



# VCU Procurement Services

July 22, 2021

RMC Events, Inc.  
Dan Schmitt  
3700 West End Drive  
Henrico, VA 23294  
Dan@RMCEvents.com

RE: Contract #: 7497878BA  
Renewal No.: 3 of 3

To Whom It May Concern:

RMC Events, Inc.'s contract with Virginia Commonwealth University (VCU) for Event Staffing Services expires on 9/29/2021 VCU intends to exercise the renewal of this contract in accordance with the terms of contract #: 7497878BA.

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

**OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Services shall be provided in accordance with the contract for the renewal period: 9/30/2021 through 9/29/2022.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms.
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response may be emailed to me at [baugustine@vcu.edu](mailto:baugustine@vcu.edu)

Sincerely,

*Brandon C. Augustine*  
Brandon C. Augustine  
Category Manager

Contract #: 7497878BA

RESPONSE:

RMC Events, Inc.  
Name of Firm

  
Signature

DANIEL J SCHMITT  
Name Printed

PRESIDENT  
Title

8/1/2021  
Date



# VCU Procurement Services

May 27, 2020

RMC Events, Inc.  
Dan Schmitt  
3700 West End Drive  
Henrico, VA 23294  
Dan@RMCEvents.com

RE: Contract #: 7497878BA  
Renewal No.: 2 of 3

To Whom It May Concern:

RMC Events' contract with Virginia Commonwealth University (VCU) for Event Staffing Services expires on 9/29/2020 VCU intends to exercise the renewal of this contract in accordance with the terms of contract #: 7497878BA.

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

**OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Services shall be provided in accordance with the contract for the renewal period: 9/29/2020 through 9/29/2021.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms.
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured," citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response may be emailed to me at [baugustine@vcu.edu](mailto:baugustine@vcu.edu)

Sincerely,

*Brandon C. Augustine*  
Brandon C. Augustine  
Category Manager

Contract #: 7497878BA

**RESPONSE:**

RMC Events, Inc.  
Name of Firm

  
Signature

DAN SCHMITT  
Name Printed

PRESIDENT  
Title

6-29-2020  
Date

Monday, June 29, 2020 (Revised July 17, 2020 per VCU request to stagger increase to meet May 2021 MWage increase)  
*Adjustments shown in RED in addition to the separated rate adjustments in BLUE and GREY boxes*

Brandon C. Augustine

Category Manager – VCU Procurement Services

Ref: Contract #: 7497878BA

Event Staffing Services

Renewal 09/30/2020 thru 09/29/2021

Brandon –

As per your letter and our previous discussions, below is the proposed revised pricing request for this upcoming renewal period. Please note, we offer this renewal with the full knowledge of the current limits of the existing original agreement. Due to legislative action during this past General Assembly period, it has become clear that any payable and/or billable rates for human capital moving forward must be re-evaluated due to the significant and rapid increase in the Commonwealth's minimum wage rate.

The 2020 General Assembly took the following action, which was approved/signed into law by the Governor in April:

- Existing Minimum Wage \$7.25/hr.
- May 1, 2021 \$9.50/hr. Immediate Increase of 31.03%
- January 1, 2022 \$11.00/hr. Additional 15.79% (Cumulative 51.72%)
- January 1, 2023 \$12.00/hr. Additional 9.91% (Cumulative 65.52%)
- *Future marks are set for Jan. 1, 2024 (\$13.50/hr.) and Jan. 1, 2025 (\$15.00) but will require GA legislative action*

RMC Events has never been, and never intends to be, a minimum wage payer. As a matter of fact, our current hiring rates stands between \$2.25 and \$2.75 higher than the existing minimum wage. We simply believe we can attract, recruit, hire, and train a better quality staff member, to meet/exceed our clients expectations. Now that minimum wage will IMMEDIATELY MATCH our lowest starting rate (\$9.50/hr.) it has necessitated the need for us to move these starting rates into the \$12/hr. range (26% increase) simply to remain competitive. Thus, the need for this discussion as these actions were imposed upon us, within our contract period, by the Commonwealth's legislative body.

RMC Events has already begun initiating payrate increased in an effort to maintain our recruitment edge with two (2) increase periods already completed, a third planned for Sept. 1, 2020, a fourth set for Spring/Summer 2021, and a fifth set for Spring/Summer 2022.

The renewal rates offered below, while outside of the current limits of the existing agreement, each show a commitment by **RMC Events to internally absorb at least 20% of the 31% mandated increase** by the Commonwealth's legislative body. The resulting 10-11% only represents approximately 1/3 of the increase, while RMC Events assumes the other 2/3 of the increase.

Please know that these increases would most certainly NOT be necessary were it not for the excessive immediate jumps in state mandated minimum wage levels. However, we feel confident that by absorbing more than 20% of the planned 31% in the first year that RMC Events is doing our share toward the partnership.

On the following pages, we have shown, in great detail, the full renewal breakdown, by category and line item, in the existing agreement to ensure that you have the most comprehensive information possible.

Of course, I am available to meet and discuss this in greater detail at any time.

RMC Events respectfully requests that an addendum be written for this renewal that removes the maximum increase stipulation and offers this one (1) year renewal (dates shown above) of the existing agreement with the following adjustments:

• **Virginia Commonwealth University**

- Legislative Minimum Wage increase on May 1, 2021 will be 31.03%
- Renewal Rates below offer RMC Events handling 21% of the minimum wage increase while only leaving less than 10% for buyer
- July 17, 2020 – Adjusted to reflect 3% initially while delaying 7% until May 1, 2021 (Legislative increase date of MWage)

Rate Item	Position	Existing Rate	Sept. 30, '20 – April 30, '21		May 1, '21 – Sept. 29, '21	
Line Item 1	Event Security (Unarmed)	16.55/hr.	17.05/hr.	3.02%	18.20/hr.	6.95%
Line Item 2	Overnight Security (Unarmed)	20.50/hr.	21.10/hr.	2.93%	22.85/hr.	8.53%
Line Item 3	Parking Attendant	17.00/hr.	17.50/hr.	2.94%	18.20/hr.	4.12%
Line Item 4	Ticket Seller	16.55/hr.	17.05/hr.	3.02%	18.20/hr.	6.95%
Line Item 5	Ticket Takers	16.55/hr.	17.05/hr.	3.02%	18.20/hr.	6.95%
Line Item 6	Usher	16.55/hr.	17.05/hr.	3.02%	18.20/hr.	6.95%
Line Item 7	Supervisor	18.45/hr.	19.00/hr.	2.98%	20.25/hr.	6.78%
Line Item B1	Event Manager	20.00/hr.	20.60/hr.	3.00%	22.00/hr.	7.00%
Line Item B2	Command / Control Room	18.45/hr.	19.00/hr.	2.98%	20.25/hr.	6.78%

• **Old Dominion University**

- Legislative Minimum Wage increase on May 1, 2021 will be 31.03%
- Renewal Rates below offer RMC Events handling 20% of the minimum wage increase while only leaving less than 11% for buyer
- July 17, 2020 – Adjusted to reflect 3% initially while delaying 7% until May 1, 2021 (Legislative increase date of MWage)

Rate Item	Position	Existing Rate	Sept. 30, '20 – April 30, '21		May 1, '21 – Sept. 29, '21	
Line Item 1	Event Security (Unarmed)	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 2	Overnight Security (Unarmed)	18.80/hr.	19.35/hr.	2.93%	20.80/hr.	7.71%
Line Item 3	Parking Attendant	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 4	Ticket Seller	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 5	Ticket Takers	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 6	Usher	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 7	Supervisor	18.25/hr.	18.80/hr.	3.01%	20.25/hr.	7.95%
Line Item B1	Event Manager	18.25/hr.	18.80/hr.	3.01%	20.25/hr.	7.95%

• **University of Virginia – Below rates approved in April 2020 by UVA via letter stating VASCUPP use of WM Agreement**

- UVA utilizes the WM Agreement (W&M-C1439) but rates are displayed here in order to sync if they switched

Rate Item	Position	Existing (Previous Rate)	Renewal Rate (eff. Sept. 30, 2020)
Line Item 1	Event Security (Unarmed)	16.50/hr.	18.80/hr.
Line Item 2	Overnight Security (Unarmed)	21.50/hr.	23.50/hr.
Line Item 3	Parking Attendant	17.50/hr.	19.90/hr.
Line Item 4	Ticket Seller	16.50/hr.	18.80/hr.
Line Item 5	Ticket Takers	16.50/hr.	18.80/hr.
Line Item 6	Usher	16.50/hr.	18.80/hr.
Line Item 7	Supervisor	19.50/hr.	22.20/hr.
Line Item B1	Event Manager	21.00/hr.	23.90/hr.
Line Item B2	Athletics Lock Up	21.50/hr.	22.50/hr.
Line Item B3	Art Museum Staff	19.00/hr.	18.80/hr.
Line Item B4	P&T Staff – PT	17.50/hr.	19.90/hr.
Line Item B5	Batten School Staff	16.50/hr.	18.80/hr.
Additional Item	UVA Commencement Staff	16.50/hr.	18.80/hr.
Additional Item	UVA Facilities Mgmt. Staff	16.50/hr.	18.80/hr.
Additional Item	UVA Hospital – Parking PT	22.50/hr.	28.13/hr.
Additional Item	UVA Hospital – Shift Manager	24.50/hr.	29.40/hr.
Additional Item	UVA Darden School Staff	16.50/hr.	18.80/hr.
Additional Item	UVA Rotunda Staff	16.50/hr.	18.80/hr.
Additional Item	Event Bike Unit Personnel	20.50/hr.	25.25/hr.
Additional Item	Ambassador Supervisor	22.75/hr.	27.30/hr.
Additional Item	Ambassador Command	22.75/hr.	27.30/hr.
Additional Item	Ambassador Staff & Reception	20.50/hr.	25.25/hr.
Additional Item	SafeRide Dispatch / Driver	22.50/hr.	26.00/hr.
Additional Item	P&T Staff – FT	22.50/hr.	28.13/hr.

• **Virginia Polytechnic Institute & State University / Radford University / Virginia Military Institute**

- Legislative Minimum Wage increase on May 1, 2021 will be 31.03%
- Renewal Rates below offer RMC Events handling 20% of the minimum wage increase while only leaving less than 11% for buyer
- *July 17, 2020 – Adjusted to reflect 3% initially while delaying 7% until May 1, 2021 (Legislative increase date of MWage)*

Rate Item	Position	Existing Rate	Sept. 30, '20 – April 30, '21		May 1, '21 – Sept. 29, '21	
Line Item 1	Event Security (Unarmed)	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 2	Overnight Security (Unarmed)	20.50/hr.	21.10/hr.	2.93%	22.75/hr.	8.05%
Line Item 3	Parking Attendant	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 4	Ticket Seller	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 5	Ticket Takers	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 6	Usher	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 7	Supervisor	18.45/hr.	19.00/hr.	2.98%	20.45/hr.	7.86%
Line Item B1	Event Manager	20.50/hr.	21.10/hr.	2.93%	22.75/hr.	8.05%

• **George Mason University / University of Mary Washington / Longwood University**

- Legislative Minimum Wage increase on May 1, 2021 will be 31.03%
- Renewal Rates below offer RMC Events handling 20% of the minimum wage increase while only leaving less than 11% for buyer
- *July 17, 2020 – Adjusted to reflect 3% initially while delaying 7% until May 1, 2021 (Legislative increase date of MWage)*

Rate Item	Position	Existing Rate	Sept. 30, '20 – April 30, '21		May 1, '21 – Sept. 29, '21	
Line Item 1	Event Security (Unarmed)	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 2	Overnight Security (Unarmed)	19.35/hr.	19.90/hr.	2.84%	21.40/hr.	7.75%
Line Item 3	Parking Attendant	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 4	Ticket Seller	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 5	Ticket Takers	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 6	Usher	16.95/hr.	17.45/hr.	2.95%	18.75/hr.	7.67%
Line Item 7	Supervisor	18.45/hr.	19.00/hr.	2.98%	20.45/hr.	7.86%
Line Item B1	Event Manager	20.00/hr.	20.60/hr.	3.00%	22.15/hr.	7.75%

• **James Madison University**

- Legislative Minimum Wage increase on May 1, 2021 will be 31.03%
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Line Item 2	Overnight Security (Unarmed)	20.00/hr.	20.60/hr.	3.00%	22.00/hr.	7.00%
Line Item 3	Parking Attendant	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 4	Ticket Seller	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 5	Ticket Takers	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 6	Usher	16.65/hr.	17.15/hr.	3.00%	18.45/hr.	7.81%
Line Item 7	Supervisor	18.45/hr.	19.00/hr.	2.98%	20.45/hr.	7.86%
Line Item B1	Event Manager	20.00/hr.	20.60/hr.	3.00%	22.00/hr.	7.00%

The above adjustments allow our organization to continue to attract, train, and provide the best qualified and equipped event staff personnel possible, especially with direct correlation to the recent actions of the General Assembly.

Of course, we are prepared to discuss this in detail and should you have any questions, please feel free to reach out to me directly at any time at [Dan@RMCEvents.com](mailto:Dan@RMCEvents.com), at our office at 804-353-7621 x206, or on my cell at 804-387-0984.

Thank you!

*Dan Schmitt*

Dan Schmitt  
 President  
 RMC Events, Inc.



# VCU Procurement Services

May 27, 2019

RMC Events, Inc.  
Dan Schmitt  
3700 West End Drive  
Henrico, VA 23294  
Dan@RMCEvents.com

RE: Contract #: 7497878BA  
Renewal No.: 1 of 3

To Whom It May Concern:

RMC Events, Inc.'s contract with Virginia Commonwealth University (VCU) for Event Staffing Services expires on 9/29/2019 VCU intends to exercise the renewal of this contract in accordance with the terms of contract #: 7497878BA.

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This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Services shall be provided in accordance with the contract for the renewal period: 9/30/2019 through 9/29/2020.

- Pricing remains the same as the previous contract period.
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Please return this document to me as soon as possible. Your response may be emailed to me at [baugustine@vcu.edu](mailto:baugustine@vcu.edu)

Sincerely,

*Brandon C. Augustine*  
Brandon C. Augustine  
Category Manager

Contract #: 7497878BA



**RESPONSE:**

RMC Events, Inc.

Name of Firm



Signature

DANIEL J SCHMITT

Name Printed

PRESIDENT

Title

6-5-2019

Date

Friday, June 7<sup>th</sup>, 2019

Brandon C. Augustine  
Category Manager – VCU Procurement Services

Ref: Contract #: 7497878BA      Event Staffing Services      Renewal 09/30/2019 thru 09/29/2020

Brandon –

As per your letter and our discussion this week, below is the proposed revised pricing for this renewal period, all within the threshold of the CPI-W index.

RMC Events agrees to a one (1) year renewal (dates shown above) of the existing agreement with the following adjustments:

• **Address Update**

- Please update RMC Events address to the following:
  - RMC Events, 8247 Meadowbridge Road, Mechanicsville, Virginia 23116

• **Pricing Details**

- Please note the below proposed rates for this renewal period
- All rate adjustments fall within the threshold guaranteed in original agreement whereby RMC Events guaranteed the annualized CPI rate would serve as the maximum rate adjustment
- The Bureau of Labor Statistics table provided by VCU shows the annualized CPI rate of inflation. The services category rate is shown and reflects a 2.7% annualized rate.
- All rates are shown below including VCU rates as well as other VASCUPP related rates as per the original agreement

• **Virginia Commonwealth University**

<u>Rate Item</u>	<u>Position</u>	<u>Prev. Yr. Rate</u>	<u>Renewal Rate</u>
▪ Line Item 1	Event Security (Unarmed)	16.15/hr.	16.55/hr.
▪ Line Item 2	Overnight Security (Unarmed)	20.00/hr.	20.50/hr.
▪ Line Item 3	Parking Attendant	16.55/hr.	17.00/hr.
▪ Line Item 4	Ticket Seller	16.15/hr.	16.55/hr.
▪ Line Item 5	Ticket Takers	16.15/hr.	16.55/hr.
▪ Line Item 6	Usher	16.15/hr.	16.55/hr.
▪ Line Item 7	Supervisor	18.00/hr.	18.45/hr.
▪ Line Item B1	Event Manager	19.50/hr.	20.00/hr.
▪ Line Item B2	Command / Control Room	18.00/hr.	18.45/hr.

• **Old Dominion University / College of William & Mary**

<u>Rate Item</u>	<u>Position</u>	<u>Prev. Yr. Rate</u>	<u>Renewal Rate</u>
▪ Line Item 1	Event Security (Unarmed)	16.65/hr.	17.10/hr.
▪ Line Item 2	Overnight Security (Unarmed)	18.80/hr.	19.30/hr.
▪ Line Item 3	Parking Attendant	16.65/hr.	17.10/hr.
▪ Line Item 4	Ticket Seller	16.65/hr.	17.10/hr.
▪ Line Item 5	Ticket Takers	16.65/hr.	17.10/hr.
▪ Line Item 6	Usher	16.65/hr.	17.10/hr.
▪ Line Item 7	Supervisor	18.25/hr.	18.70/hr.
▪ Line Item B1	Event Manager	18.25/hr.	18.75/hr.

• **University of Virginia – Below rates approved in March 2019 by UVA via letter stating VASCUPP use**

<b>Rate Item</b>	<b>Position</b>	<b>Prev. Yr. Rate</b>	<b>Renewal Rate</b>
▪ Line Item 1	Event Security (Unarmed)	15.90/hr.	16.50/hr.
▪ Line Item 2	Overnight Security (Unarmed)	19.90/hr.	21.50/hr.
▪ Line Item 3	Parking Attendant	16.90/hr.	17.50/hr.
▪ Line Item 4	Ticket Seller	15.90/hr.	16.50/hr.
▪ Line Item 5	Ticket Takers	15.90/hr.	16.50/hr.
▪ Line Item 6	Usher	15.90/hr.	16.50/hr.
▪ Line Item 7	Supervisor	18.90/hr.	19.50/hr.
▪ Line Item B1	Event Manager	19.90/hr.	21.00/hr.
▪ Line Item B2	Athletics Lock Up	20.90/hr.	21.50/hr.
▪ Line Item B3	Art Museum Staff	18.50/hr.	No Change
▪ Line Item B4	P&T Staff – PT	16.90/hr.	17.50/hr.
▪ Line Item B5	Batton School Staff	16.90/hr.	No Change
▪ Additional Item	UVA Commencement Staff	15.90/hr.	16.50/hr.
▪ Additional Item	UVA Facilities Mgmt. Staff	15.90/hr.	16.50/hr.
▪ Additional Item	UVA Hospital – Parking PT	16.90/hr.	17.50/hr.
▪ Additional Item	UVA Hospital – Shift Manager	24.50/hr.	24.50/hr.
▪ Additional Item	UVA Darden School Staff	16.90/hr.	No Change
▪ Additional Item	UVA Rotunda Staff	16.90/hr.	No Change
▪ Additional Item	Event Bike Unit Personnel	22.50/hr.	No Change
▪ Additional Item	Ambassador Supervisor	22.75/hr.	No Change
▪ Additional Item	Ambassador Command	22.75/hr.	No Change
▪ Additional Item	Ambassador Staff & Reception	20.50/hr.	No Change
▪ Additional Item	SafeRide Dispatch / Driver	22.50/hr.	No Change
▪ Additional Item	P&T Staff – FT	22.50/hr.	No Change

• **Virginia Polytechnic Institute & State University / Radford University / Virginia Military Institute**

<b>Rate Item</b>	<b>Position</b>	<b>Prev. Yr. Rate</b>	<b>Renewal Rate</b>
▪ Line Item 1	Event Security (Unarmed)	16.50/hr.	16.95/hr.
▪ Line Item 2	Overnight Security (Unarmed)	20.00/hr.	20.50/hr.
▪ Line Item 3	Parking Attendant	16.50/hr.	16.95/hr.
▪ Line Item 4	Ticket Seller	16.50/hr.	16.95/hr.
▪ Line Item 5	Ticket Takers	16.50/hr.	16.95/hr.
▪ Line Item 6	Usher	16.50/hr.	16.95/hr.
▪ Line Item 7	Supervisor	18.00/hr.	18.45/hr.
▪ Line Item B1	Event Manager	20.00/hr.	20.50/hr.

