

Board of Health

ADDENDUM No. 1

Request for Proposal
for
EVENT PLANNER - WORLD AIDS DAY
No. 22-0509-RFP06

Vendor Questions & Answers

Answers to each question posed is posted below in blue

Q: Has this type of event been done before?

A: While the DCBOH has hosted a number of similar World AIDS Day events, this is the largest World AIDS Day event hosted to date.

Q: Will we be required to secure permits for this event?

A: Yes

Q: Are additional documents required for the expenditure request?

A: Yes, the RFP has been updated to reflect this information.

Q: What is prick n' paint?

A: Prick n' paint would be similar to sip n' paint (but without the alcohol). For each attendee to get tested for AIDS/HIV, they would be able to paint and take home their painting.

Q: What would be the attendance goal?

A: We are looking to have between 500 – 1,000 attendees.

Q: Would our company be overreaching by budgeting for more attendees?

A: No. We would love to have more attendees, but we realize that this is short notice for planning, but the more attendees the better.

Q: Would we be able to brand and package literature with the Dekalb County Board of Health logo?

A: All use of the DCBOH logos must be approved by our Marketing and Business Development Department prior to use. No exceptions.

Q: Are we able to use sponsors for this event?

A: Yes, please do.

- Q: Will Police presence be provided by DCBOH?
A: No. It is the Event Planner's responsibility to obtain event security.
- Q: Are we using specific marketing and advertising?
A: Yes, please keep in mind that any use of DCBOH logo and name would have to be approved by our Marketing and Business Development Department prior to release.
- Q: Are we able to use marketing to recruit volunteers for the event?
A: Yes.
- Q: How are the performances to be done? Would there be only A-listers, any opening acts?
A: The performer(s) do not have to be an A-lister, but rather performers who are well known in the community and that are most likely to increase community participation.
- Q: Should the performers be local artists from Dekalb County?
A: It is preferred that they be Dekalb residents, but not required.
- Q: How long should the performances be?
A: 2 or 3 songs if a musical performer, performers beyond musicians are encouraged (please reference the solicitation).
- Q: Does there need to be an MC?
A: Yes.
- Q: Are there any special requirement for the DJ.
A: Yes. There is to be no vulgar music. The entire event (spoken or musical) is to be family friendly.
- Q: What time will the mini ball take place?
A: The mini ball will be for the last hour of the event, 5:00 pm to 6:00 pm.
- Q: How many HIV testing stations will be onsite?
A: There will be at least 3 testing stations.
- Q: Do we need to charge vendors for registration or participation in this event?
A: No. We cannot charge vendors for registration in this event.
- Q: Will the vendors be able to sell merchandise at the event.
A: Yes.
- Q: Once an awardee is chosen, do we have to work with the committee to determine locations?
A: Yes, the awardee is required to meet with the program committee within 5 calendar days of award. Given the restraint of time, meetings with the Awardee will begin promptly.
- Q: There were a lot of different items outlined in the scope of services. Are there items in particular that are required or are we expected to deliver all items outlined?
A: Our goal is to be able to provide as many of the items as possible. We need a contractor to be able to work quickly to do as much as possible for the promotion and success of this event.

Q: How many people are expected to attend this event given there are less than 30 days to organize the event?

A: Estimated attendance is 500-1,000 people; however, we would like to exceed this number.

Q: Does the county have a location selected and approved to host the event?

A: The location has not been determined; we would need the event planner to pick a secure location (indoor or outdoor).

Q: Has the county ever hosted a similar event for HIV/AIDS awareness?

A: Yes, The HIV prevention team has hosted several large-scale events (i.e. Test Day Event at the Flea Market (every year), World AIDS Day Testing with 112 and Young Joc(2017), and the Haunted Maze (2018).

Q: If the county has hosted a similar event in the past two years, does the county:
Have a data base of attendees?

No. The HIV Prevention Team does not have a data base of attendees.

Have a database of exhibitors?

No. The HIV Prevention Team does not have a data base of exhibitors.

Have a database base of groups that can provide testing?

Yes. The HIV Prevention team has CBOs (Community Based Organization) that manage a database of Licensed HIV Testers.

Have data on the number of LGBTQ identified individuals in the county?

No. The HIV Prevention team does not have a number of LGBTQ identified individuals in the DeKalb County .

Have a database of LGBTQ related organizations in the county?

Yes. The HIV Prevention team has CBOs (Community Based Organization) that manage a database of LGBTQ related organizations in DeKalb County.

Have relationships with local media that provide support to promote the event?

No. The HIV Prevention Team does not provide local media support to promote the event.

Q: Does the county have all of the permits approved and ready to provide an event organizer?

A: No. The HIV Prevention Team does not have any permits approved and ready to provide an event organizer. The securing of permits is the responsibility of the Event Planner.

Q: Has the county worked with specific food truck vendors in the recent past on this or similar events?

A: No. The HIV Prevention Team has not worked with specific food truck vendors in its recent past.

Q: What are the county protocols for events as related to COVID 19.

A: DeKalb County is mandated to follow the CDC COVID 19 guidelines and regulations protocols for all events.

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Q: What services would the county provide as part of the event execution, i.e. police, fire, sanitation, roadway (directional signage), EMS, clean-up/trash collection, etc.?

A: All of these services are services to be secured by the Event Planner.

Q: Given it normally takes at least 180 days to plan and execute an event of the magnitude described in the SOW, would the county consider moving the event to early 2022 for dates such as May 18, which is HIV Vaccine Awareness Day or June 27 for National HIV Testing Day? This would provide DeKalb the opportunity to stand out as there will be many other events open to the public on Dec. 1.

A: [To commemorate the World AIDS Day 2021, we are only interested in conducting this event within Dec 2021.](#)

Q: As a matter of public record, please disclose the name of the contractor being used to produce the mini ball.

A: [The mini ball is sponsored by a community partner, not a contractor, NAESM.](#)

Q: Given the mini ball is the last hour of the event, would the successful respondent for this solicitation be responsible for securing the space for the mini ball to take place?

A: [Yes. It will be the same space utilized for the entire event.](#)

Q: Can we sell sponsorships for the event?

A: [No. We cannot sell sponsorships; however, we can accept donations to the event and/or allow named sponsorship. Both concepts would need to be presented to the HIV Liaison for review, feedback and approval, prior to proceeding with either venture.](#)

Dekalb County Board of Health

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