. Signage procurement for parking, seminars, and all events taking place at the Jubilee.
16. Arrange for security and EMS personnel.

17. Procure Ribbons and Awards and arrange for delivery
18. Arrange for Security and EMS personnel.
19. Source show bags / folios and procure other necessary show supplies
20. Arrange for AV, sound system, lighting and staging needs.
21. Obtain any necessary

18. Source show bags / folios and procure other necessary show supplies.
19. Arrange for AV, sound system, lighting, and staging needs Coordinated with the Barn Manager
20. Obtain any necessary business license or tax forms for vendors with Coordination of the MAPACA Treasurer

Communications:

21. Art direction on all visual communications including signs, programs, and advertising
22. Eblast Coordination
23. Show Website maintenance and updates, Coordinated with Board Liaison or Designated Agent to maintain and update the MAPACA website.
24. Provide detail diagram of floor layout and coordinate this with barn manager
25. Maintain communications with the BOD and all other event committees and coordinators throughout and provide post event analysis, reports and feedback.

In addition to the specific duties and responsibilities listed above the MAPACA Jubilee Event Manager shall follow the show guidelines as set forth in Part 4 Show Positions and Officials, Section D. Ethics Relating to Show Event Coordinator of the 2018 Show Division Handbook.

Personnel Qualification:

*Possess strong organizational skills
*Demonstrate ability to work effectively with people
*Possess effective written and oral communication skills
*Be able to multi-task and adjust to change
*Work well under pressure
*Have expertise and knowledge of Livestock shows, marketing, and Alpacas
*Possess strong computer skills (i.e.: word processing, spreadsheets, internet usage, etc.) *Be a member of MAPACA in good standing – membership may be obtained upon awarding of contract.

Experience and References:

List Alpaca Owners Association (formerly AOBA) Certified Shows and/or other show and show associations with which you have contracted with or acted in a volunteer nature within the past 5 years. Include a name as a point of reference for each show. Include name of show, size, certification, etc. as well as position held.

COMPENSATION

Fee:

* Deposit of $2000.00 to be paid at time of contract signing
* The remainder of the Fee will be paid in equal amounts: October, November, December January, February, March, April with final payment in May (upon closeout) * Travel expenses at 2019 IRS mileage rate for show related activities
* Hotel expenses for 6 nights (Tuesday – Sunday nights of show week)
* Out of pocket reasonable expenses reimbursed upon submission of receipt. Any expense over $100 will require approval of BOD

BID SOLICITATION

To be considered for the position of Events Manager for the MAPACA JUBILEE Show Weekend 2019, please provide your proposal including resume with the information requested above, any suggestions, additions or deletions, and the fee you would charge for the execution of this RFP.

MAPACA JUBILEE STATEMENT OF OBJECTIVES (SOO)

Introduction:

The purpose of this task is to provide Contractor Support Services to MAPACA through a time and material contract over a period of 1 year, with the possibility of contract extension to include subsequent years.

Background:

MAPACA is the primary regional alpaca owners and breeders' association in the Mid-Atlantic States of the US including NY, NJ, PA, WV, DE, and VA. MAPACA is an affiliate of the AOA, the national alpaca association. The MAPACA Jubilee Show Weekend is one of the largest Alpaca Events in the U.S. and aims to provide a total Alpaca experience for alpaca owners, breeders, and the public.

Performance Objectives/Project Management & Support:

Provide the formulation, preparation and management of the MAPACA Jubilee Show Weekend

2019, including advanced planning, contracting, procurements (at the approval of the MAPACA Board of Directors), operation, knockdown, cleanup and preparation of a final summary and evaluation documentation for the MAPACA Board.

1. Provide management support, technical review and analysis of the Jubilee process for current and future improvements to the Jubilee.
2. Gather information, identify issues, provide recommendations and draft documentation to achieve all Jubilee goals.
3. Maintain and monitor Jubilee Planning Models and databases.
4. Prepare and provide presentations for the Jubilee reviews and issue resolutions, budget hearings and information exchanges.
5. Perform travel as required.
6. Maintain the high level of quality that the MAPACA Jubilee has established

Please send your Proposal to Carole Rost Email – crost51@gmail.com Phone – 724-789-7345 Address 180 Nursery Road Renfrew, PA 16053

Thank You for Your Interest, The
MAPACA Board of Directors:
Chris Reachard – President
Carole Rost – Vice President / Treasurer
Sue Rose – Secretary
Bill Oraschin - Treasurer
Arlene Fusko
Bryan Mindte
Randy Strong