• **George Mason University / University of Mary Washington / Longwood University**

<b>Rate Item</b>	<b>Position</b>	<b>Prev. Yr. Rate</b>	<b>Renewal Rate</b>
▪ Line Item 1	Event Security (Unarmed)	16.50/hr.	16.95/hr.
▪ Line Item 2	Overnight Security (Unarmed)	18.85/hr.	19.35/hr.
▪ Line Item 3	Parking Attendant	16.50/hr.	16.95/hr.
▪ Line Item 4	Ticket Seller	16.50/hr.	16.95/hr.
▪ Line Item 5	Ticket Takers	16.50/hr.	16.95/hr.
▪ Line Item 6	Usher	16.50/hr.	16.95/hr.
▪ Line Item 7	Supervisor	18.00/hr.	18.45/hr.
▪ Line Item B1	Event Manager	19.50/hr.	20.00/hr.

Corporate Office / Eastern Region Event Ops.

8247 Meadowbridge Road  
Mechanicsville, Virginia 23116  
Phone: 804.353.7621  
Fax: 804.353.7626

Western Region Event Operations

943 Glenwood Station Lane, Suite 104  
Charlottesville, Virginia 22901  
Phone: 434.984.7622  
Fax: 434.984.2689

UVA Ambassador Operations

1413 University Avenue  
Charlottesville, Virginia 22903  
Phone: 434.984.7622 x406  
Fax: 434.984.2689

• James Madison University

<u>Rate Item</u>	<u>Position</u>	<u>Prev. Yr. Rate</u>	<u>Renewal Rate</u>
▪ Line Item 1	Event Security (Unarmed)	16.25/hr.	16.65/hr.
▪ Line Item 2	Overnight Security (Unarmed)	19.50/hr.	20.00/hr.
▪ Line Item 3	Parking Attendant	16.25/hr.	16.65/hr.
▪ Line Item 4	Ticket Seller	16.25/hr.	16.65/hr.
▪ Line Item 5	Ticket Takers	16.25/hr.	16.65/hr.
▪ Line Item 6	Usher	16.25/hr.	16.65/hr.
▪ Line Item 7	Supervisor	18.00/hr.	18.45/hr.
▪ Line Item B1	Event Manager	19.50/hr.	20.00/hr.

The above incremental annual adjustments allow our organization to continue to attract, train, and provide the best qualified and equipped event staff personnel possible. Our organization has consistently worked to raise our payable rates to our personnel in an effort to provide the very best qualified and best trained staff members possible. As a matter of fact, our organization has recently released notification to our personnel and committed to an 11% staff payrate, across the board. We are in the midst of the implementation of that payrate increase in EACH of our existing markets.

Of course, should you have any questions, please feel free to reach out to me directly at any time at [Dan@RMCEvents.com](mailto:Dan@RMCEvents.com) or at our office at 804-353-7621 x201.

Thank you!



Dan Schmitt  
President  
RMC Events, Inc.



# VCU

# Procurement Services

## COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

**Contract Number: 7197878BA**

This contract entered into date by RMC Events, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University, called the "Purchasing Agency".

**WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**PERIOD OF THE PERFORMANCE:** From September 30, 2017 through September 29, 2019 with the option to renew for three (3) additional one (1) year terms upon mutual written agreement of both parties.

**SCOPE OF CONTRACT:** The Contractor shall provide the goods to the Purchasing Agency as set forth in the Contract Documents.

The contract documents shall consist of:

- (1) This signed form
- (2) Contract Appendix A
- (3) The Request for Proposal (RFP) # 7197878BA, dated June 30, 2017
- (4) The Contractor's Proposal dated July 29, 2017

All documents are incorporated herein by reference. Any conflict or inconsistency between the incorporated documents shall be resolved by giving precedence in the following order:

- (1) This signed form
- (2) Contract Appendix A
- (3) The Request for Proposal (RFP) # 7197878BA, dated June 30, 2017
- (4) The Contractor's Proposal dated July 29, 2017

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

RMC Events

By: Sharon Schmitt Name Printed: Sharon Schmitt  
 Date: 9/27/17 Title: Vice President

**PURCHASING AGENCY:**

Virginia Commonwealth University

By: Karol Kain Gray Name Printed: Karol Kain Gray  
 Date: 9/28/17 Title: VP for Finance and Budget



# VCU Procurement Services

## CONTRACT 7497878BA: APPENDIX A NEGOTIATED MODIFICATIONS TO CONTRACT

VCU and Contractor agree as follows:

**1. Event Staff Vests:**

Contractor shall replace all existing event vests. Vests shall be replaced fully at Contractor's cost. Vest will not incorporate VCU branding.

**2. Hand-held Wand:**

Contractor shall provide hand-held metal detecting wands at no cost to VCU. Hand-held wands shall remain the property of Contractor.

**3. Renewal of Contract:**

This contract may be renewed by the Commonwealth for three (3) successive one (1) year periods under the terms and conditions of the original contract except as stated below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately 60 days prior to the expiration date of each contract period:

If the Commonwealth elects to exercise the option to renew the contract for an additional one (1) year period, the contract price(s) for the additional one (1) year shall not exceed the contract price(s) of the previous contract period increased/decreased by more than the percentage increase/decrease of the general "Services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.



**VCU**

# Request for Proposals

RFP #: 7497878BA

RFP Title #: Event Staffing Services

Issuing Agency: Virginia Commonwealth University

Issue Date: June 30, 2017

Closing Date: July 31, 2017 @ 2:00 PM



A VASCUPP Member Institution

**Request for Proposals RFP #7497878BA**

**Issue Date:** June 30, 2017

**Title:** Event Staffing Services

**Send all Proposals To:** Virginia Commonwealth University  
RFP #7497878BA  
Attention: Brandon C. Augustine  
912 W Grace St, 5th floor  
Richmond, Virginia 23284-0327

**Proposals Shall Be Received Until:** July 31, 2017 @ 2:00 PM

**Direct ALL inquiries concerning this RFP to:** **Brandon C. Augustine**  
**baugustine@vcu.edu**

**Questions concerning this RFP must be received via email no later than:** July 17, 2017 @ 4:00PM

This Request for Proposals & any Addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

**IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE: VIRGINIA COMMONWEALTH UNIVERSITY, RFP #7497878BA, ATTENTION: Brandon C. Augustine, 912 W. GRACE ST., 5<sup>TH</sup> FLOOR, RICHMOND, VA 23284-0327. IF USING US MAIL (NOT RECOMMENDED): IF PROPOSALS ARE MAILED VIA US MAIL, MAIL TO VIRGINIA COMMONWEALTH UNIVERSITY, RFP#7497878BA, ATTN: Brandon C. Augustine, BOX 980327, RICHMOND, VA 23298-0327. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.**

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University's Department of Procurement Services. Any Work Relative To This Request for Proposals Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University.

**Signature below constitutes acknowledgement of all information contained through links referenced herein.**

**NAME AND ADDRESS OF COMPANY:**

_____	Date: _____
_____	By (Signature In Ink): _____
_____ Zip Code _____	Name Typed: _____
E-Mail Address: _____	Title: _____
Telephone: ( ____ ) _____	Fax Number: ( ____ ) _____
<b>Toll free, if available</b>	<b>Toll free, if available</b>
DUNS NO.: _____	FEI/FIN NO.: _____

REGISTERED WITH eVA: ( ) YES ( ) NO	SMALL BUSINESS: ( ) YES ( ) NO
VIRGINIA DSBSD CERTIFIED: ( ) YES ( ) NO	MINORITY-OWNED: ( ) YES ( ) NO
DSBSD CERTIFICATION #: _____	WOMEN-OWNED: ( ) YES ( ) NO

**A Pre-Proposal conference will not be held.**



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## **I. PURPOSE:**

The intent and purpose of this Request for Proposals (RFP) is to seek proposals for event staffing services on an as needed basis, for VCU Athletics and other general Virginia Commonwealth University events.

The initial contract term shall be two (2) years, with the option of up to three (3), one (1) year renewals, to be executed upon mutual signed agreement of both parties.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement, at the contractor's discretion. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. Upon request, the Contractor shall notify the lead-issuing institution in writing of any entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor shall provide usage reports for all entities accessing the Contract upon request. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.

Additional information on cooperative procurement is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Cooperative\\_Procurement.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Cooperative_Procurement.pdf)

## **II. GOVERNING RULES:**

This solicitation is issued in accordance with the provisions of:

- A. Purchasing Manual for Institutions of Higher Education and their Vendors (<https://vascupp.org/hem.pdf>)
- B. Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (<https://vascupp.org/rules.pdf>)

## **III. OPTIONAL USE CONTRACT:**

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

## **IV. THE UNIVERSITY:**

Information is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_The\\_University.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_The_University.pdf)

## **V. BACKGROUND:**

### A. Anticipated Event Venues:

1. Richmond Sport Backers Stadium: 2900 Hermitage Road, Richmond, VA 23220
2. Sports Backers Stadium: 100 Avenue of Champions, Richmond, VA 23220
3. Stuart C. Siegel Center: 1200 W Broad St, Richmond, VA 23284
4. Thalhimer Tennis Center: 920 W Cary St., Richmond, VA 23284

### B. Anticipated Volume of Events:

1. VCU anticipates requiring event staffing services for approximately 150 to 200 event days per year; these figures represent the combined estimated number of days for events at all of the venues.

### C. Anticipated Types of Events:

1. Academic activities and competitions
2. Dance competitions
3. Graduate ceremonies
4. Children shows and family events
5. Small concerts
6. Non-collegiate basketball tournaments
7. VCU Athletics events, to include, but not limited to:
  - a) Basketball games
  - b) Cheerleading competitions
  - c) Field Hockey games
  - d) Soccer
  - e) Volleyball

### D. Anticipated Event Duration

1. Averaging, four (4) to eight (8) hours

### E. Anticipated Venue Attendance/Capacity

1. 100 to 7,617

### F. Metal detectors:

VCU typically requests that five (5) to twenty (30) event staffing personnel be equipped with a metal detector.

## **VI. STATEMENT OF NEEDS:**

### A. General Requirements: At a minimum the Contract shall:

1. Provide/perform all goods and services necessary to provide/perform event staffing services, to include, but not limited to:
  - a) Metal detectors
  - b) Incidentals
  - c) Labor

- d) Materials
  - e) Supervision
  - f) Suppliers
  - g) Tools (as applicable)
  - h) Training
  - i) Travel/transportation/mileage (to and from the job site)
  - j) Uniforms (unless otherwise provided for by VCU)
- B. Venue Requirements: At a minimum, the Contactor shall:
1. Provide/perform event staffing services at:
    - a) The venues identified in Section VI., A.
    - b) Other venues, upon VCU needs.
- C. Schedule Requirements: At a minimum, the Contractor Shall be capable of providing/performing event staffing services to include, but not limited to:
1. General Schedule:
    - a) Monday through Friday, during:
      - (a) Morning hours (e.g. 8:00 AM – 12:00 PM)
      - (b) Afternoon hours (e.g. 12:00 PM – 5:00 PM)
    - b) Monday through Friday, during evening hours (e.g. 5:00 PM – 12:00 AM)
    - c) Weekends (defined as Saturday and Sunday)
    - d) Overnight (“Overnight Security {Unarmed}” personnel; refer to Section VII., 5.
      - (a) Hours
        - (i) Monday through Friday from 8:00 PM – 8:00 AM
        - (ii) Weekends (defined as Saturday and Sunday)
      - (b) “Lunch Breaks”:
        - (i) Upon prior approval by the VCU Event Coordinator (or his/her designee), the “Overnight Security (Unarmed)” personnel may take a “lunch break”, however, the “lunch break” shall not be billable time.
  2. Per Event:
    - a) For approximately four (4) and one-half (1/2) hours per event, as follows:
      - (a) The Contractor’s event staffing personnel should report to the event location thirty (30) minutes prior to “doors opening” for the event.
      - (b) VCU, in its sole discretion, will stagger the release time for the Contractor’s event staffing personnel.
      - (c) The Contractor should provide/perform event staffing services as required, in order to accommodate late event starting times.
- D. Staffing Requirements:
1. The Contractor and VCU should mutually agree upon the number of required event staffing personnel per event.
- E. Event Staffing Personnel Classifications/Duties:

1. At a minimum, the Contractor should provide the following personnel classifications/perform the following duties:
  - a) Event Security (Unarmed) – Event-staffing duties shall include, but not be limited to:
    - (a) Allowing access/restricting access within the Event Security (Unarmed) individual’s assigned area of the event
    - (b) Ensuring overall proper conduct of event attendees within the Event Security (Unarmed) individual’s assigned area of the event
    - (c) Upon request by VCU, other event related duties as assigned.
  - b) Overnight Security (Unarmed) – Event-staffing duties shall include, but not be limited to:
    - (a) Protecting and safeguarding both Contractor-owned and VCU-owned equipment, supplies and materials, etc., to include, but not limited to:
      - (i) Performing hourly rounds of event location, verifying that all doors are secured (i.e. locked)
      - (ii) Identifying and questioning anyone who gain access to the event location or restricted area
      - (iii) If an individual of activity appears questionable, the Overnight Security (Unarmed) personnel shall immediately notify the VCU Police.
    - (b) Upon request by VCU, other event related duties as assigned.
  - c) Parking Attendants: Event staff duties shall include, but not be limited to:
    - (a) Directing:
      - (i) Event attendees to designated parking decks/lots
      - (ii) The flow vehicles into and out of the designed parking decks/lots
    - (b) Performing valet parking
    - (c) Upon request by VCU, other event related duties as assigned
  - d) Ticket Sellers: Event staff duties shall include, but not be limited to;
    - (a) Staffing/performing cashiering operations in the ticket office, processing ticket sales transactions via:
      - (i) Cash
      - (ii) Credit card
      - (iii) Debit Card
      - (iv) Other (if applicable)
    - (b) Upon request by VCU, other even related duties as assigned.
  - e) Ticket Takers: Event staffing duties shall include, but not be limited to:
    - (a) Taking tickets from all event attendees within the Ticket Taker’s assigned area of the event;
    - (b) Scanning and/or stubbing (i.e. tearing the perforated stub from the hard ticket stock) the ticket; and if, stubbing;
      - (i) Retaining the half without the seat assignment
      - (ii) Submitting the retained half to the “Supervisor”
      - (iii) Returning the half with the seat assignment on it, to the event attendee

- (c) Upon request by VCU, other event related duties as assigned.
  - f) Ushers: Even staffing duties should include, but not be limited to:
    - (a) Assisting event attendees to locate their seat(s), within the Usher's assigned area of the event (or directing attendees to the applicable seating area)
    - (b) Ensuring that event attendees remain in their assigned seats, within the Usher's assigned area of the event
    - (c) Calling for Event Security (Unarmed) personnel, as needed
    - (d) Upon request by VCU, other event related duties as assigned.
  - g) Supervisor: Event staffing duties shall include, but not be limited to:
    - (a) Serving as VCU's primary point of contact for the event
    - (b) Coordinating the work of all the Contractor's other event staffing personal (i.e. Event Security (Unarmed), Overnight Security (Unarmed), Parking Attendants, Ticket Sellers, Ticket Takers, and Ushers, etc.) with the VCU Event Coordinator (or his/her designee).
    - (c) Supervising all of the Contractor's other event staffing personnel (i.e. Event Security (Unarmed), Overnight Security (Unarmed), Parking Attendants, Ticket Sellers, Ticket Takers, and Ushers, etc.)
    - (d) Ensuring that the event staffing services are provided/performed as specified
    - (e) Providing the VCU Event Coordinator (or his/her designee) with the "drop count" (i.e. the final tally of all the tickets that were scanned and/or stubbed for the event, from each point of entry to and if tickets were stubbed
      - (i) Submitting the retained half of the tickets to the VCU Event Coordinator (or his/her designee)
    - (f) Collecting and returning all VCU supplied uniform items to the VCU Event Coordinator (or his/her designee)
    - (g) Upon request by VCU, other event related duties as assigned.
- F. Equipment Requirements: At minimum, the Contractor shall:
1. Equip all entry point Event Security (Unarmed) personnel, and/or other event staffing personnel designated by VCU, with a metal detector for each event.
    - a) The metal detectors shall be a silent (vibrating), hand-held wand version, brand name or equal to the "Metal-Tec" brand.
- G. Uniform Requirements:
1. All event staff personnel shall wear:
    - a) Black pants
    - b) White collared, button-up shirts or a highly visible event staffing T-shirt
    - c) Black shoes
  2. The Contractor shall obtain VCU's prior approval for all uniforms.
- H. Contractor Qualifications: At a minimum, the Contractor shall:
1. Security License:
    - a) Have a Security License:
      - (a) The Contractor shall, upon proposal submission, be licensed by the Department of Criminal Justice Services to provide private security services. Licenses must have been

obtained by the solicitation due date. A copy of the license and license number shall be provided in the response to this proposal. The Contractor shall remain licensed throughout the entire contract period and any contract renewals.

- (b) Continued eligibility to provide/perform services under any contract resulting from this solicitation is contingent upon the Contractor having successfully obtain, and maintaining, a “permanent” license number from the Department of Criminal Justice Services.
- (c) Offerors shall have both the demonstrated experience and the existing, proven capacity of licensed, trained, and qualified personnel to effectively meet the requirements of this RFP and scope of duties therein
- (d) At a minimum, the Successful Offeror shall have been engaged in the business of providing security guards, event staffing personnel, metal detection services, and other areas described in the Scope of Duties for a minimum period of five (5) years prior to the date of this agreement. Further, the Successful Offeror shall be able to demonstrate they are well-equipped and established to ensure they can satisfactorily execute the services within this contract within the guidelines of best business practices in the industry.

