



January 29, 2024

**ADDENDUM #1
TO
REQUEST FOR PROPOSALS #ARTS-100011
FOR
EVENT PLANNING AND MANAGEMENT SERVICES FOR ART SUMMIT**

On January 8th, 2024 the County of Los Angeles (County) Department of Arts and Culture (Arts and Culture) released a Request for Proposals (RFP) for Event Planning and Management Services for the 2024 Art Summit Event.

Pursuant to RFP Section 4, Proposal Submission Materials, Subsections 4.3 (Schedule) and 4.4 (Proposers' Questions), answers to questions received by the January 22nd, 2024, deadline are being issued as part of this Addendum. Proposers are advised that the County reserves the right to group similar questions when providing answers.

Please note that questions with similar answers are grouped together in one question number, with several sub questions.

- **Q1a. We are seeking clarification on the \$45,000 budget- is that inclusive of all fees related to producing the event- including of speakers, space rental, catering, etc.?**
- **Q1b. What is the budget for the location, the speakers, the meals, live stream and additional staffing?**
- **Q1c. The RFP states - Contract in an estimated amount not to exceed forty five thousand dollars (\$45,000). Project costs are inclusive of all related expenses, such as mileage, parking, printing, equipment, video production, fees to engage other collaborators, and materials and supplies for meetings, services, and deliverables. So my fee, additional staffing and video production/live streaming come out of the \$45,000, but everything else comes out of another budget?**
 - **A1:** The \$45,000 amount outlined in the RFP is to be inclusive of all costs related to the event, including the producer fee. There are no additional budgets for this event and the contractor is expected to handle all contracting and payments to vendors including but not limited to speakers, space rental, catering, and additional staffing.

- **Q2. Is the livestream included in the \$45,000 budget, or treated as a potential extra?**
 - **A2:** Arts & Culture is interested in a concurrent livestream of the event but will work closely with the contractor to determine if that is possible given the available budget. Any live stream services would be included in the overall \$45,000 amount.
- **Q3. Do the 120 participants (indicated in the RFP as attending the event), include panelists, event staff, County staff, County VIPs, and interns?**
 - **A3:** The 120 participant number includes interns, panelists, county staff & VIPs. It does not count event staff that may need to be engaged to work the event.
- **Q4. For budgeting purposes, does the County have set rates for panelists?**
 - **A4:** Exact details will be determined during the planning process, but panelists' rates will be set based on the depth of their engagement for the event.
- **Q5. Do I need to come up with definite or ballpark numbers for each of these for the application?**
 - **A5:** All budgets submitted as part of this RFP are proposed and therefore subject to change, but amounts should be reflective of your prior experience and be as accurate as possible.
- **Q6. Does the Los Angeles County Department of Arts and Culture have access to or ownership of any venues that could be utilized for the Art Summit event?**
 - **A6:** The department does not own any venues or spaces that could be utilized for this event but may be able to leverage its network to help identify a possible space, in collaboration with the contractor.
- **Q7. Does the department have an existing volunteer bank that we can tap into for this event?**
 - **A7:** The department does not maintain a list of volunteers that can be utilized for this event. All event staff necessary to staff the event would need to be identified, contracted with, and paid by the contractor.
- **Q8. Could you please provide some insight into the existing collaborations and relationships that the Los Angeles County Department of Arts and Culture maintains with other arts organizations within the county?**
 - **A8.** The mission of the Los Angeles County Department of Arts and Culture is to advance arts, culture, and creativity throughout LA County. We provide leadership, services, and support in areas including grants and technical assistance for nonprofit organizations, countywide arts education initiatives, commissioning and care for civic art collections, research and evaluation, access to creative pathways, professional development, free community programs, and cross-sector creative strategies that address civic issues. All of this work is framed by our longstanding commitment to fostering access to the arts, and the County's

Cultural Equity and Inclusion Initiative. For more information on the work of our department, please visit our website at www.lacountyarts.org/about

- **Q9. What are the expectations from the contractor post-September 2024 through the end of the contract in April 2025?**
 - **A9.** Any expectations post-September 2024 will be finalized during the planning process but will include, at minimum, a post-event debrief meeting with the Arts Internship Team to discuss successes and challenges from the event.
- **Q10. What is the desired timeframe for the summit?**
 - **A10.** The Art Summit will take place over a half day on a date to be determined in September 2024. Detailed timing for the day will be determined during the planning process and we welcome recommendations from the contractor.
- **Q11. At what point in the Arts Internship Program does the Art Summit event typically take place (beginning, middle, or end)?**
 - **A11.** Internships start and end on a rolling basis from June 1, 2024 to March 1, 2025, meaning interns in attendance may be at the beginning, middle or end of their internship. Any interns in the 2024 Arts Internship program who completed their internship before the September Art Summit event will also be invited, so it is also possible they may have completed the internship.
- **Q12. Does the County anticipate hosting this event at the Getty again? If so, does the Getty give the County a discount on their standard rentals?**
 - **A12.** Identifying a venue will be a collaborative process between the event producer and the Arts Internship team. The department does not currently anticipate the Getty hosting this event, nor do we anticipate reduced costs should we engage them.
- **Q13. Are there any constraints on food vendors?**
 - **A13.** As in past Art Summits, we would like the selected consultant to engage food vendors who can provide options for a wide range of dietary needs. Any restrictions or guidelines in place from the final venue would also need to be taken into account.
- **Q14. Does the County give input on the panel discussion topics - or do we have free reign to curate the content?**
 - **A14.** The design of the event, including panel discussion topics, will be a collaborative process between the contractor and the Arts Internship team with final approval by the County, but we welcome recommendations from the contractor.
- **Q15. In the past, the County provided several panelists at no expense to the event organizer. Can we make that same assumption in 2024?**
 - **A15.** Any County staff engaged to serve as a panelist for the event will be participating as part of their regular work duties and will not need to receive additional honoraria for participating. All other panelists must

receive a stipend. The final event design will be a collaborative process between the contractor and the Arts Internship team.

- **Q16. Should we budget for parking and transit reimbursements for everyone attending?**
 - **A16.** Attendees to Art Summit should not incur any costs as part of attending the event. In the event that the contractor is unable to pay for parking in advance, it may be necessary for the contractor to arrange direct reimbursements to attendees.
- **Q17. Can we program during lunch or is that reserved for peer groups like in the past?**
 - **A17.** There are currently no plans to engage Peer Group leaders for this event however, the final event design will be a collaborative process between the contractor and the Arts Internship team. We welcome recommendations from the contractor.

Pursuant to RFP, Section 8, County's Rights and Responsibilities, Addendum Number 1 has been made available on the Arts and Culture website at <https://www.lacountyarts.org/> and on the County's website at: <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.