

**SOLICITATION OF PROPOSALS FOR:
INAUGURATION EVENT COORDINATOR
23-MO-001**

November 15, 2022

1.0 Overview

The City of Pawtucket (“the City”) seeks proposals from qualified Special Event Coordinators (“the Vendor”) to provide services for coordinating, planning and implementing the inaugural events in the City of Pawtucket (“the Project”). Includes invitations, pre-planning and execution of inaugural mass, inauguration ceremony and reception. The Project shall have limited supervision and requires the use of independent judgment. The Vendor shall work in conjunction with the City Council, Mayor’s Office and the City Clerk’s Office and report to Richard J. Goldstein, City Clerk

2.0 Scope of Services

ESSENTIAL FUNCTIONS:

- Coordinates and facilitates inaugural events for the city, including invitations, decorations, entertainment and food.
- Serves as a liaison between vendors and the City in the coordination of inaugural events.
- Assists in developing programs and managing invitations and RSVPs for the variety of events.
- Assists in the coordination of work activities of volunteers at events.
- Participates in the development of the budget for events.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervisory responsibility over volunteer staff at events

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of design principles;
- Knowledge of event planning methods and principles;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Marketing or a related field or two-years progressively responsible experience in coordinating special events
- Requires a valid Driver’s License

3.0 Project Schedule

TIME FRAME: December 1, 2022 until January 3, 2022
TOTAL HOURS REQUIRED: Up to 50 hours (estimated)

4.0 General Conditions and Instructions to Respondents

There will not be a pre-bid meeting for this project

Requests for Further Information Deadline:

November 22, 2022 @ 2:00 PM

Requests for information or clarification must be made electronically to the attention of:

Peter Wingate, Purchasing Director
E-mail: pwingate@pawtucketri.com

Please reference the project number (**23-MO-001**) on all correspondence. Answers to questions received, if any, shall be posted as an addendum to this bid solicitation.

Bid Submission Deadline:

November 28, 2022 @ 2:00 PM

All submissions should include a signed Pricing Proposal and a Cover Letter which shall serve as a Statement of Qualifications. Submissions may also be delivered electronically to the attention of:

Peter Wingate, Purchasing Director
E-mail: pwingate@pawtucketri.com

Please reference the project number (**23-MO-001**) on all correspondence. A confirmation of receipt shall be sent via return email and a Bid Summary shall also be sent via email to the sponsoring Department(s) for evaluation and to all respondents of this solicitation for their records.

5.0 Evaluation and Award

The City’s evaluation of proposals shall be based upon the following considerations:

<i>Criterion</i>	<i>% of Total Score</i>
Price	75
Qualifications	25

The eventual contract shall be subject to the City’s General Terms and Conditions of Purchase which is Appendix A in the Purchasing document available for download [here](#)

6.0 Pricing Proposal (Project # 23-MO-001)

TOTAL BID \$ _____

HOURLY RATE (for work beyond 50 hours as noted in Section 3.0) \$ _____

TOTAL BID IN WORDS

NAME (PRINT

SIGNATURE

DATE