I. Personnel Requirements:

1. Event Staff Personnel:

a) Qualifications: At minimum, the Contractor shall:

- (a) Provide/perform the event staffing services only with personnel who are well-trained and experienced in performing the applicable event-staffing duties.
- (b) Personnel employed by the Contractor for assignment to Buyer locations shall meet the qualification standards established by the Department of Criminal Justice Services (DCJS) pursuant to the *Code of Virginia of 1950*, as amended, Sections 9.1-138 et seq. pertaining to the requirements for registered personnel. These requirements include, but are not limited to, fingerprint background checks and successful completion of required training and examination. Personnel shall be in compliance with the standards and procedures established by regulations adopted by the DCJS, including all required renewal training. Proof of employee compliance and registration shall be provided to Buyer upon request.
- (c) If, in the sole option of VCU, an employee of the Contractor is determined not to be qualified, competent, or acceptable for any other reason, the Contractor should not assign that individual for further service at VCU.

2. Account Manager: At a minimum, the Contractor shall:

- a) Assign an “Account Manager” for the VCU account, at no additional cost to VCU.
- b) The “Account Manager” shall:
  - c) Assist VCU with resolving problems (e.g. services issues, invoices, contract renewals, etc.)
    - (a) Be accessible via:
      - (i) Telephone (a toll-free telephone number if the telephone number is not a local telephone number)
      - (ii) Email.
  - d) In the event there are any changes to the “Account Manager’s” contact information, provide VCU with the updated information by the time the changes are effective.

J. Event Pricing/Event Quote/Invoicing/Payment Requirements:

1. Event Pricing:
  - a) Fees for all services should be in accordance with the "HOURLY RATE" identified in "ATTACHMENT IV," the "PRICING SCHEDULE."
  - b) The "HOURLY RATE" prices identified in "ATTACHMENT IV," the "PRICING SCHEDULE." (as applicable) should:
    - (a) Be based upon a regular hourly (i.e. straight-time) rate; overtime and/or differential rates should not be applicable, regardless of when services are performed (e.g. day, evening, weekend, overnight, holiday, etc.).
    - (b) Include all costs associated with providing the event staffing services specified in this solicitation, to include, but not limited to, all:
      - (i) Equipment, to include:
        1. Metal detectors
      - (ii) Incidentals
      - (iii) Labor (to include licensing and insurance)
      - (iv) Materials
      - (v) Supervision
      - (vi) Supplies
      - (vii) Tools (as applicable);
      - (viii) Training
      - (ix) Travel/transportation/mileage (to and from the job site)
      - (x) Uniforms (unless otherwise provided for by VCU)Extra charges will not be allowed.
    - (c) Be the fixed rate regardless of the number of hours worked, or the number of personnel required for each position.
2. Event Quote: The Contractor should:
  - a) Upon request from VCU for event staffing services, submit a written quote that, at minimum, identifies the:
  - b) Specific event for which event-staffing services will be provided performed
  - c) Specific event-staffing personnel classifications to be utilized
  - d) Name(s) of the Contractor's "Supervisor" to be assigned to the event
  - e) Applicable contract "HOURLY RATE" per event-staffing personnel classification (refer to "ATTACHMENT IV," the "PRICING SCHEDULE." (as applicable);
  - f) Total number of hours per event staffing personnel job classification, etc.
    - (a) Total fixed "Not-To-Exceed" price for providing/performing the event-staffing services
  - g) Not exceed the total fixed "Not-To-Exceed" price without prior written approval from VCU.
3. Invoicing: The Contractor should:
  - a) Invoice VCU only for productive (i.e. exclusive of breaks) hours at the VCU job site.
  - b) Submit one (1) consolidated invoice on a weekly basis, that includes all charges for the event staffing services provided/performed during the previous week; each invoice should contain the following information - the:



- (a) Virginia Commonwealth University purchase order number
  - (b) Name(s) of the event(s) for which event-staffing services were provided/performed
  - (c) Date(s) of the event(s) for which event-staffing services were provided/performed
  - (d) Name(s) of the event-staffing personnel classification(s)
  - (e) Hourly rate per event-staffing personnel classification
  - (f) Number of hours per event-staffing personnel classification:
    - (i) In the event services were provided/performed for more than one (1) event within the invoicing period, the Contractor should identify the specific charges per event.
  - c) Submit invoices to VCU by Friday (or the next VCU business day).
- K. VCU Responsibilities: VCU will:
- 1. Event Staffing Personnel:
    - a) Event Security (Unarmed)/Parking Attendants/Ticket Takers/Ushers:
      - (a) The VCU Event Coordinator (or his/her designee) will assign each individual to a particular area for the event, as applicable (e.g. 'front-of-house,' 'back-of-house,' 'stage-front,' 'back-stage,' 'court-side,' the elevator, the hospitality room, designated parking decks/lots, etc.).
    - b) Ticket-Sellers:
      - (a) The VCU Event Coordinator (or his/her designee) will provide ticket sales/cashiering operation training for the Contractor's personnel
      - (b) Coordinate the ticket sales/cashiering operation training with the Contractor.
  - 2. Ticket Scanners:
    - a) Supply the ticket scanners; and will issue the ticket scanners to the Contractor's event-staffing "Supervisor," for disbursement to the "Ticket Taker" personnel.

**VII. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

- A. Instructions are as follows:
  - 1. In order to be considered for award, proposal submissions must contain, at minimum, the following:
    - a) Company Qualifications and Experience
    - b) Responses to all requirements listed in the Statement of Needs above
    - c) Pricing Schedule as required in Section IX
    - d) SWaM documentation as required in Section X
    - e) Capabilities/Capacity: Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)
    - f) Plans and Methodologies
    - g) References: A list of three (3) references for whom similar services were provided, preferably institutions of higher education, NCAA Division I athletic venues, or similarly-sized organizations.
  - 2. Complete and return page 2 of the RFP. Proposals shall be signed by an authorized representative of the Offeror. By submitting a Proposal, Offerors certify that all information

provided in response to the Request for Proposals is true and accurate. Failure to provide information required by this Request for Proposals will ultimately result in rejection of the Proposal.

3. Complete and return signed addenda acknowledgments (if applicable).
4. Submit one (1) original hard copy (paper) document of the entire Proposal, including all attachments and all proprietary information (see #7 below). Submit one (1) unsecured, electronic copy (on a disc or flash drive) of the entire Proposal including all attachments and EXCLUDING ANY PROPRIETARY INFORMATION. This disc or flash drive must be clearly marked on the outside that it **excludes** proprietary information.
5. Submit an unsecured electronic copy (on a disc or flash drive) of the entire Proposal, including all attachments and proprietary information.
6. All information requested must be submitted. Failure to submit all information requested may result in the University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the University, at the University's sole discretion.
7. If applicable, the outside of the Proposal must be marked to clearly denote proprietary information is contained in the documents. **Written notice of proprietary information must be submitted as the first page of the Offeror's Proposal.** Notice must specifically identify the applicable portions of the Offeror's Proposal that contain data or materials to be protected and shall state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's Proposal, by some distinct method, such as highlighting, underlining, etc. **The classification of an entire Proposal document, line item prices and/or total Proposal prices as proprietary or trade secrets is not acceptable and may result in rejection and return of the Proposal, at the University's sole discretion.**
8. Invoicing and Payment: Firm must complete Appendix II which is available at: [http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_2.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf)
9. Communications regarding this Request for Proposals (RFP) shall be formal from the date of the issuance for this RFP, until either a Contractor has been selected or the University Procurement Services Department rejects all proposals. Formal communications shall be directed to the University Procurement Department only. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than Procurement Services Department representative may result in the offending Offeror's Proposal being rejected.
10. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available. Offerors who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU, on the Offerors presentation team. VCU reserves the right to rescore proposals following oral presentations.
11. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda is the mandatory controlling version of the document. Any modification of or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by the Virginia Commonwealth University Purchasing Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified

until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.

12. **Exceptions:** Firm must note any exceptions to any of the requirements and/or any of the terms and conditions stated in this RFP in *Appendix III: Exceptions*.
13. Additional information is available at: <http://go.vcu.edu/procurement-purchasing>

#### **VIII. PRICING SCHEDULE:**

Offerors shall identify all costs associated with providing / performing the goods/services specified in this RFP on "ATTACHMENT IV," the "PRICING SCHEDULE."

#### **IX. SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS COMMITMENT (SWaM):**

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in VCU procurement activities. The Commonwealth encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

**Offerors must submit complete Appendix I (see section XIV: Attachments) unless offeror is a DSBSD certified small business. DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.**

**Use of Subcontractors:** If the Offeror intends to use subcontractors to perform any portion of the work described in this RFP, the Offeror must clearly so state. VCU is placing an increased emphasis on its SWaM (Small, Women, and Minority Owned) business program and is interested in identifying any potential opportunities that may be available to engage SWaM vendors to be certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) through new or existing contracts.

**Identify and list any such opportunities that your firm would commit to if awarded this Contract in Appendix 1- Participation in VCU Procurement Transactions Small Businesses and Businesses Owned by Women and Minority.** The Offeror's response must include a description of which portion(s) of the work will be sub-contracted out and the names and addresses of potential Subcontractor(s) under the Contract.

#### **SWaM REPORTING AND DELIVERY REQUIREMENTS:**

Unless the Contractor is a DSBSD certified small business, the Contractor shall submit quarterly reports on the direct involvement of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM Businesses in the performance of the Contract. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DSBSD SWaM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University  
Procurement Services Office  
Attn: SWaM Coordinator  
912 W. Grace Street, POB 980327  
Richmond, VA 23284  
Email: [swamreporting@vcu.edu](mailto:swamreporting@vcu.edu)

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

## **X. EVALUATION AND AWARD CRITERIA:**

Proposals will be evaluated based upon the information provided in the Offeror's Proposal using the criteria specified below. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the VCU shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. The University may cancel this Request for Proposals or reject Proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous (Governing Rules Section 49.D). Should the University determine in writing and in its sole discretion that only one Offeror has made the best proposal, a Contract may be negotiated and awarded to that Offeror. The award document will be a Contract incorporating by reference all the requirements, terms and conditions of the RFP, and the Offeror's response thereto. VCU reserves the right to award to multiple offerors, should such an award benefit the University.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

### **EVALUATION CRITERIA**

- |                                  |     |
|----------------------------------|-----|
| 1. Qualifications and Experience | 35% |
| 2. Methodology/Approach          | 30% |
| 3. Pricing Schedule              | 20% |
| 4. SWaM Status/Utilization*      | 15% |

*\*Offeror's status as a Virginia certified SWaM Business or the Offeror's plans to utilize Virginia DSBSD-certified SWaM Businesses in the Offeror's performance of the contract.*

## **XI. GENERAL TERMS AND CONDITIONS:**

General Terms and Conditions can be viewed at:

<http://procurement.vcu.edu/document-library/business-with-vcu/>

## **XII. SPECIAL TERMS AND CONDITIONS:**

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. **ADDITIONAL USERS OF CONTRACT:** It is the University's intent to provide other Virginia Association of State College and University Purchasing Professionals (VASCUPP) with access to the University's Agreements and to provide Contractors with opportunities to do business with other VASCUPP institutions of higher education.

To that end and if agreeable with the Contractor, the following Colleges and Universities listed are the VASCUPP institutions and may have access to any agreement resulting from this solicitation: College of William and Mary, University of Virginia, George Mason University, Virginia Military Institute, James Madison University, Old Dominion University, Virginia Polytechnic Institute & State University and Radford University. Upon written request from a VASCUPP institution, the Contractor may allow access to the Contract. Although the University desires to provide access on such contract to VASCUPP, the Contractor is not required to provide such access. A firm's willingness to provide this access to VASCUPP members will not be a consideration in awarding this

contract. Although the VASCUPP Agencies may have access to any resulting Agreement, VASCUPP is not bound to use the Agreement and any use of the Agreement is strictly optional.

If the VASCUPP institutions choose to access the Agreement and the Contractor agrees to such access, the terms and conditions of the Agreement will be in full force and effect as between the VASCUPP institutions and the Contractor. VCU will have no responsibility for the resolution of any contractual disputes, or for payment for services rendered which may arise from a VASCUPP institution accessing the Agreement. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this Agreement.

- C. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- D. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- E. AWARD: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (*Governing Rules Section 49-D*). Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

- F. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- G. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- H. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.

Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.

- I. **CONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: \_\_\_\_\_  
Subcontractor Name: \_\_\_\_\_  
License# \_\_\_\_\_ Type: \_\_\_\_\_

- J. **CRIMINAL BACKGROUND CHECK:**

The Contractor is required to comply with Virginia Commonwealth University's ("VCU") employment policies on criminal conviction investigations.  
<http://www.policy.vcu.edu/sites/default/files/Criminal%20Conviction%20Investigations.pdf>The Contractor shall perform criminal conviction investigations on all prospective candidates for full time or part time placement at VCU, including newly hired, re-hired, seasonal, and or temporary employees.

- K. **DRUG FREE WORKPLACE:** The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.

- L. **ELECTRONIC COPIES OF PROPOSALS:**

The successful Contractor may be required to provide the VCU Department of Procurement Services with a copy of the Contractor's entire original proposal (to include all attachments), and all subsequent correspondence (i.e. responses to requests for clarification and documents generated through the negotiation process) in an unsecured electronic format (i.e. email, disc – CD or DVD or flash drive). **The Contractor SHALL NOT INCLUDE ANY PREVIOUSLY IDENTIFIED PROPRIETARY INFORMATION IN THE ELECTRONIC FORMAT; VCU will post the Contractor's original proposal, and all subsequent correspondence on the VCU Department of Procurement Services Website, VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format).**

- M. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in purchase order(s) with the eVA transaction fee specified below assessed for each order.

1. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:
  - a) DSBSD-certified Small Businesses: 0.75%, Capped at \$500 per order.
  - b) Businesses that are not DSBSD-certified Small Businesses: 0.75%, Capped at \$1,500 per order.
2. For orders issued July 1, 2013, and after, the Vendor Transaction Fee is:
  - a) DSBSD-certified Small Businesses: 1%, Capped at \$500 per order.
  - b) Businesses that are not DSBSD-certified Small Businesses: 1%, Capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase

order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, may provide an electronic catalog (price list) or index page catalog for items awarded. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

N. IDENTIFICATION CARDS:

All Contractor employees authorized to work at VCU, must obtain a VCU identification card. Information on obtaining a card is available at <http://vcucard.vcu.edu/myid.html>. Contractor's employees must wear their VCU identification when they are on VCU property.

O. IDENTIFICATION OF PROPOSAL: The proposal package should be identified as follows:

From:

Name of Offeror	Due Date	Time
_____	_____	_____
Street or Box Number	RFP No.	
_____	_____	_____
City, State, Zip Code +4	RFP Title	

Name of Contract / Purchase Officer:

The package should be addressed as directed on Page 2 of the solicitation.

If a proposal is not clearly identified, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

P. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

Q. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intrauniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.

- R. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.
- S. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- T. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- U. PROPOSAL PRICES: Proposal prices shall be in the form of a firm unit price for each item during the contract period.
- V. PROTEST: Any Offeror who desires to protest the award or decision to award a Contract shall submit the protest in writing to:

Director of Procurement Services  
Virginia Commonwealth University  
912 West Grace, 5<sup>th</sup> Floor  
Richmond, VA 23284

VCU will announce the award utilizing the Commonwealth of Virginia's e-Procurement system (eVA). The protest must be received no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. However, if the protest of any actual or potential Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restricted Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38.88 et seq) of Title 23 of the Code of Virginia, §34, then the time within which the protest shall be submitted shall expire ten (10) days after those records are available for inspection by such Offeror under §34, or at such later time as provided in this section.

VCU Notices of Award(s) or Notices of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

No protest shall lie for a claim that the selected Offeror is not a responsible Offeror. The written protest shall include the basis for the protest and relief sought.

The VCU Director of Procurement Services shall issue a decision in writing within ten (10) days of receipt stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in Section 54 of the Governing Rules.

Nothing in this clause shall be construed to permit a proposer to challenge the validity of the terms or conditions of the RFP. "Days" as used in this paragraph refer to calendar days. If a deadline falls on a Saturday or Sunday, the next business day shall be considered to be the deadline.

- W. REFERENCES: Offerors shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.



ORGANIZATION

ADDRESS

CONTACT PERSON

TELEPHONE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- X. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth upon written agreement of both parties for three (3) successive one (1) year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- Y. SECURITY LICENSE: In accordance with § 9-183.3 of the *Code of Virginia* (1950), the Offeror shall be licensed by the Department of Criminal Justice Services for solicitations which include the following work: installation, service, maintenance, or design of security equipment; security officer service; and/or private investigator service. Licenses must be obtained prior to submitting a proposal. The Offeror shall place their license number in the space provided below:

Private Security Services Business License Number: \_\_\_\_\_

For assistance, Offerors may contact the Department of Criminal Justice Services at (804) 786-0460.

- Z. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- AA. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the Contractor's expense.

**XIII. CONTRACT ADMINISTRATION:**

Upon award of the contract VCU shall designate, in writing, the name(s) of the Contract Administrator(s) who shall work with the contractor in formulating mutually acceptable plans and standards for the delivery, installation and on-going service and/or maintenance that may be required.

- A. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work.
- B. All direction and orders from VCU shall be transmitted through the Contract Administrator, or his designee. However, the Contract Administrator shall have no authority to order changes in the work which alter the concept or scope of the work or change the basis for compensation to the contractor.

**XIV. ATTACHMENTS:**

**Appendix I: SWaM Form** – Participation in State Procurement Transactions by Small Businesses and Businesses Owned by Women and Minorities:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_1.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_1.pdf)

**Appendix II: Invoicing and Payment:**

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_2.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf)

**Appendix III: Exceptions** – see below

**Appendix IV: Price Schedule** – see below

**Appendix III:**

**Exceptions**

Any and all exceptions to the terms, conditions or specifications of this RFP must be clearly stated, section by section, in the space provided below. Exceptions should be numbered to coincide with the RFP numbering and be provided in the sequence in which the item appears in the RFP. If more space is required, please copy this page or attach separate sheets. Please note VCU, at its discretion, reserves the right to consider proposals containing significant exceptions to be non-responsive.

UNIVERSITY PROPOSAL SECTION NUMBER	STATED EXCEPTION

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**ATTACHMENT IV/PRICING SCHEDULE**  
**RFP # 7497878BA - EVENT STAFFING SERVICES**  
**(1 OF 2)**

- A. GENERAL REQUIREMENTS: Offerors shall submit pricing the following format:
1. Offerors shall identify/complete each (as applicable): "HOURLY RATE", "TOTAL "EXTENDED PRICE", and "GRAND TOTAL".
  2. Each (as applicable) "HOURLY RATE", "TOTAL EXTENDED PRICE", and "GRAND TOTAL" must be show (to include decimal points).
  3. In case of an arithmetic error, the "HOURLY RATE", will govern.
  4. The (as applicable) "HOURLY RATE" for the "RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS" (subsection "2.a")/"OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS"(subsection "2.b") and all other unit prices identified in response to this RFP for "OTHER EQUIPMEN /SERVICES" (subsection "2.c"), shall reflect the total fixed price for providing/performing the "Event Staffing Services" specified in, and in response to, this RFP, to include all: equipment, incidentals, labor (to include licensing and insurance), materials, supervision, supplies, tools, training, travel/transportation (to and from the job site), uniforms etc.; EXTRA CHARGES SHALL NOT APPLY:
    - a) The quantities identified in subsection "2.a" are hypothetical and are incorporated for evaluation purposes only; these quantities do not represent any guarantee of the amount / volume of work associated with any contract event staffing requirement.
    - b) The "NUMBER OF HOURS" reflects seven (7) hours per "QUANTITY (EVENT STAFFING PESONNEL)"; e.g. 10 "Ushers" x 7 hours per "Ushers" = 70 hours.
  5. All pricing identified on "ATTACHMENT IV" shall be applicable to VCU and to all other entities eligible to access the contract (refer to Section I, "PURPOSE"), unless the Offeror submits a separate price schedule for such other eligible entities; in the event different pricing applies to other such entities eligible to access the contract:
    - a) Offerors shall submit a separate attachment(s) for such pricing, in the same format as provided in "ATTACHMENT IV," and shall identify the entities to which that pricing applies.
    - b) All terms of the contract (to include "ATTACHMENT IV") shall apply to such pricing.

