





## Submission

---

Email electronic copies of completed responses and all necessary attachments to:

**Nathan Ticknor**, Fiscal and Projects Coordinator  
**nathan\_ticknor@ocali.org**

A print version may also be U.S. Mailed or delivered to:

**OCALICON**  
**2018 A/V RFP**  
**470 Glenmont Ave.**  
**Columbus, OH 43214**

- Incomplete or late responses may be removed from consideration
- Submission of quote does not constitute any type of binding agreement or contract between OCALI and respondent
- OCALI assumes no responsibility for any cost incurred in developing a response to this RFP
- OCALI reserves the right to accept or reject responses to this RFP at its sole discretion
- Finalists may be interviewed on-site at OCALI's offices May 30-31, 2018.
- OCALI's decision is final with respect to the awarding of this contract
- Inquiry Period: Questions about this RFP should be submitted in writing to **nathan\_ticknor@ocali.org** by **4:00 pm EDT, Monday, May 14, 2018**. Please use the subject line – 2018 A/V RFP  
*Note: Responses to received questions will be shared with all known candidates via email and posted at ocalicon.org.*

## Key Dates and Deadlines

---

### Monday, May 7, 2018

Release of RFP – A/V Equipment and Services Provider

### Monday, May 7 – Monday, May 14, 2018

Inquiry period – Questions due by 4:00 pm EDT, Monday, May 14

### Monday, May 21, 2018 – DEADLINE

Responses to RFP due by 4:00 pm EDT

### Wednesday, May 30 – Thursday, May 31, 2018

TBD – Optional finalist interviews

### Wednesday, June 6, 2018

RFP award announced  
Contract issued to successful applicant

### Friday, June 15, 2018 – DEADLINE

Signed contract due by 3:00 pm EDT

## Friday, October 5, 2018 – DEADLINE

Finalize stage display and equipment for Hall D

## Monday, November 10, 2018

10:00 am | Pre-Con Meeting at GCCC

## Friday, November 9, 2018

Submit advance invoice to OCALI

*\*OCALI reserves the right to schedule onsite or video conference interviews with RFP finalists.*

*Note: Key dates and deadlines are subject to change. Notice of changes will be documented in writing. Upon execution of contract, OCALI will schedule an initial meeting (face-to-face, audio, and/or video conference) with CONTRACTOR. Additional meetings and communication – including on-site meeting at GCCC – will occur at least once every other month or as necessary through November 2018.*

## 2018 GCCC Rental Summary and Schedule

---

OCALI licensed the following space for **OCALICON 2018**:

### HALL C

---

#### RENTAL

Start: 7:00 am | November 12

End: 11:59 pm | November 16

#### SCHEDULE

*General Service Contractor (GSC) Move-in*  
November 12

*Exhibitor Move-in*

November 13

*Trade Show*

November 14 – November 16

*Move-out*

1:05 pm EST, November 16

### HALL D

---

#### RENTAL

Start: 7:00 am | November 14

End: 11:59 pm | November 16

#### SCHEDULE

*A/V Move-in*

7:00 am – ??? | November 13

*Keynote Sessions*

November 14 – November 15

## Hall D (con't)

### Featured Sessions

November 16

### A/V Move-out

1:05 pm, November 16

## C160-162

### RENTAL

Start: 7:00 am | November 12  
End: 11:59 pm | November 16

### SCHEDULE

#### A/V Move-in for Special Education Leadership Institute (SELI)

6:00 - 7:30 am | November 13

#### SELI

1:00 - 4:00 pm | November 13

#### Breakout Sessions

Start: 8:00 am | November 14  
End: 12:30 pm | November 16

#### A/V Move-out

12:45 pm, November 16

## C170-172

### RENTAL

Start: 7:00 am | November 12  
End: 11:59 pm | November 16

### SCHEDULE

#### A/V Move-in for National Autism Leadership Summit (NALS)

6:00 - 7:30 am | November 13

#### NALS

9:00 am - 5:00 pm | November 13

#### Breakout Sessions

Start: 8:00 am | November 14  
End: 12:30 pm | November 16

#### A/V Move-out

12:45 pm, November 16

## Short North Ballrooms (SNB)

### RENTAL

Start: 5:30 am | November 14  
End: 11:59 pm | November 15

### SCHEDULE

#### A/V Move-in for Special Education Leadership Institute

5:30 - 7:00 am | November 14

#### Special Education Leadership Institute

8:00 - 9:15 am | November 14

#### Note: Reset stage, pull the airwall, etc. to create separate SNB A and SNB B Breakout Sessions

9:30 am - 12:00 pm | November 14

#### Breakout Sessions

Start: 12:45 pm | November 14  
End: 5:45 pm | November 15

#### A/V Move-out

6:00 pm | November 15

## C150-151

### RENTAL

Start: 6:00 am | November 14  
End: 11:59 pm | November 16

### SCHEDULE

#### A/V Move-in for Breakout Sessions

6:00 - 7:30 am, November 14

#### Breakout Sessions

Start: 8:00 am | November 14  
End: 12:30 pm | November 16

#### A/V Move-out

12:45 pm, November 16

## D180-183, D280-284

### RENTAL

Start: 6:00 am | November 14  
End: 11:59 pm | November 16

### SCHEDULE

#### A/V Move-in for Breakout Sessions

6:00 - 7:30 am, November 15

#### Breakout Sessions

Start: 8:00 am | November 15  
End: 12:30 pm | November 16

#### A/V Move-out

12:45 pm, November 16

## B130-B132, B140-145

### RENTAL

Start: 6:00 am | November 15  
End: 11:59 pm | November 16

### SCHEDULE

#### A/V Move-in for Breakout Sessions

6:00 - 7:30 am, November 15

#### Breakout Sessions

Start: 8:00 am | November 15  
End: 12:30 pm | November 16

#### A/V Move-out

12:45 pm, November 16

## OCALICON 2018 Schedule

### Tuesday, November 13, 2018

7:00 am – ??? Hall D | A/V move-in and set-up  
6:00 am – 7:30 am C160-162 | A/V move-in and set-up  
6:00 am – 7:30 am C170-172 | A/V move-in and set-up  
9:00 am – 5:00 pm C170-172 | NALS  
1:00 pm – 4:00 pm C160-162 | SELI  
12:00 pm – 5:30 pm Hall C | Exhibitor move-in

### Wednesday, November 14, 2018

5:30 am – 7:00 am SNB AB | A/V move-in and set-up  
6:00 am – 7:30 am C150-151 | A/V move-in/set-up  
6:00 am – 7:30 am D180-183 | A/V move-in/set-up  
6:00 am – 7:30 am D280-284 | A/V move-in/set-up  
7:00 am Hall C | Registration Opens  
8:00 am – 9:15 am Session One  
8:00 am – 9:15 am SNB AB | SELI Welcome/Open  
8:00 am – 9:15 am TBD | Summit on Sensory Disabilities  
9:00 am – 5:00 pm Exhibit Hall Day 1  
9:30 am – 12:00 pm SNB | Pull the airwall to create SNB A and SNB B – Reset stage and A/V as needed  
9:45 am – 11:15 am Hall D | Keynote: Dr. Christopher Gillberg  
11:15 am – 12:45 pm Lunch Break  
11:30 am – 12:30 pm Research Symposium  
12:45 – 2:00 pm Session Two  
2:00 – 2:45 pm Hall C | Energy Break  
2:45 – 4:00 pm Session Three  
4:30 – 5:45 pm Session Four

### Thursday, November 15, 2018

6:00 am – 7:30 am B130-B132 | A/V move-in/set-up  
6:00 am – 7:30 am B140-B145 | A/V move-in/set-up  
7:00 am Hall C | Registration Opens  
8:00 am – 9:15 am Session One  
9:00 am – 3:00 pm Exhibit Hall Day 2  
9:45 am – 11:15 am Hall D | Keynote: Dr. Bill East  
11:15 am – 12:45 pm Lunch Break  
11:30 am – 12:30 pm Research Symposium  
12:45 – 2:00 pm Session Two  
2:00 pm – 2:45 pm Hall C | Energy Break  
2:45 pm – 4:00 pm Session Three  
4:30 pm – 5:45 pm Session Four  
6:00 pm SNB A and SNB B | A/V move-out

