



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**Advancement and Event Consulting Services**

**Date:** March 11, 2024  
**Proposal Due On:** March 25, 2024  
**Return Proposal To:** Jennifer Swafford, Executive Director, KVCC Foundation  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937  
**Telephone:** (207)-453-5020  
**Email:** [jswafford@kvcc.me.edu](mailto:jswafford@kvcc.me.edu)

**Competitive Bid Request for Proposal**  
**Advancement and Event Consulting Services**

**Table of Contents**

1.0 Introduction .....	2
2.0 Background.....	2
3.0 Schedule / Modifications.....	2
4.0 Examination of Specifications and Schedule .....	2
5.0 Submission of Bids .....	3
6.0 Scope of Services.....	3
7.0 Contractor’s Insurance .....	3
8.0 Interpretation of Contract Documents .....	3
9.0 Bid Review and Evaluation.....	4
10.0 Preparation of Bids.....	4
11.0 Withdrawal of Bids.....	4
12.0 Taxation and Compliance .....	5
13.0 Prohibited Terms and Conditions .....	5



## Competitive Bid Request for Proposal Advancement and Event Consulting Services

### 1.0 Introduction

*Kennebec Valley Community College (KVCC) is soliciting proposals to procure Advancement and Event Consulting Services located at the Fairfield Campus in Fairfield, Maine.*

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

### 2.0 Background

Kennebec Valley Community College is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine is reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

### 3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	March 8, 2024	
Proposals Due On	March 25, 2024	3:00 P.M. ET
Award Decision & Notification	March 27, 2024	

### 4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder’s own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

## 5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than March 25, 2024 by 3:00 P.M. (ET)**.

All proposals are to be marked “Advancement and Event Consulting Services” and mailed to:  
Jennifer Swafford  
Executive Director, KVCC Foundation  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

Proposals may also be e-mailed to: [jswafford@kvcc.me.edu](mailto:jswafford@kvcc.me.edu), with the subject line “Advancement and Event Consulting Services”

## 6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

### 6.1 Scope

Supply and delivery of an Advancement and Event Consultant for the 2024 KVCC Gala on October 18, 2024. Contract duration to be from May 1, 2024 – Oct 31, 2024.

### 6.2 Specifications

The following specifications are minimum acceptable requirements. Adequate detailed specifications of the services offered must be included with your bid to establish equivalency and to ensure that the services being bid meets all specifications:

- Stewardship of donors
- Event planning
- Identify and solicitation of potential donors and sponsors in coordination with the Executive Director
- Solicitation of silent and live auction items
- Deliver and execute Gala design and plan
- Internal and external communication plan
- Work with Executive Director to develop fundraising plan and goal for the 2024 Gala

## 7.0 Contractor’s Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance to insure against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement.

Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

## **8.0 Interpretation of Contract Documents**

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Jennifer Swafford, Executive Director, KVCC Foundation  
Advancement and Event Consulting Services  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

or via email at [jswafford@kvcc.me.edu](mailto:jswafford@kvcc.me.edu)

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## **9.0 Bid Review and Evaluation**

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

### 1. Evaluation Method (update as needed)

- a. Technical ability to meet the outlined specifications
- b. Specification match and variations
- c. Past performance and references
- d. Cost of base proposal
- e. Rates for additional labor and equipment
- f. Price of additional services

## **10.0 Preparation of Bids**

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing
- Company specific terms and conditions

## **11.0 Withdrawal of Bids**

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

## **12.0 Taxation and Compliance**

Maine Community College System d/b/a Kennebec Valley Community College is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

## **13.0 Prohibited Terms and Conditions**

### **NOTICE TO VENDORS AND BIDDERS: STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

**BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;

2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.