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**ATTACHMENT IV/PRICING SCHEDULE**  
**RFP # 7497878BA - EVENT STAFFING SERVICES**  
**(2 OF 2)**

**B. TOTAL FIXED PRICING:**

A	RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS:	HOURLY RATE (PER PERSON / PER HOUR)	X	QUANTITY (EVENT STAFFING PERSONNE L)	X	NUMBE R OF HOURS	TOTAL EXTENDE D PRICE
1	Event Security (Unarmed):		X	24	X	168	\$
2	Overnight Security (Unarmed):		X	3	X	21	\$
3	Parking Attendant:		X	3	X	21	\$
4	Ticket Seller:		X	3	X	21	\$
5	Ticket Takers:		X	10	X	70	\$
6	Usher:		X	10	X	70	\$
7	Supervisor:		X	1	X	7	\$
8	<b>GRAND TOTAL (1-7):</b>						\$

B	OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS - TITLE	HOURLY RATE (PER PERSON/PER HOUR)
1		\$
2		\$
3		\$
4		\$
5		\$

C	OTHER EQUIPMENT/SERVICES: Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price.
---	---

**C. PERFORMANCE:**

“Performance” shall be defined as the FIRM number of calendar days after receipt of order (ARO), that your company can begin providing/performing the “Event Staffing Services” specified in, and in response to, this RFP; this timeframe may be a factor in marking the award:

\_\_\_\_\_ Calendar Days ARO

# R.M.C. EVENTS, INC.

Virginia's Premier Event Staffing Company

Private Security Services Business License #: 11-3291

## R.M.C. Events, Inc. Proprietary Information Disclosure

The following proposal includes documents that are considered  
**PROPRIETARY DOCUMENTS.**

Pursuant to the instructions on Page 12, Section 7 of RFP #: 7497878BA, we  
are including this document as the "first page of the Offeror's  
Proposal"

As required, the following are identified within this proposal and **marked in  
RED** as data/materials that are considered as PROPRIETARY:

- **Supporting Training Documents** **Pages 35.1 - 35.6**

Lastly, as requested, each page/document noted above is also marked as  
PROPRIETARY on the document/page itself and the electronic submission  
(flash drive) does NOT contain the above PROPRIETERY documents/pages  
per instructions within the RFP on page 12, section 4.

# R.M.C. EVENTS, INC.

Virginia's Premier Event Staffing Company

Private Security Services Business License #: 11-3291

## An Event Staffing Proposal For:



**RFP Document:** RFP #: 7497878BA Event Staffing Services  
**Submitted to:** Brandon C. Augustine  
VCU - Department of Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Floor  
Richmond, Virginia 23284-0327  
Email: BAugustine@VCU.edu

**Closing/Due Date:** Monday, July 31, 2017 by 2:00pm

**Submitted by:** RMC Events, Inc. 804-353-7621  
3700 West End Drive, Henrico, Virginia, 23294

**Fed ID#:** 54-1973953 DCJS #: 11-3291

**SWAM DSBSD #:** 655589

**Contact:** Dan Schmitt, President  
Dan@RMCEvents.com

# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

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# R.M.C. EVENTS, INC.

Virginia's Premier Event Staffing Company

Private Security Services Business License #: 11-3291

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# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



## **INTRODUCTION**

# R.M.C. Events, Inc.

## INTRODUCTION

As you will see from the documents enclosed in this proposal, RMC Events has extensive experience in providing a high level of service to guests visiting our partner's facilities. Beyond that, we have the immediate capacity to effectively meet and exceed the requirements of this RFP at and above the current best practices standards within our industry.

Enclosed, we will demonstrate the resumes and history of the principles of RMC Events, clearly lay out our hiring and training regiment, display our experience in working within a wide variety of venues, and document our available resources that will assist us in the continuation of our long-standing, successful partnership with Virginia Commonwealth University.

We are extremely proud of our ability to work with each of our clients and build an approach to event staffing that we BOTH are comfortable with. We don't simply attempt to institute a set "game plan" at our client's facilities. We collaborate with each client and develop a strong, positive relationship that works for all parties.

*Each venue is different and we recognize that.*

Throughout our 18+ years of providing quality event support staff to our partners, we have worked nearly every sport played at the collegiate level, commencements, theatre performances, art exhibits, concerts, festivals, and a wide variety of other events held in our client's facilities. In addition, we have worked NASCAR events with over 100,000 guests, the State Fair of Virginia, and thousands of other events spanning the entertainment spectrum.

We truly feel as though we are uniquely prepared to continue to serve as a terrific partner with VCU.

# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 1**

**Qualifications & Experience**

# R.M.C. Events, Inc.

## Tab 1: Qualifications & Experience

*A description of RMC Events' work experience to provide Event Staffing Services*

### RMC Events Established Experience

Our history at RMC Events is clear and easy to track. We have seen growth in every stage of our company's life span and our success has been directly associated with our attention to detail, quality part-time staff, commitment to our hiring and training regiment, and a dedication to be the best.

- ❑ RMC Events was founded in 1999 and incorporated in 2000.
- ❑ In 1999, RMC Events provided event staffing support to 16 events, with 8 staff.
- ❑ In 2016, RMC Events provided event staffing support to over 8000 events with over 1800 staff.
- ❑ RMC Events is an event staffing services firm headquartered in Richmond, Virginia with offices (2) also in Charlottesville, Virginia.
- ❑ RMC Events is regulated by the Dept. of Criminal Justice Services.
- ❑ Our DCJS License # is: 11-3291. Our Training School License # is: 88-1317
- ❑ RMC Events has grown steadily throughout our eighteen (18) years and has consistently built upon our list of quality clients, including but not limited to:
  - \*\* University of Virginia
  - \*\* SMG / John Paul Jones Arena
  - \*\* University of Richmond
  - \*\* Virginia Commonwealth University
  - \*\* James Madison University
  - \*\* The College of William and Mary
  - \*\* Norfolk State University
  - \*\* Randolph-Macon College
  - \*\* Hampden-Sydney College
  - \*\* Mary Washington University
  - \*\* Radford University
  - \*\* Christopher Newport University
  - \*\* Hampton University
  - \*\* NASCAR - Richmond Int'l Raceway, Darlington Raceway, Martinsville Speedway
  - \*\* Richmond Coliseum / Altria Theatre / Dominion Arts Center
  - \*\* The Richmond Folk Festival & Venture Richmond Events
  - \*\* Kings Dominion
  - \*\* The State Fair of Virginia
  - \*\* Richmond Flying Squirrels Baseball
  - \*\* Red Frog Events / Firefly Festival
  - \*\* Kingsmill LPGA & Dominion Charity Classic (PGA Champions Tour)

# R.M.C. Events, Inc.

## Tab 1: Qualifications & Experience

*A description of RMC Events' work experience to provide Event Staffing Services*

### Number, Type, and Years of Service to Comparable Clients

#### Typical Facilities

RMC Events provides event staffing services at an extremely wide variety of facilities, each of which enables us to be well prepared to be terrific partners who SHARE information with our clients to best assist them in their day to day crowd management decisions. Some of these facilities are listed below with beginning dates of service:

•	Norfolk State Football (2010)	Dick Price Stadium	Capacity:	30,000
•	Norfolk State Basketball (2010)	Joseph Echols Hall	Capacity:	7,000
•	CNU Football (2011)	Pomoco Stadium	Capacity:	6,000
•	CNU Basketball (2011)	Freeman Center	Capacity:	2,500
•	William & Mary Football (2002)	Zable Stadium	Capacity:	12,500
•	William & Mary BB (2002)	Kaplan Arena at WM Hall	Capacity:	8,600
•	VCU Basketball (2000)	The E.J. Wade Arena	Capacity:	7,500
•	VCU Soccer/T&F (2000)	Sports Backers Stadium	Capacity:	3,000
•	Richmond Football (2001)	Robins Stadium	Capacity:	8,700
•	Richmond Basketball (2001)	Robins Center	Capacity:	9,100
•	UVA Football (1999)	Scott Stadium	Capacity:	61,000
•	UVA Basketball (1999)	JPJ Arena / University Hall	Capacity:	14,500
•	Radford University (2010)	Dedmon Center	Capacity:	5,000
•	Roanoke College (2011)	Roanoke, VA	Capacity:	varies
•	Randolph Macon College (2003)	Ashland, VA	Capacity:	varies
•	JMU Football (2008)	Bridgeforth Stadium	Capacity:	25,000
•	JMU Basketball (2013)	JMU Convocation Center	Capacity:	6,000
•	Flying Squirrels Baseball (2010)	The Diamond	Capacity:	10,000
•	Richmond Coliseum (2001)	Richmond, VA	Capacity:	12,500
•	Altria Theatre (2001)	Richmond, VA	Capacity:	3,500
•	Dominion Arts Center (2009)	Richmond, VA	Capacity:	1,800
•	NASCAR Richmond (2002)	Richmond Int'l Raceway	Capacity:	60,000
•	NASCAR Martinsville (2005)	Martinsville Speedway	Capacity:	55,000
•	NASCAR Darlington (2016)	Darlington Raceway	Capacity:	58,000
•	State Fair of Virginia (2003)	Doswell, VA		250,000+ guests / year
•	Richmond Folk Festival (2007)	Richmond, VA		190,000+ guests / year
•	Kingsmill Championship (2015)	Kingsmill Resort		10,000+ guests / year
•	Dominion Charity Classic (2016)	Country Club of VA		20,000+ guests / year

# R.M.C. Events, Inc.

## Tab 1: Qualifications & Experience

*A description of RMC Events' work experience to provide Event Staffing Services*

### **Additional Certifications and Licenses Held**

Below, please find information regarding additional certifications and licenses held by RMC Events and our key management staff.

#### RMC Events License Information

FED ID #:	54-1973953
SWAM DSBSD #:	655589
VA SCC License:	0538548-9
VA DCJS Security License:	11-3291
VA DCJS Training School:	88-1317

*NOTE: Per the requirements of the RFP (Section VI, H, 1a, Pages 8-9) a copy of our DCJS licenses follow on the immediate sub-pages.*

#### Additional Certifications

##### **ALL Front Office Event Management Staff**

- FEMA ICS-100, ICS-200, NIMS-700, and IS-15

##### **DCJS Compliance Officers**

- Linda Schmitt

##### **DCJS Subject Matter Specialists**

- Dan Schmitt
- Marc Sartori

##### **DCJS General Instructors**

- Linda Schmitt
- Stacie Gordon
- Bob Palkovics
- RJ Clark
- Scott Brown
- Tom Gallemore

##### **Sport Event Risk Management Training (Dept. Homeland Security)**

- Dan Schmitt
- Marc Sartori
- Brett Rothell

##### **Virginia Advanced Traffic Control Design Specialists**

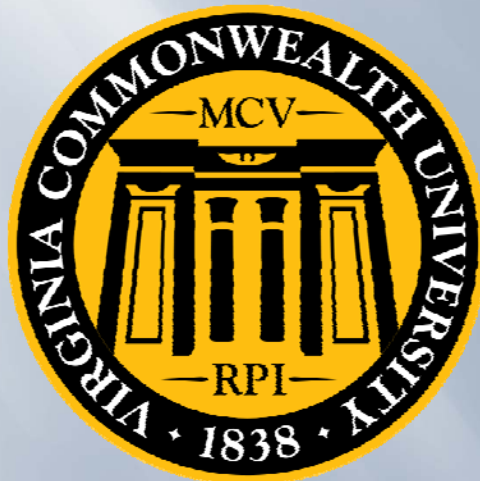
- Dan Schmitt
- Brett Rothell
- Sam Langley

# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 2**

**Statement of Needs Responses**



# **R.M.C. Events, Inc.**

## **Tab 2: Statement of Needs Responses**

### **An Overview and Understanding of the Scope of Work**

**The scope of services requested in this RFP are fully understood by RMC Events. As a matter of fact, the services required in this RFP completely detail the exact niche & nature of our organization. RMC Events was built to provide exactly the services in this proposal. From our 1<sup>st</sup> day of operation in 1999, our organization has been focused on providing quality guest services to each and every person that attends one of our client's events. In every single thing we do, including our recruiting, hiring, and training process, we are focused on providing the most personable, well-trained event staff possible. As you will see throughout this proposal, we are uniquely suited to be a quality partner.**

**In fully understanding the scope of services in this RFP, RMC Events is well positioned to be the best choice for several reasons. Below are a few points to support this belief:**

- Our personnel are trained to specifically perform several "event related" duties including, but not limited to, parking services, access control, stage and crowd control, ticket sales & scanning, ushering, and ABC enforcement activities.**
- RMC Events is a financially sound organization with proven growth and steady management.**
- With 3 regional offices and staff already on hand in every major market in the state, RMC Events has demonstrated our ability to implement operations immediately and accurately.**
- We provide event staffing services to over 200+ facilities and venues within the Commonwealth and regularly bring those experiences and that knowledge base back to our clients.**

# **R.M.C. Events, Inc.**

## **Tab 2: Statement of Needs Responses**

### **Statement of Needs Summary from RFP Document**

#### **A) General Requirements**

- We currently have and are prepared to deliver all of the goods/services necessary within this RFP.

#### **B) Venue Requirements**

- We're prepared to service any/all venues based upon VCU needs.

#### **C) Schedule Requirements**

- We fully understand and are prepared from Day 1 to meet the scheduling needs outlined in Section VI, C on page 6 of the RFP.

#### **D) Staffing Requirements**

- We understand and agree on the need for mutual agreement with regard to staffing numbers on an event by event basis.

#### **E) Event Staffing Personnel Classifications/Duties**

- RMC Events is prepared immediately to provide personnel within EACH of the classifications/duties as outlined in Section VI, E on pages 6-8 of the RFP.
- Further, those duties/positions listed are precisely the niche services that we provide exclusively. We specialize in the fields of work outlined in this section and, as you will see in this proposal, our recruiting, hiring, and training plans and methodologies speak directly to this issue.
- Lastly, our personnel are already trained in each of the items listed within this section and will be prepared to execute the expected duties immediately.

# **R.M.C. Events, Inc.**

## **Tab 2: Statement of Needs Responses**

### **Statement of Needs Summary from RFP Document**

#### **F) Equipment Requirements**

- We understand and are already equipped to meet this requirement.

#### **G) Uniform Requirements**

- We understand and are currently prepared to meet this requirement.
- Further, later in this proposal, we'll demonstrate our ability and desire to work with you to determine the best approach to the uniform of our personnel within your facilities.

#### **H) Contractor Qualifications**

- a. We are currently licensed and in good standing with the DCJS. A copy of such license is included at the end of this proposal and our license # is: 11-3291
- b. Our president, Dan Schmitt, has served on the DCJS Private Security Services Advisory Board for the past 8 years, 3 as Chairman. This direct contact with the industry and regulatory body has enabled us to be on the leading edge of regulation as well as have a positive impact on the standards of practice across the Commonwealth.
- c. We understand the need to continue to hold such license to legally be able to provide such service. We have had no such licensure gap in our 18+ years of providing service to our clients.
- d. As you will see within this proposal, RMC Events has both the demonstrated experience and the existing, proven capacity of licensed, trained, and qualified personnel to effectively meet the requirements of this RFP and the scope of duties therein.
- e. RMC Events has been engaged in the exact niche of this industry for over 18 years now. We will lay out, within this proposal, the details that demonstrate our readiness to successfully execute the services within this agreement both immediately AS WELL AS within the guidelines of best business practices in the industry.

# **R.M.C. Events, Inc.**

## **Tab 2: Statement of Needs Responses**

### **Statement of Needs Summary from RFP Document**

#### **I) Personnel Requirements**

**1a) RMC Events currently has 1800+ personnel who are already trained and experienced in performing the duties within this RFP**

**1b) RMC Events fully understands and is in compliance with this section regarding individual licensure. As you will see within this proposal, we also maintain our own in-house training school which enables us to ensure that 100% of our personnel are not only trained and maintain such license thru renewals, but also are trained to the full capacity and level that we expect.**

**1c) RMC Events fully agrees with and understands this section.**

**2) Account Manager - We fully agree with this requirement. Further, it is our Standard Operating Procedure. We commit to providing an Account Manager for this account and fully plan to immerse him/her into the event planning and management components of all events. We believe this is the only way for us to be successful and to be fully a part of the entire event management process**

#### **J) Event Pricing/Event Quote/Invoicing/Payment Requirements:**

- RMC Events understands and agrees with ALL components of this section on pages 10-11 of the RFP.**
- RMC Events is setup to provide such services in this manner and can meet each of these expectations and requirements.**

#### **K) VCU Responsibilities**

- RMC Events understands and agrees with all statements and plans in this section.**

# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 3**

**Pricing Schedule**

## **R.M.C. Events, Inc.**

### **Tab 3: Pricing Schedule as required in Section VIII**

#### **Pricing Schedule**

**Please see following pages for the proposed Pricing Schedule (Attachment IV) per the requirements of Section VIII on page 13 of the RFP Documents.**

**The first document is submitted with this proposal for this particular VCU RFP.**

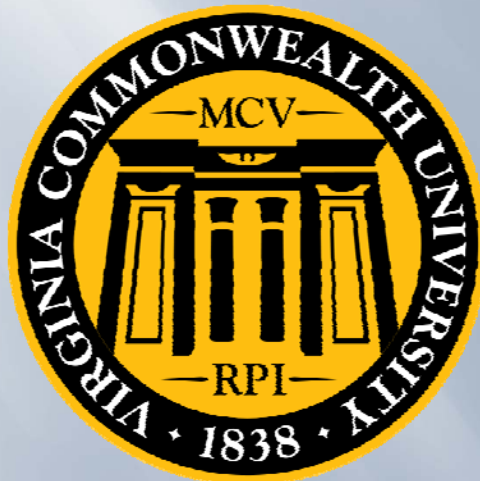
**The subsequent documents are submitted per the instructions on Attachment IV/Pricing Schedule, Section A, 5 regarding VASCUPP use of this agreement. The entities eligible are marked as shown on EACH of the document attached, as instructed on page 22 of the RFP.**

# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 4**

**SWaM Documentation**

## **R.M.C. Events, Inc.**

### **Tab 4: SWaM Documentation as required in Section IX**

#### **SWaM Documentation**

**RMC Events DSBSD SWaM #: 655589**

**RMC Events (Regional Marketing Concepts, Inc.) is a DSBSD Certified business thus we have NOT completed Appendix I as stipulated in the RFP documents.**

**RMC Events has both the capacity, skill, and immediate resources to meet and exceed the needs of this RFP, thus we intend to utilize no sub-contractors in the performance and execution of our duties.**

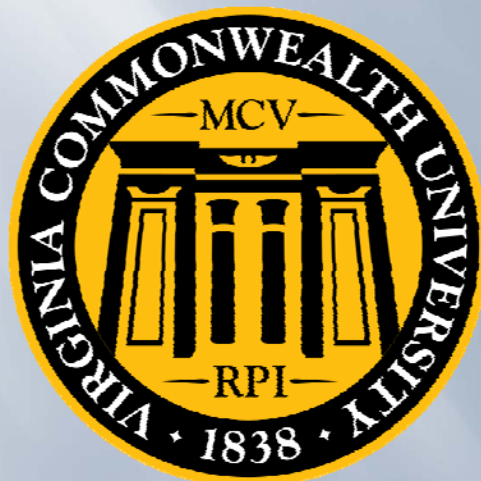


# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 5**

**Capabilities & Capacity**

# R.M.C. Events, Inc.

## Tab 5: Capabilities & Capacity

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### Background Information and Organizational Structure

RMC Events is well positioned to be a terrific partner immediately. We have the existing capacity to fulfill the requirements of this RFP on Day 1. On the following pages, we will provide a summary of our company's location/size/scope as well as our existing additional resources.