### Friday, November 16, 2018

7:00 am Registration Opens  
8:00 am – 1:00 pm Exhibit Hall Day 3  
8:30 am – 9:30 am Session One  
10:00 am – 11:00 am Session Two  
11:30 am – 12:30 pm Session Three  
12:45 pm B-Pod, C-Pod, D-Pod | A/V move-out  
1:05 pm Hall D | A/V move-out  
4:00 pm OCALICON 2018 Move-out complete

*Please note: All OCALICON 2018 times are Eastern Standard Time (EST). Schedule is subject to change.*

## **GCCC**

---

A/V Equipment and Services Provider agrees to work and collaborate with the GCCC team as necessary in support of OCALICON 2018.

**Lauren Carter** | Sales Manager  
lcarter@columbusconventions.com  
614.827.2593 (o)

**Carrie Applegarth** | Event Manager  
capplegarth@columbusconventions.com  
614.827.2551 (o)

## **General Services Contractor**

---

Fern is the general services contractor for OCALICON 2018. A/V Equipment and Services Provider agrees to collaborate with Fern as necessary in support of OCALICON 2018.

**Carolyn Hodge** | Account Executive  
chodge@fernexpo.com  
614.253.1500 (o)

## **Internet**

---

Smart City is the designated Internet provider for OCALICON 2018. A/V Equipment and Services Provider agrees to collaborate with Smart City as necessary in support of OCALICON 2018.

**Bill Duke** | General Manager  
WDuke@smartcity.com  
614.827.2670 (o)

## Scope of Work

---

OCALI seeks the following products and services provided by AV Equipment and Services Provider ("CONTRACTOR").

Please include unit cost and labor charges for each product(s) provided or service(s) performed. An itemized list of equipment, services, and/or labor hours must be submitted to OCALI prior to issuance of final payment. Indicate whether cost is hourly, per day, or for the entire conference. Note that quantities are best estimates at the time of the RFP release. Actual quantities may be more or less than what is indicated in this RFP, and some items will not be finalized until a minimum of thirty days\* prior to OCALICON 2018. CONTRACTOR should be prepared to offer equipment or services at the same rates listed in its response to this RFP  $\pm$  5% of the estimated quantities. OCALI will only pay for actual products or services used during OCALICON 2018. OCALI reserves the right to order alternate products or services than what is listed in this RFP after contracting with CONTRACTOR.

\*CONTRACTOR should be prepared to provide additional equipment on-site during the conference as needed, including but not limited to:

- Wireless microphones
- LCD projectors
- DVD players
- Powered speakers

Please include cost/fees for any additional equipment ordered on-site by OCALI. If appropriate, include a price list or catalog.

## Tuesday, November 13, 2018

---

### National Autism Leadership Summit (NALS)

9:00 am – 5:00 pm

C170-172

The National Autism Leadership Summit is an annual gathering of state leaders who focus on improving systems-wide capacity that strengthen outcomes for persons with autism spectrum disorder.

#### Required Equipment:

- LCD projector
- Skirted cart for projector
- Projection screen
- 4 channel audio mixer
- Direct Input box for laptop audio
- Wireless lavalier microphone
- Wireless handheld microphone

#### Required Tech Support:

- Technician to provide basic support and troubleshooting for both NALS and Special Education Leadership Institute (see below)
- Support includes but is not limited to: connecting presenter laptop to projection system, resolving audio connection or microphone issues, etc.

### Special Education Leadership Institute (SELI) – Common Challenges, Collective Solutions

1:00 pm – 4:00 pm

C160-162

The Special Education Leadership Institute is designed to provide a platform for special education leaders to collaborate, share research and best practices, and inspire change for students with disabilities. The event opens with an invitation-only session – *Common Challenges, Collective Solutions* – for 250 state leaders.

