

REQUEST FOR
PROPOSAL

JoesValleyFest.com
adriana@joesvalleyfest.org

**SPONSORSHIP
COORDINATOR**

POBox 276, Castle Dale, UT 84513
954.816.0206

JOE'S VALLEY FEST
501c3 Non-Profit

ABOUT THE PROJECT

DATE POSTED

**1ST FEB
2020**

INTRODUCTION

The Joe's Valley Fest is a 501c3 non-profit with the mission to enhance the local economy and build community by bringing rock climbers and locals together around our shared enthusiasm for the outdoors. In order to continue achieving this goal, we need to grow our participant base and our ability to pay into the local economy. Maintaining and expanding our sponsorship line-up is integral to this goal.

OBJECTIVE

The Joe's Valley Fest is searching for a motivated and talented Sponsorship Coordinator (SC) to help maintain and expand our sponsorship base. The objective will last for the remainder of the calendar year 2021.

SCOPE OF WORK

Communication and Interpersonal Skills:

The SC will be required to network with a wide variety of entities in the course of their job. They will need to build relationships with our community partners and sponsors. They should make every effort to understand the target demographic for the event and work to enhance the sponsor experience, in line with the Joe's Valley Fest standards of practice. They shall also attend regularly scheduled meetings to update the board and marketing team.

Logistics: The SC must be able to run logistics for event sponsors under their purview, from set-up, tear down, and follow-up processes. The SC is expected to be present at the event to ensure the sponsors' experience runs smoothly and challenges are addressed when they arise. This will require odd hours and a varied and flexible schedule the weeks leading up to the Fest and during the festival week.

Budgeting: The SC will coordinate with the Event Coordinator to ensure that funding expectations are met and funding is received promptly. Additionally, the SC will ensure that all funding documentation is obtained and filed correctly.

Sponsorships Sales: The SC will be responsible for selling and maintaining sponsorships for the event. The SC will be responsible for maintaining certain historic sponsorships as well as creating relationships from scratch.



JOE'S VALLEY FEST

REQUEST FOR PROPOSAL

QUALIFICATIONS

All proposals submitted for evaluation must include, but are not limited to, the following information:

Background

- Please provide history, credentials, principal place of business, and contact information for you or the agency.

Sample of Work

- Share examples of similar projects.
- Agency/Individual to provide a draft timeline of the project.

Cost

- Identify the estimated cost to complete this project.
- Provide a cost breakdown.

Signature Page

- The proposal is to be signed by a principal of the business who is authorized to execute the contract.

Proprietary Information

- The agency shall mark any specific information contained in the proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposal.

EVALUATION OF PROPOSAL

Proposals will be evaluated and ranked by the Joe's Valley Fest Board. Agencies/individuals will be invited to give an oral presentation. Evaluation criteria with assigned weights are as follows:

- Completeness 20 Points
- Experience 20 Points
- Cost 20 Points
- Creativity 40 Points

INSTRUCTION FOR SUBMISSION

Email electronic copy to:
Adriana@JoesValleyFest.org
(954) 816-0206

Due by Monday, February 15, 2021 before 5 pm MST.

ACCEPTANCE OF PROPOSAL

Joe's Valley Fest will evaluate all proposals to determine acceptance or rejection of the proposal. Pursuant to this RFP, a contract will be executed and signed by Joe's Valley Fest.



**JOE'S
VALLEY FEST**

PROCUREMENT RULES

Emery County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Emery County will be legally bound only when and if there is a definitive signed agreement with the awarded contractor.

It is important that any person who signs a proposal or contract on behalf of a Contractor's organization certifies that he or she has the authority to so act. The successful Contractor who has his/her proposal accepted may be required to answer further questions and provide further clarification of their proposal and responses.

Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Emery County shall have no liability to any person or entity under or in connection with this RFP, unless and until Emery County and such person shall have executed and delivered a definitive written agreement.

No oral modifications or amendments to this RFP or any resulting contract shall be effective, but such may be modified or amended by a written agreement signed by the parties. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all who received an RFP.

PROCUREMENT TIMETABLE

ISSUE DATE

FEBRUARY 1

Date RFP is posted

CLOSING

FEBRUARY 15

Closing for receipt of proposal

INTERVIEW

FEB 16-19

Possible presentation

SELECTION

FEBRUARY 22

Desired date for Joe's Valley
Fest to award contractor

JOE'S VALLEY FEST