- ❑ As stated in our Company Experience tab, RMC Events was founded in 1999 and has a consistent record of growth in all areas.
- ❑ RMC Events currently has 27 Front Office Staff Members
- ❑ RMC Events currently has the following regional breakdown of part-time event staff:

❑ TIDEWATER	150+ Event Staff
❑ RICHMOND	900+ Event staff
❑ CHARLOTTESVILLE	550+ Event staff
❑ HARRISONBURG	150+ Event Staff
❑ ROANOKE/BLACKSBURG	75+ Event Staff
- ❑ RMC Events operates around the clock, 24/7, for 365 days a year. We have event staff on our client's sites at all hours of the day and night, including weekends and holidays.
- ❑ Our "office hours" are M-F from 9am - 5pm. (6p Wednesdays)
- ❑ Our Account Managers are available to our event staff and clients 24/7 thru a couple avenues:
  - ❑ RMC Events 24 hour "On-Duty" phone. Our staff can dial this number at any time "after office hours" to contact our FT Account Managers.
  - ❑ 100% of our Account Manager staff is equipped with a Apple iPhone that allows them to be accessible by email and/or phone to their clients at any time.
  - ❑ Our Account Managers are equipped with laptops and a cloud computing environment allowing them 24/7/365 access to the RMC Events data network from ANY location.

# R.M.C. Events, Inc.

## Tab 5: Capabilities & Capacity

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### Background Information and Organizational Structure

*CONTINUED*

#### **Richmond Office (Corporate Headquarters)**

- Richmond RMC Events Office Physical Location**
  - 3700 West End Drive, Henrico, VA 23294

#### **Charlottesville Office**

- This office and staff would be available in a support role
- Charlottesville RMC Events Regional Office Physical Location**
  - 943 Glenwood Station Lane Suite 140 Charlottesville, VA 229091

#### **Charlottesville Ambassador Office**

- This office and staff would be available in a support role
- Charlottesville Ambassador Office Physical Location**
  - 1413 University Avenue Charlottesville, VA 22903

- Over 900 of our 1800 plus staff members are based within our Richmond region. These staff members would be utilized in the fulfillment of our services within this RFP. Additionally, another nearly 900 staff members and supervisors would be available from surrounding regions for all shows/events, making us the most responsive possible provider in the Commonwealth, the east coast, and arguably the country.
- With our Corporate HQ also located in the Richmond region, our corporate Business and HR Departments operate daily within this “home” market. This enables us to very quickly meet the needs of our clients in these two areas, including in the areas of invoicing/estimates, personnel recruitment, training, scheduling, and compliance.

## RMC Events Organizational Structure

**Below is a brief layout of our organizational design. These are the individuals in the office each day ensuring that our 1800+ Part Time staff are prepared and ready to go on Event Day!**

### Company Directory and Contact Information

**Charlottesville Office**  
943 Glenwood Station Lane, Suite 104  
Charlottesville Virginia 22901  
Phone: 434.984.7622  
Fax: 434.984.2689

**Richmond Office**  
3700 West End Drive  
Henrico, Virginia 23294  
Phone: 804.353.7621  
Fax: 804.353.7626

**UVA Ambassador Office**  
1413 University Avenue  
Charlottesville, Virginia 22903  
Phone: 434.984.7622 x406  
Fax: 434.984.2689

<b>Business Operations</b>	<b>Title</b>	<b>Email</b>	<b>804-353-7621</b>
Dan Schmitt	President	<a href="mailto:Dan@RMCEvents.com">Dan@RMCEvents.com</a>	
Sharon Schmitt	CFO	<a href="mailto:SSchmitt@RMCEvents.com">SSchmitt@RMCEvents.com</a>	
Sam Langley	Operations / Logistics Manager	<a href="mailto:Sam@RMCEvents.com">Sam@RMCEvents.com</a>	x207
Lynn Tinerella	RIC Scheduling Coord. / Executive Assistant	<a href="mailto:Lynn@RMCEvents.com">Lynn@RMCEvents.com</a>	x201
Trace Wilson	Communications Coordinator	<a href="mailto:Trace@RMCEvents.com">Trace@RMCEvents.com</a>	X219
John Schmitt	Executive Director of Business Operations	<a href="mailto:John@RMCEvents.com">John@RMCEvents.com</a>	
Cynthia Monroe	Richmond Office Manager	<a href="mailto:Cynthia@RMCEvents.com">Cynthia@RMCEvents.com</a>	x208
Margaret Moore	Richmond Office Manager	<a href="mailto:Margaret@RMCEvents.com">Margaret@RMCEvents.com</a>	x200
Stephanie Sult	Business Operations Manager	<a href="mailto:Stephanie@RMCEvents.com">Stephanie@RMCEvents.com</a>	x210
Dylan Gordon	Business Operations Assistant	<a href="mailto:Dylan@RMCEvents.com">Dylan@RMCEvents.com</a>	x220

<b>Human Resources</b>	<b>Title</b>	<b>Email</b>	<b>804-353-7621</b>
Linda Schmitt	Executive Director of Human Resources	<a href="mailto:Linda@RMCEvents.com">Linda@RMCEvents.com</a>	
Bob Palkovics	Quality Assurance / Instructor / LE Liaison	<a href="mailto:Palko@RMCEvents.com">Palko@RMCEvents.com</a>	x215
Bonnie Johnson	DCJS Coordinator	<a href="mailto:Bonnie@RMCEvents.com">Bonnie@RMCEvents.com</a>	x216
Michelle Heishman	Human Resources Manager	<a href="mailto:Michelle@RMCEvents.com">Michelle@RMCEvents.com</a>	x202
Stacie Gordon	Executive Assistant – Human Resources	<a href="mailto:Stacie@RMCEvents.com">Stacie@RMCEvents.com</a>	x217
Human Resources	Human Resources General Contact	<a href="mailto:HR@RMCEvents.com">HR@RMCEvents.com</a>	
Application Contact	Job Applicant General Contact	<a href="mailto:Jobs@RMCEvents.com">Jobs@RMCEvents.com</a>	

<b>Richmond / Tidewater</b>	<b>Title</b>	<b>Email</b>	<b>804-353-7621</b>
Marc Sartori	Regional Director – Central / Eastern Virginia	<a href="mailto:Marc@RMCEvents.com">Marc@RMCEvents.com</a>	x211
Brett Rothell	Account / Event Mgr. – Tidewater Region	<a href="mailto:Brett@RMCEvents.com">Brett@RMCEvents.com</a>	x218
Greg Stubblefield	Account / Event Manager	<a href="mailto:Greg@RMCEvents.com">Greg@RMCEvents.com</a>	x214
JB Gulak	Account / Event Manager	<a href="mailto:JB@RMCEvents.com">JB@RMCEvents.com</a>	x209
Rich Reynolds	Account / Event Manager	<a href="mailto:Rich@RMCEvents.com">Rich@RMCEvents.com</a>	x212
Richmond Event Ops.	General Contact Email – Copied to All	<a href="mailto:EventDept@RMCEvents.com">EventDept@RMCEvents.com</a>	

<b>Ambassador Program</b>	<b>Title</b>	<b>Email</b>	<b>434-984-7622</b>
Shawn Jacobson	Reg. Dir. – Western VA / Program Dir.	<a href="mailto:Jacobson@RMCEvents.com">Jacobson@RMCEvents.com</a>	x403
Jerry Leon	Ambassador Program Coordinator	<a href="mailto:Jerry@RMCEvents.com">Jerry@RMCEvents.com</a>	x407
Command Desk	Ambassador Program Command Desk		x408
Receptionist Desk	24/7 Substation Receptionist Desk		x406

<b>Charlottesville / SW Virginia</b>	<b>Title</b>	<b>Email</b>	<b>434-984-7622</b>
Patrick Estes	Director of Event Ops. - Charlottesville	<a href="mailto:Patrick@RMCEvents.com">Patrick@RMCEvents.com</a>	x402
Morgan Mescan	Acct. Mgr. & Business/HR Coord. - Charlottesville	<a href="mailto:Morgan@RMCEvents.com">Morgan@RMCEvents.com</a>	x404
Kyle Tatton	Account / Event Manager	<a href="mailto:Kyle@RMCEvents.com">Kyle@RMCEvents.com</a>	x401
Justin Dillon	Account / Event Manager	<a href="mailto:Justin@RMCEvents.com">Justin@RMCEvents.com</a>	x405
Peter McCann	Account / Event Manager – SW Virginia	<a href="mailto:Peter@RMCEvents.com">Peter@RMCEvents.com</a>	

# R.M.C. Events, Inc.

## Tab 5: Capabilities & Capacity

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### Management Team Details

#### ✓ **Dan Schmitt, President**

- ✓ Responsible for Event Booking, Contracts, Client Development
- ✓ Board Affiliations
  - ✓ Chairman - Virginia Private Security Services Advisory Board (DCJS)
  - ✓ Commissioner - Capital Region Airport Commission
  - ✓ President - Glen Allen Youth Athletic Association
  - ✓ Board Member - Virginia Association of Fairs
  - ✓ Board Member - VHSL Foundation
- ✓ 1996 Graduate of University of Richmond, Richmond, VA
- ✓ Marketing/Operations Manager, Richmond Coliseum (May 1996-1998)
- ✓ Founded RMC Events (April 1999 - present)
- ✓ DCJS Subject Matter Specialist
- ✓ Sport Event Risk Management Training

#### ✓ **Sharon Schmitt, CFO**

- ✓ Responsible for company accounting and end of year reporting
- ✓ 1994 Graduate of Siena College, Loudon, NY
- ✓ Accounting Department, Pepsi Arena, Albany NY (1994-1997)
- ✓ Accounting Manager, Richmond Coliseum, Richmond, VA (1997-1999)
- ✓ VP / CFO, RMC Events (April 1999 - present) - 15+ years

#### ✓ **John Schmitt, Executive Director of Business Operations**

- ✓ Responsible for ALL Business Operations including insurance, payroll, invoicing, fleet operations, banking, contracts, etc.
- ✓ Director of Business Operations, RMC Events (2005 - present)

#### ✓ **Linda Schmitt, Executive Director of Staff Development**

- ✓ Responsible for ALL Human Resource related items including recruiting, hiring, training, staff and supervisor development, and disciplinary action.
- ✓ Director of Staff Development, RMC Events (2005 - present)
- ✓ DCJS Compliance Officer & General Instructor

# R.M.C. Events, Inc.

## Tab 5: Capabilities & Capacity

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### Management Team Details

#### CONTINUED

- ✓ **Marc Sartori, Regional Director - Central and Eastern VA**
  - ✓ Oversees ALL event activity and staff in our Central & Eastern Virginia Region
  - ✓ Covers our markets in: Tidewater, Richmond, as well as the New River Valley
  - ✓ Vice Chairman - VCU Center for Sports Leadership Alumni Board
  - ✓ 2007 Graduate of Virginia Commonwealth University, Richmond, VA
  - ✓ 2001 Graduate of University of Richmond, Richmond, VA
  - ✓ DCJS Subject Matter Specialist
  - ✓ Sport Event Risk Management Training
  
- ✓ **Shawn Jacobson, Regional Director - Western VA / Amb. Program Dir.**
  - ✓ Oversees ALL event activity and staff in our Western Virginia Region
  - ✓ Covers our markets in: Charlottesville and Harrisonburg
  - ✓ Oversees ALL Ambassador Program activity and development
  
- ✓ **Patrick Estes, Director of Event Operations- Charlottesville**
  - ✓ Coordinates the general event operations activity based out of our Charlottesville Office
  - ✓ Account Manager for UVA Athletics & John Paul Jones Arena
  - ✓ Covers our markets in: Charlottesville and Harrisonburg
  
- ✓ **Sam Langley, Operations / Logistics Manager**
  - ✓ Coordinates all equipment procurement, inventory, and maintenance
  - ✓ 25+ years experience in Regional EMS leadership roles
  - ✓ 10 years experience as Co-Coordinator of EMS operations for Richmond NASCAR events
  - ✓ Developer of Richmond International Raceways Guest Services Program
  - ✓ 10 years experience as Operations Manager for Cedarfield retirement community
  
- ✓ **Bob Palkovics, Quality Assurance Manager**
  - ✓ Conducts staff assessment and maintains internal compliance
  - ✓ Serves as the RMC Events Law Enforcement Liaison
  - ✓ DCJS General Instructor (Unarmed Security, Active Shooter, Bicycle)
  - ✓ Retired Lieutenant - Henrico County Police Division (26 Years)

# **R.M.C. Events, Inc.**

## **Tab 5: Capabilities & Capacity**

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### **RMC Events Financial Stability**

**RMC Events has been in business since 1999. The organization has continually been in strong financial position to both service the needs of our clients as well as adapt to the fast-paced, ever-changing event staffing industry.**

**While this RFP did not request official financial documentation to support our financial stability statement, RMC Events remains committed to meeting with the selection committee, upon request and offering annual financial documents (1120-S Annual Tax Returns) to support our claim.**

**As a private entity we would consider these documents to be  
CONFIDENTIAL and PROPRIATARY.**

# R.M.C. Events, Inc.

## Tab 5: Capabilities & Capacity

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### Equipment, Materials, and Supplies

The following slides will highlight some of the equipment, materials, supplies, and uniforms that we have on-hand and will be provided as a part of this proposal. In addition, the last slide will highlight some optional equipment and materials that we also have available but have an additional cost associated.

- Two-Way Radios
  - 180 Motorola Brand CP200 Two-Way Radios
  - 60 Motorola Brand CP185 Two-Way Radios
  - 48 Blackbox Brand Two-Way Radios
  - 24 CPD 200 Digital Radios
  
- RMC Event's Vehicle Fleet
  - (4) 15 Passenger Vans
  - (2) 7 Passenger Chevrolet Suburbans
  - (5) 6 Passenger Vehicles
  - (3) 5 Passenger Pickup Trucks
  - (9) Fuji Code One Tactical Patrol Bikes
  
- Hand Held Metal Detectors
  - Garrett Tactical Handheld Metal Detector (THD)
  - Vibrate feature, flashlight, 360 degrees, high sensitivity
  - [http://www.garrett.com/securitysite/security\\_thd\\_main.aspx](http://www.garrett.com/securitysite/security_thd_main.aspx)
  
- Parking Cones (no charge when parking services utilized)
  - 28" with NO reflective striping. Use for internal parking areas
  
- Vehicle Counter
  - Mechanical counter reports vehicular traffic in real time
  - Standard pricing for this equipment is: \$250 per unit per day
    - Week/Event Rate capped at \$500/unit/week



# R.M.C. Events, Inc.

## Tab 5: Capabilities & Capacity

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### Equipment, Materials, and Supplies

CONTINUED

The items below highlight some equipment that many of our existing clients have found useful and that we provide at an additional cost. We'd be glad to explain any of these items further should you have any questions.

#### StageRight Brand, Reverse-Weight, Blow Thru, Stage Barrier (up to 80')

- ❖ State of the art stage barrier, solid black in color, 20 total 4' sections
- ❖ Mesh front to offer sound "blow thru" ability
- ❖ This equipment may be utilized in front of stage or performance area to protect both performers and artists, but also to assist in the protection of the crowd in the avoidance of "crushing" from behind. The technology used in the construction of this equipment causes the barricade to be "stronger" as more weight is added against it. (Reverse Weight)
- ❖ The equipment may be utilized in 4' sections up to a total of 80 feet
- ❖ Standard pricing for this equipment is: \$12.50/ft plus \$150 delivery/pickup within 90 miles of Richmond. Additional delivery charges do apply outside of the 90 mile radius.



#### Pedestrian Control - Bicycle Rack

- ❖ These "bike rack" style barriers are available in 8' pieces, and typically offered in groups of 24 pieces. They are also available in a light-weight plastic version (offered by the 6 foot piece).
- ❖ These pieces can be locked together or stand alone to provide for easy setup of restricted areas. These are very often utilized to prohibit pedestrian movement thru designated areas.
- ❖ Standard pricing for these items are: \$2.00/ft plus \$150 setup / delivery / pickup within 90 miles of Richmond. Additional delivery charges do apply outside of the 90 mile radius.



