



RFP PROPOSAL FORM - APPENDIX A

RFP Title: Filberg Festival 2020

Closing Date: Monday Sept. 30, 2019, 3:00 p.m. PST –

Issued by the Filberg Heritage Lodge and Park Association

Issue Date: Wednesday June 5, 2019

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REQUIREMENTS:

Complete this form, providing the information as requested in accordance with the requirements laid out in the RFP.

Executive Summary

Provide an Executive Summary of the key points of this proposal. More details can be attached should Proponents wish to provide.



Proposed Event Work Plan and Deliverables

Please provide a high level Event Plan that breaks down key milestones and deliverables on a calendar based schedule, using this template below, or providing your own Gantt chart/event work plan template.

Event Plan Key Milestones/Deliverables	Start Date & Finish Date (Month/Year)

Qualifications and Experience

Identify the key members of the proposed team and list the relevant events and the related qualifications and experience. PDF of resumes, reflecting the above can be attached as additional references.

Name	Experience/Qualifications



Provide detailed evidence of this experience and how it *relates* to the work required by FHLPA. (100 words max)

How will the experience outlined allow you to *improve* upon past Filberg Festival results and meet the projected revenue and ticket sales goals of the event?

Project Costs & Associated Value for Money

In the spreadsheet formation provided, and based on the scope of work being submitted in the proposal, please provide a summary of the hourly fees and total number of hours per component, per staff/contractor. Reference and outline ability to secure in-kind and sponsorship to offset related event costs.



Proposal Signatory Form

RFP Project Title: Filberg Festival Event Management Services

Legal Name of Proponent:

Contact Person and Title:

Business Address:

Telephone:

Email Address:

I/we the undersigned duly authorize representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued supporting documents, submit this Proposal in response to the RFP. We are including comprehensive information as requested the RFP.

This Proposal is submitted this day of ,2019

Signature of Authorized Signatory

Print Name and Position of Signatory