## **Tuesday Special Education Leadership Institute – con't**

### **Required Equipment:**

- LCD projector
- Skirted cart for projector
- Projection screen
- 4 channel audio mixer
- Direct Input box for laptop audio
- Wireless lavalier microphone
- Wireless handheld microphone

### **Required Tech Support:**

- Technician to provide basic support and troubleshooting for both SELI and NALS (*see above*)
- Support includes but is not limited to: connecting presenter laptop to projection system, resolving audio connection or microphone issues, etc.

## **Wednesday, November 14, 2018**

---

### **Special Education Leadership Institute – Welcome/Kickoff**

**8:00 am – 9:15 am**

#### **Short North Ballroom AB**

The Special Education Leadership Institute official welcome and kickoff features opening remarks from Ohio Department of Education's Office for Exception Children director Dr. Kim Monachino, and segues into a featured session by Dr. Rosemarie Allen from the school of education at Metropolitan State University of Denver.

### **Required Equipment:**

- 2 LCD projectors with sufficient lumens for Short North Ballroom AB
- 2 large rear projection screens
- 4 channel audio mixer
- Direct Input box for laptop audio
- Wireless lavalier microphone
- Wireless handheld microphone

### **Required Tech Support:**

- Technician to provide basic support and troubleshooting
- Support includes but is not limited to: connecting presenter laptop to projection system, resolving audio connection or microphone issues, etc.
- Additional tech support needed to reset room after Welcome/Kickoff session

*Note: After Welcome/Kickoff session, Short North Ballroom will be split into two rooms for the afternoon sessions – Short North Ballroom A and Short North Ballroom B. Short North Ballroom A and Short North Ballroom B will remain two separate rooms for Thursday breakout sessions.*

*Each room will feature a standard room set:*

- LCD projector
- Skirted cart for projector
- Projection screen
- 4 channel audio mixer
- Direct Input box for laptop audio
- Wireless lavalier microphone

*Room split and reset must be completed by 12:00 pm.*



## **Summit on Sensory Disabilities**

**8:00 am - 9:15 am**

**Room TBD**

The Summit on Sensory Disabilities is designed for education professionals and parents who work with or support individuals who are deaf/hard of hearing or blind/visually impaired. Participants will engage with experts in the field about systems and supports for navigating the many transitions that occur across the lifespan.

### **Required Equipment:**

- LCD projector
- Projection screen
- 4 channel audio mixer
- Direct Input box for laptop audio
- Wireless lavalier microphone
- Wireless handheld microphone
- Video projection system for ASL interpreter
- Switcher for picture-in-picture of ASL interpreter

### **Required Tech Support:**

- Technician to provide basic support and troubleshooting
- Support includes but is not limited to: connecting presenter laptop to projection system, resolving audio connection or microphone issues, etc.

## **Breakout Sessions**

**8:00 am - 5:45 pm**

**B-Pod, C-Pod, D-Pod**

Over 215 breakout sessions are offered during the 3 days of OCALICON. Rooms will be set in a mix of classroom, theatre, and banquet styles. Please include pricing for up to 18 standard room sets plus unit cost(s) for additional equipment as needed.

### **Required Equipment:**

- LCD projector
- Skirted cart for projector
- Projection screen
- 4 channel audio mixer
- Direct Input box for laptop audio
- Wireless lavalier microphone
- Wireless handheld microphones (3 needed for panel discussion room)

Please indicate age and type of equipment, amount and availability of equipment (i.e. in-house vs. subcontracted or borrowed), and any associated travel/transportation costs in delivering equipment to the GCCC.

Note: Attendees will furnish their own presentation device (laptop, tablet, etc.).

### **Required Tech Support:**

- Five (5) floating technicians to provide basic support and troubleshooting for breakout sessions throughout the day
- Support includes but is not limited to: connecting presenter laptop to projection system, resolving audio connection or microphone issues, etc.