# **R.M.C. Events, Inc.**

## **Tab 5: Capabilities & Capacity**

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### **Equipment, Materials, and Supplies**

*CONTINUED*

### **Staff Uniform**

**Our staff members are attired in full length slacks and a provided top. We offer a wide range of options for our clients depending on the type of event (theatre, concert, sporting activity, etc.)**

**Please see the pictures on the next page that demonstrate the range of attire that we have available. In addition to our standard Gold or Navy Polo shirts, we have several other options which you will see from the following pictures. We have hundreds of Gold windbreaker jackets that we utilize at many venues for colder weather. Finally, we have a wide assortment of optional gear available for our staff members including: baseball style caps, winter stocking style caps, fleece jackets, winter parka jackets, mock turtlenecks, flashlights, etc.**

**We have the ability to utilize black polo shirts for concerts or theatre type productions that may require such a look on the personnel stationed near the stage area.**

**We also have provided support staff in professional attire for many occasions such as Governor Inaugural Balls, Banquets, Commencements, and other formal type functions.**

**Our parking attendants wear a high visibility, reflective vest while working in traffic/parking locations. You'll see an example of this as well.**

**Our Supervisor Staff typically wear a different color polo shirt (blue, red, etc.) that differentiates them from our standard event staff. In addition, they have the option to obtain a highly visible royal blue supervisor parka for cold weather, outdoor events.**

# R.M.C. Events, Inc.

## Tab 5: Capabilities & Capacity

*Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)*

### Equipment, Materials, and Supplies

CONTINUED

## Staff Uniform Photo Samples

Yellow Staff Polo



Blue Staff Polo



Supervisor Polo



Parking Staff Vest



Yellow Staff Parka



Supervisor Parka



Venue Logo Vest



Professional Attire



Staff Fleece



# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 6**

**Plans and Methodologies**

## **R.M.C. Events, Inc.**

### **Tab 6: Plans and Methodologies**

#### **Best Practice Approach to Each and Every Component**

**As an overlaying guidance system to our ENTIRE organizational plans and methodologies within EACH of our departments, we place everything we do on the measuring board of Best Practices. The following pages will highlight this approach from deep within our organization in our Human Resource and Business Departments to the most visible segment of our business, our Event Operations Department.**

**The first clear example of how RMC Events can bring a Best Practice approach to this partnership is based upon our portfolio of events and current partners. In 2016, RMC Events provided event staffing services for over 8,000 events, at more than 200 different sites, for over 100 different clients. Our experience and knowledge base doesn't start or stop there. For those thousands of events, our management staff and supervisors have participated in hundreds upon hundreds of planning and event evaluation meetings. We consider it a part of our responsibility to share what we've seen across the Commonwealth with our current partners. This clearly enables our clients to utilize materials and/or protocol that have been tried and tested in other situations. Through this concept, we're able to bring real ideas to the table and be a true partner with our clients as they prepare for their upcoming events.**

**Another avenue where RMC Events is able to bring a Best Practices focus to our relationship is in our Management Development Program. Our full-time Event Managers have completed FEMA Certification in ICS-100, ICS-200, NIMS-700, and IS-15. In addition, to these certifications, our Event Managers are active participants and leaders in several State Shelter Operations Plans at a number of our partner facilities. Our ability to "stay current" and in-touch with local law enforcement and government safety/security organizations allows our management team to bring these skills and relationships to the table for our client's benefit.**

# R.M.C. Events, Inc.

## Tab 6: Plans and Methodologies

### Best Practice Approach to Providing Service

CONTINUED

RMC Event's Best Practice approach to providing a superb level of service to each of our clients as well as our collective guests begins with *our Recruiting and Hiring Strategy*, continues with our *Training Program*, and is executed daily in our office with our *Staff Scheduling Process*. We'll break down some details of each of these key components of our approach below:

### Recruiting and Hiring

The foundation of our success, with regard to our approach and plans for ensuring that our personnel meet and exceed our client's expectations, begins with our recruiting, hiring, and training systems. At RMC Events, we are extremely proud of our track record in this area. First of all, over 90% of our part time staff have been recruited to, and hired by RMC Events through a referral from a current staff member. When RMC Events does utilize typical recruiting methods (i.e. newspaper ads or career fairs), our detailed hiring process has been successful in selecting the most qualified candidates. Below are some of our hiring requirements:

- ❑ Applicant must complete an RMC Events application
- ❑ Applicant must successfully pass our reference check / referral check
- ❑ Applicant must complete an interview with one of our managers
- ❑ Applicant must attend, and pass exam for, our 18 hour security license/ company orientation training class, taught by in-house instructors
- ❑ Applicant must successfully pass fingerprint background check run thru both the FBI and the Virginia State Police NCIC systems
  - ❑ Applicants will be released from the hiring process immediately for any:
    - ❑ Felony
    - ❑ Misdemeanor involving moral turpitude (lying, cheating, stealing)
    - ❑ Assault, Battery, or other violence related criminal activity
    - ❑ Offenses involving minors
    - ❑ Offenses involving illegal narcotics

**R.M.C. Events, Inc.**  
**Tab 6: Plans and Methodologies**

**Best Practice Approach to Providing Service**

*CONTINUED*

**Training**

We are proud of the fact that our staff members are trained *in-house*. For the past 18 years we've owned and operated a DCJS certified training school. Our 6 instructors and 2 subject matter specialists teach the required state curriculum (legal/ law, liability, etc.), while at the same time putting an "event related spin" on the material (emergency procedures, evacuation, guest service, ethics, etc.). This enables our staff members to have a unique grasp of both the security functions of their duties, while maintaining a strong balance of keeping "Service To The Guest" in mind.

**Our Training Regiment includes:**

\* ICS 100, ICS 200, NIMS 700, and IS-15 Incident Management

Our Full Time Event Managers have FEMA Certification at these levels.

\* 01-E 18 hour Entry Level Training

100% of our staff MUST complete this training before beginning work

\* 01-I 4 hour In-Service Training

Each of our staff members complete this training every two (2) years

This course is used to update/refresh staff on current issues and "hot" topics.

\* 01-S thru 03-S 4 hour Supervisor Development Training

Each of our Supervisors complete this training every year

Typical Topics for these sessions include:

- Risk Management, Legal and Liability Issues
- Client and Event Confidentiality Issues
- Sexual Harassment and Ethics related considerations
- Search and Seizure and Use of Force Issues
- Conflict Management and Resolution
- Alcohol Control and Dealing with Intoxicated Guests
- Workplace Safety
- Leadership

**R.M.C. Events, Inc.**  
**Tab 6: Plans and Methodologies**

**Training Documents are considered PROPRIETARY DOCUMENTS**

**Training Program Documents**

- ❑ **As stated earlier in this proposal, RMC Events has a strong training and development program of which we are very proud.**
- ❑ **Our initial training program is 18 hours in length and 100% of our staff must successfully complete the course and exam to begin work.**
- ❑ **Our “in-service” training occurs monthly and each staff member must successfully complete this course once every two years. This course is focused heavily on “real-life” examples and specific issues and incidents that our staff members will encounter.**
- ❑ **Our Supervisor Development curriculum is the capstone piece and brings a consistent approach to the management of our personnel within our client’s facilities. This program currently has five (5) phases and in order to serve in a Supervisor capacity, all 5 of these phases must be successfully completed. Further, our Supervisor staff are required to renew this level of training each and every year.**

**To support our Proposal, we’ve included an executive summary of our initial training program.**

**Training Documents are considered PROPRIETARY DOCUMENTS**

**These documents follow immediately here as sub-pages**



**R.M.C. Events, Inc.**  
**Tab 6: Plans and Methodologies**

**Best Practice Approach to Providing Service**

*CONTINUED*

**Staff Scheduling Process**

**RMC Events publishes and digitally distributes a monthly list of events for our event staff to select and submit for approval. This process is usually conducted three (3) months in advance. Staff submit their requests online with selected event dates and shifts in which they are available to work. Our Front Office staff process these requests, matching staff availability with event needs. Staff are then given a confirmed schedule for the month.**

**Within 14 days of the event, the staff will receive an additional confirmation reminder of their scheduled time and any other details for their assignment from our Front Office staff.**

**Additionally, RMC Events maintains full contact lists of staff that are available should additional personnel be requested for an event.**

**Employees are paid on a bi-weekly basis and it is RMC Event's practice to host "Payday Wednesday's" at our Regional offices. This allows our staff to not only come by and pickup their paychecks, but it has proven to be a terrific time for one on one interaction with our staff and serves as a strong scheduling/confirmation tool.**

**Employees that fail to report as scheduled are contacted immediately by our Human Resources team. This quick "hands on" approach allows us to eliminate staff members that have dependability issues and significantly improves our attendance %.**

**Lastly, at RMC Events, we typically schedule an extra staff member or two for medium/large events and several extra for major events. We have found this practice to be well received by our clients. If they are not needed, then there is no cost for this additional service. Should additional positions become necessary, we typically have the personnel on-hand to fill these roles.**

# **R.M.C. Events, Inc.**

## **Tab 6: Plans and Methodologies**

### **Best Practice Approach to Providing Service**

*CONTINUED*

#### **Communications Technology Use**

**We are proud of our enhancements to the way in which we communicate with our nearly 2,000 staff members on a daily basis with regard to many items, including scheduling, industry alerts, weather updates, facility information, and training opportunities.**

**First, we have recently re-vamped our website to make it more user friendly as well as mobile-compatible. Our new site is updated daily and now includes a “What’s Trending” section for our staff to stay current on industry issues as well as an archived section where they can retrieve older posts, and other shared training material.**

**Secondly, our staff email system has continued to be fine-tuned and we are now able to target specific staff by area/region, job classification, and or other defined skill set. These enhancements have proven to be extremely valuable for us in communicating with a particular subset of our personnel when a particular need arises or based on a request in a particular geographic location.**

**Third, we’ve incorporated a Mobile App for our staff which enables us to communicate directly to their phones and “pop up” alerts regarding event information, additional work opportunities, weather/venue alerts, etc. With this new tool, we are able to communicate with staff geographically down to a distinct location allowing us to “speak with” an entire region of staff or just the staff within a certain venue at that time. This has been a terrific tool for both our office and event staff. It’s also come in extremely handy to our clients on occasion when a message needed to be shared with all staff working on-site at that time.**

**Lastly, we have continued to pursue an on-line scheduling system for our staff. The initial phases/steps of this improvement have been in place for a year now and the response has been terrific both increasing the staff schedules and decreasing the processing/return time.**

**Each of these improvements in the use of available technology furthers strengthens our claim that we maintain laser-focus on being a strong provider for our clients thru our “Best Practice Approach”**

**R.M.C. Events, Inc.**  
**Tab 6: Plans and Methodologies**

**Best Practice Approach to Providing Service**

*CONTINUED*

**Quality Control / Staff Evaluation**

- RMC Events takes great pride in the staff that we deliver. For it is upon these quality people that we stake our reputation. Committing to a Best Practice approach to Quality Control for both our clients and our guests are of upmost importance. RMC Events takes several measures to ensure our staff members are performing at a high level. Three of these methods are:
  1. Supervisor Hands-on Oversight

In our Supervisor Development sessions, we spend hours reviewing with our team leaders how to “coach with confidence” and “correct with kindness”. We take a pro-active approach to staff performance. Our goal is to eliminate poor performance right on the spot. Our Supervisors are taught to deal with employee performance immediately and decisively. They have the full empowerment of our office to observe, address, and correct employee performance on the spot.
  2. Employee Performance Reports & our “Catch ‘em Doing it Right” Program

Event Managers and Supervisors submit Employee Performance Reports to our HR Department. Identified employees are contacted immediately with recognition of excellent performance or counseling on deficient performance. If appropriate, corrective measures or other personnel actions are taken. Again, we take an aggressive stance on performance and feel that by acknowledging superior service and addressing substandard service immediately, we provide top-quality event staffing that upon which our clients and our shared guests can rely. This is displayed in our “Catch ‘em Doing it Right” Program whereby ANY staff member can be recognized another for superior performance. Recipients receive a gold “RMC Events” lapel pin for their uniform to recognize their outstanding service.
  3. Event Completion Forms

Following events our management staff regularly complete Event Completion Forms. The information captured on these forms is used in many areas of our business operation including scheduling variations, post location and post order adjustments, equipment modifications, staff and supervisor development planning, and potential staff, client, and guest experience improvements.

**R.M.C. Events, Inc.**  
**Tab 6: Plans and Methodologies**

**Event Staff and Crowd Management**

**RMC Events is keenly aware of the intricacies involving crowd management policies and techniques. We firmly believe that no two venues and no two shows are identical. We prepare for every event independently and address all related issues that we expect to see and those that could present themselves however we may not expect to see.**

**As you can see from our attached training outline, our 18 hour initial training class is uniquely structured to provide our staff members with an inside look crowd management *AND the overall guest experience*. It is truly an all-encompassing look at effective guest and crowd management. We spend A LOT of time focusing on issues that our staff WILL see in the course of their employment including, but not limited to: communication techniques and confrontation management, access and credential control, guest service expectations, dealing with intoxicated patrons, incident documentation, ethics, use of force, consent to search and other legal areas, and emergency procedures.**

**100% of our event staff members are licensed according to the Commonwealth of Virginia's DCJS training standards with the above items significantly highlighted during this course. What sets our training, and ultimately our staff, apart is our clear "Fan First Focus" in our training and on-the-job expectations. This unique blend of service to the guest and event/crowd management responsibilities is what makes our staff a strong partner for our clients.**

**This 100% training requirement that we independently hold ourselves to ensures that every member of our event staff working within a client facility has received the full and complete State Required DCJS training. This gives us the confidence to utilize our staff members in any and all positions with the knowledge that they will succeed.**

**This additional, voluntary training requirement helps to set RMC Events apart from our competitors and we're proud of it.**

**R.M.C. Events, Inc.**  
**Tab 6: Plans and Methodologies**

**Event Staff and Crowd Management**

*CONTINUED*

**So, why do we insist upon this 100% training requirement? To us, the answer is simple: We view ALL of our staff as having a key role in our guest's enjoyment of their visit at our partner's venues. Currently, the Commonwealth doesn't "require" all event staff to be licensed, only those providing security functions. So, why do we take this extra step? There are several reasons:**

- 1. We believe our 18 hour training produces a more educated and professional staff member so why wouldn't we want them to attend this class?**
- 2. We significantly increase our flexibility for our clients by being able to re-position and maneuver our staff during the normal event "flow". This enables us to utilize ALL of our staff to assist in ANY role.**
- 3. All staff members fill roles that have multiple purposes and responsibilities. We believe our training prepares them to better understand the FULL scope of our duties. This is simply not just "taking a ticket" or controlling an aisle to the floor. It includes having an overall understanding of the full event environment while maintaining a welcoming and friendly demeanor.**
- 4. We believe that training ALL of our staff with *one single consistent* approach has enabled us to provide that same *one single consistent* message of quality service to both our clients & guests.**

**We have provided event staffing for the largest shows and festivals to visit Virginia including stadium concerts with the Dave Matthews Band, the Rolling Stones, and U2, arena concerts with top selling artists such as Paul McCartney, Kenny Chesney, Sting, The Eagles, Phish, Lady Gaga, Elton John, Bruce Springsteen, Fall Out Boy, and hundreds of others, and arena/theater shows such as WWE Raw & Smackdown, Arena Racing, Arena Football, The Lion King, Jersey Boys, and Wicked. We are prepared to be a strong partner in keeping the safety and security of our collective guests a high priority.**

**R.M.C. Events, Inc.**  
**Tab 6: Plans and Methodologies**

**Event Staff and Crowd Management**

*CONTINUED*

The role our staff plays in a guest's visit crosses several spectrums including their enjoyment of the event, the value of their dollar spent, and desire to return to the venue and/or refer it to a friend. We take these responsibilities seriously, and have provided you with just a sample list of what we expect from our personnel during an event:

- ❖ Provide parcel and person security checks at any/all entry or perimeter points
- ❖ Provide perimeter access control, monitor breach points & facility perimeter
- ❖ Provide access control at variety of points (floor, backstage, dressing room, etc.) verifying proper credentials / passes for access privileges.
- ❖ Properly verify & log guests entering thru control points (i.e. Loading Dock, etc.)
- ❖ Use crowd management/control techniques to safely control flow of guests within facility.
- ❖ Use "fan friendly" and "good form" approach when addressing each/every guest
- ❖ Set the industry standard for court and field protection during crowd rushing scenarios.
- ❖ Observe, detect, and report any unsafe, prohibited, and/or illegal activity.
- ❖ Respond to emergency situations (disturbance, medical, fire, etc.) & alert additional resources.
- ❖ Conduct ID verification for alcohol / age-controlled areas.
- ❖ Monitor in-house security systems including CCTV and security cameras, etc.
- ❖ Provide guests with facility information in a proactive manner.
- ❖ Overnight - provide similar coverage to event equipment before/between/after event.

Lastly, we understand that our industry oftentimes calls for overnight security as well. Our Overnight Security staff are not just trained to monitor a facility and/or patrol grounds. Our Overnight staff understand the "event" nature of our industry and are prepared to protect the equipment and material that is most often associated with events in our client's facilities including: tents, tables, TV's, audio and visual equipment, stage and artist equipment, etc.

# **R.M.C. Events, Inc.**

## **Tab 6: Plans and Methodologies**

### **Parking Services**

**We have seen terrific growth in this particular category of service over the past several years, not only in our “regular” parking component, but also in our valet parking service. Our staff members are well experienced in parking multiple types of parking areas including: surface, lined concrete, unlined surface/concrete, grass, and decks.**

**RMC Events has provided parking services to hundreds of major events in the Commonwealth and continues to add to that portfolio every day. A key feature of our parking services again comes in the form of our flexibility. We understand clearly that a parking plan may be different from lot to lot, from event to event. In this area, we always look toward each parking opportunity in it’s own framework of what the situation allows and offers in the way of landscape, traffic flow, and terrain.**

**Our parking operation focuses on the details and the results are clear. Below are just a few of the clients and facilities at which we’ve provided parking and/or traffic services:**

- **NASCAR at Richmond International Raceway**
- **Richmond Raceway Complex - Shows and Exhibitions**
- **State Fair of Virginia**
- **Meadow Event Park - Shows and Exhibitions**
- **Venture Richmond Events (Brown’s Island, Friday Cheers, etc.)**
- **Richmond Flying Squirrels Baseball**
- **VCU Athletics (Verizon Wireless Arena & Sports Backers Stadium)**
- **University of Richmond Athletics**
- **Innsbrook After Hours Concert Series**
- **William and Mary Athletics**
- **University of Virginia Athletics**
- **UVA Hospital - Garage**
- **John Paul Jones Arena**
- **Dominion Arts Center**
- **Field Day of the Past**
- **Christopher Newport University**
- **Colonial Downs**
- **County Fairs - Rockingham and Fauquier**
- **Williamsburg Winery**

# R.M.C. Events, Inc.

## Tab 6: Plans and Methodologies

### Supervision Details

As we noted earlier within the *Best Practices* section, we've developed an annual Supervisor Development program where our Supervisor staff complete a training module annually to maintain their Supervisor eligibility. We're proud of this program as it not only sets us apart from our competitors, but it truly engages our leadership team in the overall goals and objectives of clients and their facilities as well as those of RMC Events.

A few of the fundamental expectations we place on our Supervisor core are listed below, however please note this is only a cursory list. We expect a high level of skill and job knowledge, attitude, behavior, and overall performance from our Supervisor core.

- ✓ Perform all of the duties of those they are supervising, plus:
- ✓ Work with the RMC Event Manager in regard to ALL event related duties
- ✓ Respond to/assist in the resolution of ALL guest concerns and/or complaints.
- ✓ Respond to/manage all emergency related activity (disturbance, medical, fire, etc.)
- ✓ Communicate messages from RMC Event Manager and/or client to all staff.
- ✓ Monitor and evaluate staff performance in their particular area of concern.

Another avenue with which we approach the development of our Supervisors is the cross training we offer, and quite frankly demand of, them. In 2016, RMC Events provided event support staff to over 8,000 events at over 200 different sites. As a part of our Supervisor Development training, we highlight the importance of these individuals working "across the spectrum" of events. This enables our core leadership team to be well versed in managing events from gospel concerts to chili cook-off's and from the circus to a basketball game. We're proud of the versatility of our leadership core of Supervisors and Event Managers.

