



**List of Questions Received for
Invitation for Proposal 2020-CC-800
Disaster Preparedness and Recovery Summit**

1. Can you tell me if these events are [sic] have [sic] a [sic] another meeting planning [sic] handling them in the past?

Answer: No.

2. Is the University of Delaware involved with this event?

Answer: No.

3. Is there an incumbent contractor or is this program a new launch?

Answer: There is no incumbent contractor. This is a new project.

4. Does the contractor have to reside in or have a FL business registration?

Answer: No.

5. Where is the location for the face to face planning meetings?

Answer: Planning meetings may be held face-to-face or remotely. Face-to-face planning meetings would likely be held in Tallahassee.

6. What is the duration of the summit?

Answer: One day.

7. Does the Contractor have to provide the following?

- a. Meals
- b. A/V
- c. Venue rental
- d. Travel reimbursement for speakers, how many and to what extent?

e. Travel reimbursement for partners, how many and to what extent?

Answer: Yes. The selected contractor will be responsible for all associated costs (e.g., meals, if applicable; audiovisual (A/V) equipment; venue rental; travel reimbursement for speakers, if applicable; travel reimbursement for participants, as needed).

It is anticipated that many speakers for this venue will be local and may not necessitate a speakers' fee, however, consideration should be given to national experts.

It is anticipated that many participants will be local and/or able to fund their own transportation as employees of state or local governments. We anticipate that travel may be needed for approximately half of the participants (i.e., 50), though the number could be higher or lower.

8. What is the preferred platform for the evaluations/surveys (paper or online)?

Answer: The platform for evaluations/surveys should be determined between the selected contractor and Council staff with regard to which platform or platforms will yield the highest level of participation and return.

9. When will the Summit be held?

Answer: The date will be determined by the contractor, Council staff, and the stakeholder workgroup. The anticipated timeframe will be between April and August of 2021.

10. Will the Contractor be responsible for venue procurement, signing contract, etc?

Answer: Yes, pending Council staff approval.

11. Is there a printing preference for the Summit guide (color, gloss, magazine)?

Answer: No.

12. How are the session structures (plenary, workgroups, etc.)?

Answer: A combination is anticipated with at least one plenary and subsequent topical breakouts/workgroups.

13. Will there be any Sponsorships or Exhibits sales?

Answer: No.

14. Who is responsible for customer service and marketing?

Answer: The selected contractor will work with Council staff and the stakeholder workgroup to collaboratively address customer service and marketing. Council staff and the stakeholder workgroup will recommend specific entities to be included in marketing activities.

15. Who is responsible for registration and collection of fees?

Answer: The selected contractor will be responsible for registration. There will be no registration fees to participate in the summit. Participation will be by invitation.

16. What is expected in the benefits line item?

Answer: Budget line items represent examples of possible charges a proposer might include in their proposal. The benefits line item is available for proposers who plan to charge employee salary and associated benefits to this project.