Wednesday, November 16, 2018 – con't

**Keynote Address – Dr. Christopher Gillberg**

**9:45 am - 11:15 am**

**Hall D – Main Stage**

Help us make an impact.

OCALICON is known for keynote speakers who excite, inspire, and motivate – starting this year with Dr. Christopher Gillberg from the University of Gothenburg in Sweden. We're looking for an A/V partner who can help create an environment and setting in Hall D that continues this tradition and helps our keynotes and special guests shine – while providing attendees with a powerful and engaging experience of learning and discovery.

Hall D is set theatre style for 2,000. Please consider room dimensions and audience size so as to maximize the video/audio experience of all attendees.

*Note: Hall C serves as the OCALICON 2018 Exhibit Hall. The airwall between Hall C and Hall D will be pulled for OCALICON 2018 except for an entrance of approximately 30'. Though most attendees will be inside Hall D, Hall C remains open during the Wednesday and Thursday keynote sessions and Friday morning concurrent sessions held in Hall D. The structure and design of Hall D set should take into consideration Hall C remaining open at all times.*

**Please include multiple options for stage dressing, columns, and backdrop. Clarify basic/low cost vs. premium options. Color photos, illustrations, and samples are strongly encouraged.**

**Required Equipment:**

- Backdrop, staging columns, props, dressing and drape for 24' w x 12' d x 24" h stage.
- Lighting system (including trusses for lighting, cabling, etc.)
- Sound system with audio mixer (including speakers, cabling, etc.)
- Video projection system (including two cameras for IMAG and slide deck presentation, switchers, cabling, etc.)
- Video recording system (record in HD format)
- Two LCD projectors (with sufficient lumens for Hall D)
- Two rear projection screens for 16:9 format projection (screen size must be sufficient for Hall D)
- Speaker video monitor
- Video projection system for ASL interpreter
- Switcher for picture-in-picture of ASL interpreter
- Audio monitor for ASL interpreter
- Wireless lavalier microphone
- Lectern
- Lectern microphone
- Side masking drape
- Prerecorded background/transition music
- Other equipment necessary or recommended

**Optional Equipment:**

- **Live Captioning** – include information and pricing for real-time live captioning service. Please specify if this is an in-house or subcontracted service.
- **Assistive Listening** – include information and pricing for assistive listening devices/service. Please specify if this is in-house or subcontracted equipment.

Please indicate age and type of equipment, amount, and availability of equipment (i.e. owned vs. subcontracted or borrowed), and any associated travel/transportation costs in delivering equipment to the GCCC.

**Required Tech Support:**

- Audio, video, lighting technicians
- 2 camera operators
- Setup or other technicians as needed or required

## Live Streaming

OCALI will organize and provide equipment for live streaming of keynote sessions. A/V provider must be able to provide a video/audio feed for live streaming.

*Note: Hall D is utilized from 9:00 am - 12:00 pm on Wednesday, November 14, and Thursday, November 15. Although no events occur in Hall D during the afternoon, OCALI requests stage is lit continuously and will provide a promotional slide deck that should run on a continuous loop November 14 and 15.*

OCALI understands it is responsible for all rigging and electrical charges associated with Hall D A/V.

## Thursday, November 15, 2018

---

### Breakout Sessions

8:00 am - 5:45 pm

B-Pod, C-Pod, D-Pod

### Required Equipment:

- Same requirements as Wednesday

### Required Tech Support:

- Same requirements as Wednesday

### Keynote Address – Dr. Bill East

9:45 am - 11:15 am

Hall D – Main Stage

### Required Equipment:

- Same requirements as Wednesday

### Required Tech Support:

- Same requirements as Wednesday

## Friday, November 16, 2018

---

### Breakout Sessions

8:30 am - 12:30 pm

B-Pod, C-Pod, D-Pod

### Required Equipment:

- Same requirements as Wednesday and Thursday

### Required Tech Support:

- Same requirements as Wednesday and Thursday
- Strike or other technicians as needed or required

Friday, November 16, 2018 – con't

### **Featured Sessions**

8:30 am - 12:30 pm

Hall D – Main Stage

### **Required Equipment:**

- Same requirements as Wednesday and Thursday

### **Required Tech Support:**

- Audio, video, lighting technicians
- 1 camera operator
- Strike or other technicians as needed or required

*Note: The Friday Featured Sessions are scaled back events compared to the Wednesday and Thursday Keynote events. Friday Featured Sessions only require a single camera operator.*

### **Storage**

---

Please include a detailed description of on-site storage needs for A/V equipment.