On the next page, we'll lay out our typical Supervisory deployment guidelines. Please note, that they are just that..."guidelines". As we've stated within this proposal, we take great pride in our focus on being a quality partner. As such, we always strive to work together with our clients to find the right mix of staff and supervision.



**R.M.C. Events, Inc.**  
**Tab 6: Plans and Methodologies**

**Supervision Details**

*CONTINUED*

RMC Events typical Supervisor to Staff ratio can best be described as shown below. We do, however, work directly with our client contact to provide for the most appropriate coverage per facility, per event. Each event and every facility is different and requires a unique event management plan.

**Standard Staffing and Supervision Levels**

- **“Small” Events with No Event Managers / Supervisors**
  - 1-2 Staff Members with limited/fixed responsibilities
    - Single parking lot access control
    - Very small campus events/functions (speakers, panels, etc.)
    - Registration / Sign In type activities
- **“Small” Events**
  - 3 - 15 Staff Members with a multitude of duties and responsibilities
    - Softball, Wrestling, Tennis, Lacrosse, Soccer, etc.
  - Typically 1 Event Manager would be assigned to this event
- **“Medium” Events**
  - 15 - 50 Staff Members
    - Theatre performances, outdoor festivals, student concerts, etc.
  - Depending on the layout, 1 Event Manager and 2-5 Supervisors would typically be utilized for these types of events
- **“Large” Events**
  - 50 - 100 Staff Members
    - Basketball Games, Commencements, Large Athletic Events, etc.
  - Depending on the layout, 1-2 Event Managers and 4-10 Supervisors would typically be utilized for these types of events.
- **“Major” Events**
  - 100 and above Staff Members
    - Football Games, Stadium concerts, etc..
  - Depending on the layout, 2-3 Event Managers and 10-40 Supervisors would typically be utilized for these types of events.

# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 7**

**References**

# R.M.C. Events, Inc.

## Tab 7: References

*A list of three (3) references for whom similar services were provided, preferably institutions of higher education, NCAA Division I athletic venues, or similarly-sized organizations.*

### Comparable References

- UNIVERSITY OF VIRGINIA (1999 - Present)  
University Hall PO Box 400822  
Charlottesville, Virginia 22904-4822  
Jason Bauman, Assoc. AD-Facilities & Game Ops.  
434-982-4652 phone jb3t@virginia.edu  
Services: Guest Services, Security, Parking Services, Box Office Staff, etc.
  
- JOHN PAUL JONES ARENA (2006 - Present)  
295 Massie Rd.  
Charlottesville, VA 22903  
Jason Pedone, General Manager of JPJ Arena  
434-924-4288 jpedonejparena@virginia.edu  
Services: Crowd Management, / Guest Services, Parking Services for events.
  
- UNIVERSITY OF RICHMOND (2001 - Present)  
Robins Center  
University of Richmond, Virginia 23173  
David Walsh, Deputy Athletic Director  
804-289-8009 phone dwalsh@richmond.edu  
Services: Guest Services, Security, Parking Services, Box Office Staff, etc.
  
- RICHMOND COLISEUM (2001 - Present)  
601 East Leigh Street  
Richmond, VA 23219  
Dwight Johnson, General Manager of Richmond Coliseum  
804-780-4970 djohnson@smgrichmond.com  
Services: Crowd Management, / Guest Services, Parking Services for events.
  
- WILLIAM & MARY COLLEGE ATHLETICS (2002-04, 2009 - Present)  
751 Ukrop Way  
Williamsburg, Virginia 23185  
Michael Pritchett, Assistant Athletics Director (Facilities)  
757-221-3355 mapritchett@wm.edu  
Services: Crowd Management, / Guest Services, Parking Services for events.

# R.M.C. Events, Inc.

## Tab 7: References

*A list of three (3) references for whom similar services were provided, preferably institutions of higher education, NCAA Division I athletic venues, or similarly-sized organizations.*

### Additional References

*Projects of similar scope*

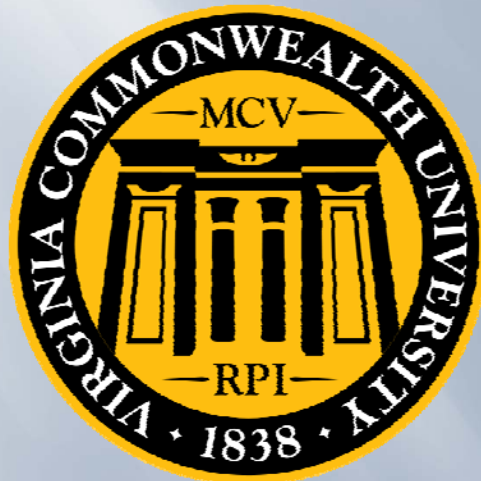
- **CHRISTOPHER NEWPORT UNIVERSITY (2011 - Present)**  
1 Avenue of the Arts  
Newport News, Virginia 23606  
Scott Austin, Police Captain (Acting Chief)  
757-594-7053 [baustin@cnu.edu](mailto:baustin@cnu.edu)  
Services: Firewatch, Parking, Crowd Control, and Guest Service staff
  
- **RICHMOND FLYING SQUIRRELS BASEBALL (2010 - Present)**  
The Diamond  
3001 N. Boulevard  
Richmond, VA 23230  
Todd "Parney" Parnell, VP and COO  
804-359-3866 phone [parney@squirrelsbaseball.com](mailto:parney@squirrelsbaseball.com)  
Services: Guest Services, Security, Parking Services, etc.
  
- **RICHMOND INTERNATIONAL RACEWAY (2002 - Present)**  
RIR  
600 East Laburnum Avenue  
Richmond, VA 23222  
Jeff Hedrick, Director of Operations  
804-228-7500 phone [jhedrick@rir.com](mailto:jhedrick@rir.com)  
Services: Guest Services, Security, Parking, Box Office Staff, etc.
  
- **MARTINSVILLE SPEEDWAY (2005 - Present)**  
Martinsville Speedway  
340 Speedway Road  
Ridgeway, VA 24148  
Matt Brannock, VP of Operations  
276-956-7221 phone [mbrannock@martinsvillespeedway.com](mailto:mbrannock@martinsvillespeedway.com)  
Services: Guest Services, Security, etc.

# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 8**

**Best Candidate Statement**

# R.M.C. Events, Inc.

## Best Candidate Statement

**In closing, we simply believe that we are the best and strongest candidate for this partnership based upon our strength, flexibility, readiness, and partnership approach.**

**First, we are proud of our relative strength in the Commonwealth of Virginia. We are Virginia's largest and most capable event staffing company and currently have a footprint that touches each corner of the Commonwealth. However, it is not just simply having a presence in each of these areas, it is our ability to provide the SAME quality service that we demand of ourselves in each of these areas. From Roanoke and Martinsville to Norfolk and Newport News, from Harrisonburg and Charlottesville to Richmond and Williamsburg, we are proud to have established offices and strong capable leadership to be solid partners with our clients no matter which region.**

**Secondly, our ability to adapt and accept our client's requests and adjustments in a flexible way has enabled us to prove our partnership commitment to our clients. We never seek the "same 'ole" solution to a challenge. We are constantly looking for ways to improve and be "light on our feet". Our clients and guests have come to appreciate this focus.**

**Next, we feel we are best suited for this opportunity based upon our readiness. We have spent nearly two decades strengthening our organization and focusing on the details of our recruitment and training programs. Our base of 1800+ staff members, 3 regional offices and 27 front office staff have us positioned to accept this opportunity and succeed from Day 1. As you will see in this presentation, we have the resources to excel in our industry, and we would be excited for this opportunity.**

**Lastly, we simply take a partnership approach and this directly benefits our clients. We do NOT simply want to be a vendor. We wish to be a part of the process from beginning to end. It is a "we" thing for us and we relish the opportunity to prove this each and every day.**

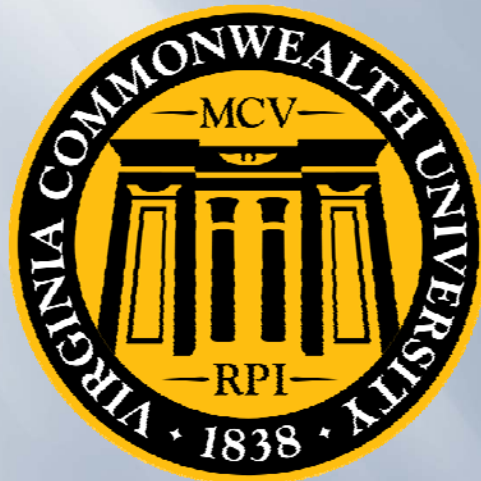
***Simply stated, we firmly believe we are the most solid and best candidate for this award and would welcome the opportunity to continue to prove it.***

# **R.M.C. EVENTS, INC.**

**Virginia's Premier Event Staffing Company**

Private Security Services Business License #: 11-3291

An Event Staffing Proposal For:



**TAB 9**

**Full Copy of RFP**

**R.M.C. Events, Inc.**  
**Virginia's Premier Event Staffing Company**

**Thank You!**

**Dan Schmitt, President**  
**DAN@RMCEvents.com**  
**804-353-7621 x206**

**[www.RMCEvents.com](http://www.RMCEvents.com)**



# Commonwealth of Virginia



Department of Criminal Justice Services  
certifies that

Regional Marketing Concepts, Inc.  
T/A: R.M.C. Events, Inc.

has satisfied the certification requirements for

**Private Security Service Training School**

to provide services for:

Alarm Respondent (31), SC05 Armed Security Officer Arrest Authority, SC01 Security Officer Core Subjects

88-1317

Certification #

05/31/2018

Expiration Date

Teresa Gooch

Director, Law Enforcement & Security Services

10.2

# Commonwealth of Virginia



Department of Criminal Justice Services  
certifies that

Regional Marketing Concepts, Inc.  
T/A: RMC Events, Inc.

has satisfied the licensing requirements for  
**Private Security Service Business**

To provide services for:  
BU01 Security Officer Services

11-3291

License #

3/31/2018

Expiration Date

Teresa Gooch

Director, Law Enforcement & Security Services



**VCU**

# Request for Proposals

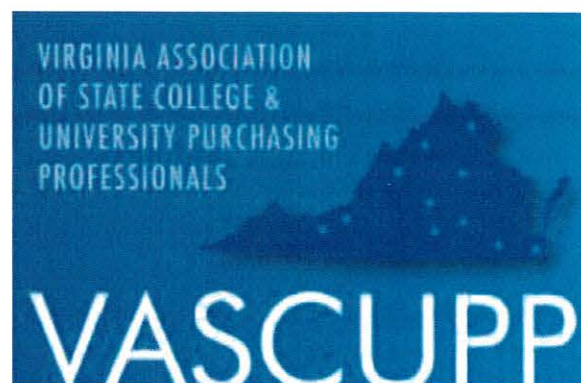
RFP #: 7497878BA

RFP Title #: Event Staffing Services

Issuing Agency: Virginia Commonwealth University

Issue Date: June 30, 2017

Closing Date: July 31, 2017 @ 2:00 PM



A VASCUPP Member Institution

Request for Proposals RFP #7497878BA

Issue Date: June 30, 2017

Title: Event Staffing Services

Send all Proposals To: Virginia Commonwealth University
RFP #7497878BA
Attention: Brandon C. Augustine
912 W Grace St, 5th floor
Richmond, Virginia 23284-0327

Proposals Shall Be Received Until: July 31, 2017 @ 2:00 PM

Direct ALL inquiries concerning this RFP to: Brandon C. Augustine
baugustine@vcu.edu

Questions concerning this RFP must be received via email no later than: July 17, 2017 @ 4:00PM

This Request for Proposals & any Addenda are posted on the eVa website at: http://www.eva.virginia.gov

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL.

IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE: VIRGINIA COMMONWEALTH UNIVERSITY, RFP #7497878BA, ATTENTION: Brandon C. Augustine, 912 W. GRACE ST., 5TH FLOOR, RICHMOND, VA 23284-0327.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University's Department of Procurement Services.

NAME AND ADDRESS OF COMPANY:

RMC EVENTS
3700 WEST END DRIVE
HENRICO, VA Zip Code 23294
E-Mail Address: DAN@RMCEVENTS.COM
Telephone: (804) 353-7621
Toll free, if available
DUNS NO.: 133358882

Date: 7/29/2017
By (Signature In Ink): [Signature]
Name Typed: DANIEL J. SCHMITZ
Title: PRESIDENT
Fax Number: (804) 353-7626
Toll free, if available
FEI/FIN NO.: 54-1973953

REGISTERED WITH eVA: (X) YES ( ) NO SMALL BUSINESS: (X) YES ( ) NO
VIRGINIA DSBSD CERTIFIED: (X) YES ( ) NO MINORITY-OWNED: ( ) YES (X) NO
DSBSD CERTIFICATION #: 655589 WOMEN-OWNED: ( ) YES (X) NO

A Pre-Proposal conference will not be held.

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## **I. PURPOSE:**

The intent and purpose of this Request for Proposals (RFP) is to seek proposals for event staffing services on an as needed basis, for VCU Athletics and other general Virginia Commonwealth University events.

The initial contract term shall be two (2) years, with the option of up to three (3), one (1) year renewals, to be executed upon mutual signed agreement of both parties.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement, at the contractor's discretion. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. Upon request, the Contractor shall notify the lead-issuing institution in writing of any entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor shall provide usage reports for all entities accessing the Contract upon request. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.

Additional information on cooperative procurement is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Cooperative\\_Procurement.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Cooperative_Procurement.pdf)

## **II. GOVERNING RULES:**

This solicitation is issued in accordance with the provisions of:

- A. Purchasing Manual for Institutions of Higher Education and their Vendors (<https://vascupp.org/hem.pdf>)
- B. Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (<https://vascupp.org/rules.pdf>)

## **III. OPTIONAL USE CONTRACT:**

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

## **IV. THE UNIVERSITY:**

Information is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_The\\_University.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_The_University.pdf)

**V. BACKGROUND:**

A. Anticipated Event Venues:

1. Richmond Sport Backers Stadium: 2900 Hermitage Road, Richmond, VA 23220
2. Sports Backers Stadium: 100 Avenue of Champions, Richmond, VA 23220
3. Stuart C. Siegel Center: 1200 W Broad St, Richmond, VA 23284
4. Thalhimer Tennis Center: 920 W Cary St., Richmond, VA 23284

B. Anticipated Volume of Events:

1. VCU anticipates requiring event staffing services for approximately 150 to 200 event days per year; these figures represent the combined estimated number of days for events at all of the venues.

C. Anticipated Types of Events:

1. Academic activities and competitions
2. Dance competitions
3. Graduate ceremonies
4. Children shows and family events
5. Small concerts
6. Non-collegiate basketball tournaments
7. VCU Athletics events, to include, but not limited to:
  - a) Basketball games
  - b) Cheerleading competitions
  - c) Field Hockey games
  - d) Soccer
  - e) Volleyball

D. Anticipated Event Duration

1. Averaging, four (4) to eight (8) hours

E. Anticipated Venue Attendance/Capacity

1. 100 to 7,617

F. Metal detectors:

VCU typically requests that five (5) to twenty (30) event staffing personnel be equipped with a metal detector.

**VI. STATEMENT OF NEEDS:**

A. General Requirements: At a minimum the Contract shall:

1. Provide/perform all goods and services necessary to provide/perform event staffing services, to include, but not limited to:
  - a) Metal detectors
  - b) Incidentals
  - c) Labor

- d) Materials
  - e) Supervision
  - f) Suppliers
  - g) Tools (as applicable)
  - h) Training
  - i) Travel/transportation/mileage (to and from the job site)
  - j) Uniforms (unless otherwise provided for by VCU)
- B. Venue Requirements: At a minimum, the Contactor shall:
- 1. Provide/perform event staffing services at:
    - a) The venues identified in Section VI., A.
    - b) Other venues, upon VCU needs.
- C. Schedule Requirements: At a minimum, the Contractor Shall be capable of providing/performing event staffing services to include, but not limited to:
- 1. General Schedule:
    - a) Monday through Friday, during:
      - (a) Morning hours (e.g. 8:00 AM – 12:00 PM)
      - (b) Afternoon hours (e.g. 12:00 PM – 5:00 PM)
    - b) Monday through Friday, during evening hours (e.g. 5:00 PM – 12:00 AM)
    - c) Weekends (defined as Saturday and Sunday)
    - d) Overnight (“Overnight Security {Unarmed}” personnel; refer to Section VII., 5.
      - (a) Hours
        - (i) Monday through Friday from 8:00 PM – 8:00 AM
        - (ii) Weekends (defined as Saturday and Sunday)
      - (b) “Lunch Breaks”:
        - (i) Upon prior approval by the VCU Event Coordinator (or his/her designee), the “Overnight Security (Unarmed)” personnel may take a “lunch break”, however, the “lunch break” shall not be billable time.
  - 2. Per Event:
    - a) For approximately four (4) and one-half (1/2) hours per event, as follows:
      - (a) The Contractor’s event staffing personnel should report to the event location thirty (30) minutes prior to “doors opening” for the event.
      - (b) VCU, in its sole discretion, will stagger the release time for the Contractor’s event staffing personnel.
      - (c) The Contractor should provide/perform event staffing services as required, in order to accommodate late event starting times.
- D. Staffing Requirements:
- 1. The Contractor and VCU should mutually agree upon the number of required event staffing personnel per event.
- E. Event Staffing Personnel Classifications/Duties:



1. At a minimum, the Contractor should provide the following personnel classifications/perform the following duties:
  - a) Event Security (Unarmed) – Event-staffing duties shall include, but not be limited to:
    - (a) Allowing access/restricting access within the Event Security (Unarmed) individual’s assigned area of the event
    - (b) Ensuring overall proper conduct of event attendees within the Event Security (Unarmed) individual’s assigned area of the event
    - (c) Upon request by VCU, other event related duties as assigned.
  - b) Overnight Security (Unarmed) – Event-staffing duties shall include, but not be limited to:
    - (a) Protecting and safeguarding both Contractor-owned and VCU-owned equipment, supplies and materials, etc., to include, but not limited to:
      - (i) Performing hourly rounds of event location, verifying that all doors are secured (i.e. locked)
      - (ii) Identifying and questioning anyone who gain access to the event location or restricted area
      - (iii) If an individual of activity appears questionable, the Overnight Security (Unarmed) personnel shall immediately notify the VCU Police.
    - (b) Upon request by VCU, other event related duties as assigned.
  - c) Parking Attendants: Event staff duties shall include, but not be limited to:
    - (a) Directing:
      - (i) Event attendees to designated parking decks/lots
      - (ii) The flow vehicles into and out of the designed parking decks/lots
    - (b) Performing valet parking
    - (c) Upon request by VCU, other event related duties as assigned
  - d) Ticket Sellers: Event staff duties shall include, but not be limited to;
    - (a) Staffing/performing cashiering operations in the ticket office, processing ticket sales transactions via:
      - (i) Cash
      - (ii) Credit card
      - (iii) Debit Card
      - (iv) Other (if applicable)
    - (b) Upon request by VCU, other even related duties as assigned.
  - e) Ticket Takers: Event staffing duties shall include, but not be limited to:
    - (a) Taking tickets from all event attendees within the Ticket Taker’s assigned area of the event;
    - (b) Scanning and/or stubbing (i.e. tearing the perforated stub from the hard ticket stock) the ticket; and if, stubbing;
      - (i) Retaining the half without the seat assignment
      - (ii) Submitting the retained half to the “Supervisor”
      - (iii) Returning the half with the seat assignment on it, to the event attendee

