

**EVENT PLANNER01
23-2017-2018-RFP01**

- Q. The RFP states it is looking for 2 qualified event planners for the 2023-24 year. How will the work be distributed between the 2 planners?**
- A. The RFP denotes two event planners (“EPs”) because two contracts will release for two different programs; hence two event planners are sought.
- Q. Will the EPs be expected to work on all 21 events together?**
- A. No. There are actually 20 events, one event posting was a duplicate. Each Program has its own list of events; however, Vendors are required to submit budgets for all 20 events as the events will be relegated to the appropriate Program for contract award consideration.
- Q. Given the 2 EPs will likely have 2 different fee structures, is it anticipated the Board will determine one structure for both planners?**
- A. Each selected EP will have a specific target list of events of focus relative to the Program of award whereby fee structure isn’t an issue.
- Q. The submission requires respondents to present a plan for all 21 events. If the EPs are separate entities, will the response(s) from one EP be presented to the other EP for execution? Or will they execute the plans they submitted, respectively?**
- A. No. The EP will execute the plan he/she submitted or work with the Program to determine an alternate Plan.
- Q. The first 3 events are approaching in December which leaves very little time for planning. When does the Board anticipate awarding the contract after the deadline expires.**
- A. The DCBOH endeavors to award the contracts by November 18,2022.
- Q. When is the estimated award date of this RFP?**
- A. It is our goal to have this contract awarded and complete the first week of August.
- Q. There are 2 HIV-Long Term Survivors Awareness events listed (for I. June and L. July) - both of which are described as Observation Day with Awards. Are these listings duplicates, or expected to be 2 separate events?**
- A. Yes, they are duplicates. There is only one event.