### **Communications**

---

- Twelve (12) two-way radios for show management use

It is requested that two-way radios be provided at no charge to OCALI. Radios should have sufficient range for communication throughout the North and South ends of the GCCC.

### **Accessibility/ADA**

---

OCALI's goal is to make OCALICON fully accessible to all participants. Please list any additional A/V products or services not previously mentioned that help meet the needs of individuals with sensory disabilities, including visual impairments, blindness, hearing impairments, and/or deafness. Include pricing and availability and clarify if in-house or subcontracted equipment/service.

### **Additional Labor**

---

If not factored in to the above, please include any additional regular and overtime labor needed in support and service of OCALICON 2018. If applicable, include specific job roles/positions, cost, and estimated hours for completing labor. An itemized list of labor hours must be submitted to OCALI prior to issuance of payment.

### **Additional Equipment or Services**

---

Please include any additional products or services that applicant can provide or would recommend for OCALICON 2018. Describe or list any complimentary or discounted products or services. Include any supporting photos, illustrations, renderings, and/or samples.

### **Insurance**

---

Include a copy of insurance certificate or evidence of insurance coverage in the amount of \$1,000,000 for providing A/V equipment and services at the GCCC.

## Security

---

All breakout rooms will be locked at the end of the day. OCALI will provide on-site peripheral security in Hall D starting Tuesday, November 13, and continuing through Friday, November 16.

## Payment

---

Payment will be issued upon completion of OCALICON 2018 and receipt of a detailed invoice for services rendered.

*Note: OCALI is closed for winter break December 21, 2018 - January 1, 2019. Final invoice must be received no later than Thursday, December 6, 2018, for payment to be issued prior to OCALI's winter break.*

## Evaluation

---

Selection of contractor will be based on the following criteria:

- Applicant's commitment to project scope and key dates/deadlines
- Name, position, and contact information for one primary contact
- Narrative response describing and detailing applicant's equipment and/or services
- Evidence of successful events of similar size, scope, and complexity
- Staff description and evidence of experience
- Photos, illustrations, renderings, and/or samples of prior events and/or applicant's equipment/services
- Insurance certificate or evidence of insurance coverage in the amount of \$1,000,000 for providing A/V equipment and services at the GCCC
- Labor rates for regular/overtime labor
- Additional equipment and/or services offered beyond those listed in the RFP
- Additional accessibility/ADA products or services beyond those mentioned in the RFP
- Travel/shipping costs
- Evidence of applicant's environmentally responsible policies and practices
- Recommendations/references from a minimum of two (2) current or previous clients
- Agreement to terms for 2019 contract renewal
- Overall quote for equipment, services, and ancillary costs

Additional considerations:

- Ohio-based business OR business located outside Ohio but with a local office
- Prior work with OCALI
- On-site or video conference finalist interview *(if applicable)*

## Notification

---

All applicants will receive notification of acceptance or denial by **Wednesday, June 6, 2018**. Notification will be sent to the primary contact by email.

## Response

---

Email electronic copies of completed responses and all necessary attachments to:

**Nathan Ticknor**, Fiscal and Projects Coordinator  
**nathan\_ticknor@ocali.org**

A print version may also be U.S. Mailed or delivered to:

**OCALICON**  
**2018 A/V RFP**  
**470 Glenmont Ave.**  
**Columbus, OH 43214**

Deadline: **4:00 pm EDT, Monday, May 21, 2018.**