- (c) Upon request by VCU, other event related duties as assigned.
  - f) Ushers: Even staffing duties should include, but not be limited to:
    - (a) Assisting event attendees to locate their seat(s), within the Usher's assigned area of the event (or directing attendees to the applicable seating area)
    - (b) Ensuring that event attendees remain in their assigned seats, within the Usher's assigned area of the event
    - (c) Calling for Event Security (Unarmed) personnel, as needed
    - (d) Upon request by VCU, other event related duties as assigned.
  - g) Supervisor: Event staffing duties shall include, but not be limited to:
    - (a) Serving as VCU's primary point of contact for the event
    - (b) Coordinating the work of all the Contractor's other event staffing personal (i.e. Event Security (Unarmed), Overnight Security (Unarmed), Parking Attendants, Ticket Sellers, Ticket Takers, and Ushers, etc.) with the VCU Event Coordinator (or his/her designee).
    - (c) Supervising all of the Contractor's other event staffing personnel (i.e. Event Security (Unarmed), Overnight Security (Unarmed), Parking Attendants, Ticket Sellers, Ticket Takers, and Ushers, etc.)
    - (d) Ensuring that the event staffing services are provided/performed as specified
    - (e) Providing the VCU Event Coordinator (or his/her designee) with the "drop count" (i.e. the final tally of all the tickets that were scanned and/or stubbed for the event, from each point of entry to and if tickets were stubbed
      - (i) Submitting the retained half of the tickets to the VCU Event Coordinator (or his/her designee)
    - (f) Collecting and returning all VCU supplied uniform items to the VCU Event Coordinator (or his/her designee)
    - (g) Upon request by VCU, other event related duties as assigned.
- F. Equipment Requirements: At minimum, the Contractor shall:
1. Equip all entry point Event Security (Unarmed) personnel, and/or other event staffing personnel designated by VCU, with a metal detector for each event.
    - a) The metal detectors shall be a silent (vibrating), hand-held wand version, brand name or equal to the "Metal-Tec" brand.
- G. Uniform Requirements:
1. All event staff personnel shall wear:
    - a) Black pants
    - b) White collared, button-up shirts or a highly visible event staffing T-shirt
    - c) Black shoes
  2. The Contractor shall obtain VCU's prior approval for all uniforms.
- H. Contractor Qualifications: At a minimum, the Contractor shall:
1. Security License:
    - a) Have a Security License:
      - (a) The Contractor shall, upon proposal submission, be licensed by the Department of Criminal Justice Services to provide private security services. Licenses must have been

obtained by the solicitation due date. A copy of the license and license number shall be provided in the response to this proposal. The Contractor shall remain licensed throughout the entire contract period and any contract renewals.

- (b) Continued eligibility to provide/perform services under any contract resulting from this solicitation is contingent upon the Contractor having successfully obtain, and maintaining, a “permanent” license number from the Department of Criminal Justice Services.
- (c) Offerors shall have both the demonstrated experience and the existing, proven capacity of licensed, trained, and qualified personnel to effectively meet the requirements of this RFP and scope of duties therein
- (d) At a minimum, the Successful Offeror shall have been engaged in the business of providing security guards, event staffing personnel, metal detection services, and other areas described in the Scope of Duties for a minimum period of five (5) years prior to the date of this agreement. Further, the Successful Offeror shall be able to demonstrate they are well-equipped and established to ensure they can satisfactorily execute the services within this contract within the guidelines of best business practices in the industry.

I. Personnel Requirements:

1. Event Staff Personnel:

a) Qualifications: At minimum, the Contractor shall:

- (a) Provide/perform the event staffing services only with personnel who are well-trained and experienced in performing the applicable event-staffing duties.
- (b) Personnel employed by the Contractor for assignment to Buyer locations shall meet the qualification standards established by the Department of Criminal Justice Services (DCJS) pursuant to the *Code of Virginia of 1950*, as amended, Sections 9.1-138 et seq. pertaining to the requirements for registered personnel. These requirements include, but are not limited to, fingerprint background checks and successful completion of required training and examination. Personnel shall be in compliance with the standards and procedures established by regulations adopted by the DCJS, including all required renewal training. Proof of employee compliance and registration shall be provided to Buyer upon request.
- (c) If, in the sole option of VCU, an employee of the Contractor is determined not to be qualified, competent, or acceptable for any other reason, the Contractor should not assign that individual for further service at VCU.

2. Account Manager: At a minimum, the Contractor shall:

- a) Assign an “Account Manager” for the VCU account, at no additional cost to VCU.
- b) The “Account Manager” shall:
- c) Assist VCU with resolving problems (e.g. services issues, invoices, contract renewals, etc.)
  - (a) Be accessible via:
    - (i) Telephone (a toll-free telephone number if the telephone number is not a local telephone number)
    - (ii) Email.
- d) In the event there are any changes to the “Account Manager’s” contact information, provide VCU with the updated information by the time the changes are effective.

J. Event Pricing/Event Quote/Invoicing/Payment Requirements:

1. Event Pricing:
  - a) Fees for all services should be in accordance with the "HOURLY RATE" identified in "ATTACHMENT IV," the "PRICING SCHEDULE."
  - b) The "HOURLY RATE" prices identified in "ATTACHMENT IV," the "PRICING SCHEDULE." (as applicable) should:
    - (a) Be based upon a regular hourly (i.e. straight-time) rate; overtime and/or differential rates should not be applicable, regardless of when services are performed (e.g. day, evening, weekend, overnight, holiday, etc.).
    - (b) Include all costs associated with providing the event staffing services specified in this solicitation, to include, but not limited to, all:
      - (i) Equipment, to include:
        1. Metal detectors
      - (ii) Incidentals
      - (iii) Labor (to include licensing and insurance)
      - (iv) Materials
      - (v) Supervision
      - (vi) Supplies
      - (vii) Tools (as applicable);
      - (viii) Training
      - (ix) Travel/transportation/mileage (to and from the job site)
      - (x) Uniforms (unless otherwise provided for by VCU)Extra charges will not be allowed.
    - (c) Be the fixed rate regardless of the number of hours worked, or the number of personnel required for each position.
2. Event Quote: The Contractor should:
  - a) Upon request from VCU for event staffing services, submit a written quote that, at minimum, identifies the:
  - b) Specific event for which event-staffing services will be provided performed
  - c) Specific event-staffing personnel classifications to be utilized
  - d) Name(s) of the Contractor's "Supervisor" to be assigned to the event
  - e) Applicable contract "HOURLY RATE" per event-staffing personnel classification (refer to "ATTACHMENT IV," the "PRICING SCHEDULE." (as applicable);
  - f) Total number of hours per event staffing personnel job classification, etc.
    - (a) Total fixed "Not-To-Exceed" price for providing/performing the event-staffing services
  - g) Not exceed the total fixed "Not-To-Exceed" price without prior written approval from VCU.
3. Invoicing: The Contractor should:
  - a) Invoice VCU only for productive (i.e. exclusive of breaks) hours at the VCU job site.
  - b) Submit one (1) consolidated invoice on a weekly basis, that includes all charges for the event staffing services provided/performed during the previous week; each invoice should contain the following information - the:

- (a) Virginia Commonwealth University purchase order number
  - (b) Name(s) of the event(s) for which event-staffing services were provided/performed
  - (c) Date(s) of the event(s) for which event-staffing services were provided/performed
  - (d) Name(s) of the event-staffing personnel classification(s)
  - (e) Hourly rate per event-staffing personnel classification
  - (f) Number of hours per event-staffing personnel classification:
    - (i) In the event services were provided/performed for more than one (1) event within the invoicing period, the Contractor should identify the specific charges per event.
  - c) Submit invoices to VCU by Friday (or the next VCU business day).
- K. VCU Responsibilities: VCU will:
1. Event Staffing Personnel:
    - a) Event Security (Unarmed)/Parking Attendants/Ticket Takers/Ushers:
      - (a) The VCU Event Coordinator (or his/her designee) will assign each individual to a particular area for the event, as applicable (e.g. 'front-of-house,' 'back-of-house,' 'stage-front,' 'back-stage,' 'court-side,' the elevator, the hospitality room, designated parking decks/lots, etc.).
    - b) Ticket-Sellers:
      - (a) The VCU Event Coordinator (or his/her designee) will provide ticket sales/cashiering operation training for the Contractor's personnel
      - (b) Coordinate the ticket sales/cashiering operation training with the Contractor.
  2. Ticket Scanners:
    - a) Supply the ticket scanners; and will issue the ticket scanners to the Contractor's event-staffing "Supervisor," for disbursement to the "Ticket Taker" personnel.

**VII. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

- A. Instructions are as follows:
1. In order to be considered for award, proposal submissions must contain, at minimum, the following:
    - a) Company Qualifications and Experience
    - b) Responses to all requirements listed in the Statement of Needs above
    - c) Pricing Schedule as required in Section IX
    - d) SWaM documentation as required in Section X
    - e) Capabilities/Capacity: Describe capabilities to satisfy requirements of this RFP (e.g. general company information, geographic location, company size, services, staff, staff size, equipment, financial condition, etc.)
    - f) Plans and Methodologies
    - g) References: A list of three (3) references for whom similar services were provided, preferably institutions of higher education, NCAA Division I athletic venues, or similarly-sized organizations.
  2. Complete and return page 2 of the RFP. Proposals shall be signed by an authorized representative of the Offeror. By submitting a Proposal, Offerors certify that all information

provided in response to the Request for Proposals is true and accurate. Failure to provide information required by this Request for Proposals will ultimately result in rejection of the Proposal.

3. Complete and return signed addenda acknowledgments (if applicable).
4. Submit one (1) original hard copy (paper) document of the entire Proposal, including all attachments and all proprietary information (see #7 below). Submit one (1) unsecured, electronic copy (on a disc or flash drive) of the entire Proposal including all attachments and **EXCLUDING ANY PROPRIETARY INFORMATION**. This disc or flash drive must be clearly marked on the outside that it **excludes** proprietary information.
5. Submit an unsecured electronic copy (on a disc or flash drive) of the entire Proposal, including all attachments and proprietary information.
6. All information requested must be submitted. Failure to submit all information requested may result in the University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the University, at the University's sole discretion.
7. If applicable, the outside of the Proposal must be marked to clearly denote proprietary information is contained in the documents. **Written notice of proprietary information must be submitted as the first page of the Offeror's Proposal.** Notice must specifically identify the applicable portions of the Offeror's Proposal that contain data or materials to be protected and shall state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's Proposal, by some distinct method, such as highlighting, underlining, etc. **The classification of an entire Proposal document, line item prices and/or total Proposal prices as proprietary or trade secrets is not acceptable and may result in rejection and return of the Proposal, at the University's sole discretion.**
8. Invoicing and Payment: Firm must complete Appendix II which is available at: [http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_2.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf)
9. Communications regarding this Request for Proposals (RFP) shall be formal from the date of the issuance for this RFP, until either a Contractor has been selected or the University Procurement Services Department rejects all proposals. Formal communications shall be directed to the University Procurement Department only. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than Procurement Services Department representative may result in the offending Offeror's Proposal being rejected.
10. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available. Offerors who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU, on the Offerors presentation team. VCU reserves the right to rescore proposals following oral presentations.
11. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda is the mandatory controlling version of the document. Any modification of or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by the Virginia Commonwealth University Purchasing Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified

until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.

12. **Exceptions:** Firm must note any exceptions to any of the requirements and/or any of the terms and conditions stated in this RFP in *Appendix III: Exceptions*.
13. Additional information is available at: <http://go.vcu.edu/procurement-purchasing>

#### **VIII. PRICING SCHEDULE:**

Offerors shall identify all costs associated with providing / performing the goods/services specified in this RFP on "ATTACHMENT IV," the "PRICING SCHEDULE."

#### **IX. SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS COMMITMENT (SWaM):**

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in VCU procurement activities. The Commonwealth encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

**Offerors must submit complete Appendix I (see section XIV: Attachments) unless offeror is a DSBSD certified small business. DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.**

**Use of Subcontractors:** If the Offeror intends to use subcontractors to perform any portion of the work described in this RFP, the Offeror must clearly so state. VCU is placing an increased emphasis on its SWaM (Small, Women, and Minority Owned) business program and is interested in identifying any potential opportunities that may be available to engage SWaM vendors to be certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) through new or existing contracts.

**Identify and list any such opportunities that your firm would commit to if awarded this Contract in Appendix 1- Participation in VCU Procurement Transactions Small Businesses and Businesses Owned by Women and Minority.** The Offeror's response must include a description of which portion(s) of the work will be sub-contracted out and the names and addresses of potential Subcontractor(s) under the Contract.

#### **SWaM REPORTING AND DELIVERY REQUIREMENTS:**

Unless the Contractor is a DSBSD certified small business, the Contractor shall submit quarterly reports on the direct involvement of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM Businesses in the performance of the Contract. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DSBSD SWaM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University  
Procurement Services Office  
Attn: SWaM Coordinator  
912 W. Grace Street, POB 980327  
Richmond, VA 23284  
Email: [swamreporting@vcu.edu](mailto:swamreporting@vcu.edu)

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

**X. EVALUATION AND AWARD CRITERIA:**

Proposals will be evaluated based upon the information provided in the Offeror’s Proposal using the criteria specified below. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the VCU shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. The University may cancel this Request for Proposals or reject Proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous (Governing Rules Section 49.D). Should the University determine in writing and in its sole discretion that only one Offeror has made the best proposal, a Contract may be negotiated and awarded to that Offeror. The award document will be a Contract incorporating by reference all the requirements, terms and conditions of the RFP, and the Offeror’s response thereto. VCU reserves the right to award to multiple offerors, should such an award benefit the University.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

**EVALUATION CRITERIA**

- |                                  |     |
|----------------------------------|-----|
| 1. Qualifications and Experience | 35% |
| 2. Methodology/Approach          | 30% |
| 3. Pricing Schedule              | 20% |
| 4. SWaM Status/Utilization*      | 15% |

*\*Offeror’s status as a Virginia certified SWaM Business or the Offeror’s plans to utilize Virginia DSBSD-certified SWaM Businesses in the Offeror’s performance of the contract.*

**XI. GENERAL TERMS AND CONDITIONS:**

General Terms and Conditions can be viewed at:

<http://procurement.vcu.edu/document-library/business-with-vcu/>

**XII. SPECIAL TERMS AND CONDITIONS:**

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. **ADDITIONAL USERS OF CONTRACT:** It is the University’s intent to provide other Virginia Association of State College and University Purchasing Professionals (VASCUPP) with access to the University’s Agreements and to provide Contractors with opportunities to do business with other VASCUPP institutions of higher education.

To that end and if agreeable with the Contractor, the following Colleges and Universities listed are the VASCUPP institutions and may have access to any agreement resulting from this solicitation: College of William and Mary, University of Virginia, George Mason University, Virginia Military Institute, James Madison University, Old Dominion University, Virginia Polytechnic Institute & State University and Radford University. Upon written request from a VASCUPP institution, the Contractor may allow access to the Contract. Although the University desires to provide access on such contract to VASCUPP, the Contractor is not required to provide such access. A firm’s willingness to provide this access to VASCUPP members will not be a consideration in awarding this



contract. Although the VASCUPP Agencies may have access to any resulting Agreement, VASCUPP is not bound to use the Agreement and any use of the Agreement is strictly optional.

If the VASCUPP institutions choose to access the Agreement and the Contractor agrees to such access, the terms and conditions of the Agreement will be in full force and effect as between the VASCUPP institutions and the Contractor. VCU will have no responsibility for the resolution of any contractual disputes, or for payment for services rendered which may arise from a VASCUPP institution accessing the Agreement. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this Agreement.

- C. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- D. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- E. AWARD: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (*Governing Rules Section 49-D*). Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

- F. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- G. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- H. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.

Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.

- I. CONTRACTOR LICENSE REQUIREMENT: By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: REGIONAL MARKETING CONCEPTS, INC. DBA RMC EVENTS, INC.

Subcontractor Name: N/A

License# 11-3291 Type: VA PRIVATE SECURITY/DCTS

- J. CRIMINAL BACKGROUND CHECK:

The Contractor is required to comply with Virginia Commonwealth University's ("VCU") employment policies on criminal conviction investigations.

<http://www.policy.vcu.edu/sites/default/files/Criminal%20Conviction%20Investigations.pdf>The Contractor shall perform criminal conviction investigations on all prospective candidates for full time or part time placement at VCU, including newly hired, re-hired, seasonal, and or temporary employees.

- K. DRUG FREE WORKPLACE: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.

- L. ELECTRONIC COPIES OF PROPOSALS:

The successful Contractor may be required to provide the VCU Department of Procurement Services with a copy of the Contractor's entire original proposal (to include all attachments), and all subsequent correspondence (i.e. responses to requests for clarification and documents generated through the negotiation process) in an unsecured electronic format (i.e. email, disc – CD or DVD or flash drive). **The Contractor SHALL NOT INCLUDE ANY PREVIOUSLY IDENTIFIED PROPRIETARY INFORMATION IN THE ELECTRONIC FORMAT; VCU will post the Contractor's original proposal, and all subsequent correspondence on the VCU Department of Procurement Services Website, VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format).**

- M. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in purchase order(s) with the eVA transaction fee specified below assessed for each order.

1. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:
  - a) DSBSD-certified Small Businesses: 0.75%, Capped at \$500 per order.
  - b) Businesses that are not DSBSD-certified Small Businesses: 0.75%, Capped at \$1,500 per order.
2. For orders issued July 1, 2013, and after, the Vendor Transaction Fee is:
  - a) DSBSD-certified Small Businesses: 1%, Capped at \$500 per order.
  - b) Businesses that are not DSBSD-certified Small Businesses: 1%, Capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase

order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, may provide an electronic catalog (price list) or index page catalog for items awarded. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

N. IDENTIFICATION CARDS:

All Contractor employees authorized to work at VCU, must obtain a VCU identification card. Information on obtaining a card is available at <http://vcucard.vcu.edu/myid.html>. Contractor's employees must wear their VCU identification when they are on VCU property.

O. IDENTIFICATION OF PROPOSAL: The proposal package should be identified as follows:

From:

Name of Offeror	Due Date	Time
_____	_____	_____
Street or Box Number	RFP No.	
_____	_____	_____
City, State, Zip Code +4	RFP Title	

Name of Contract / Purchase Officer:

The package should be addressed as directed on Page 2 of the solicitation.

If a proposal is not clearly identified, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

P. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

Q. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intrauniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.

- R. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.
- S. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- T. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- U. PROPOSAL PRICES: Proposal prices shall be in the form of a firm unit price for each item during the contract period.
- V. PROTEST: Any Offeror who desires to protest the award or decision to award a Contract shall submit the protest in writing to:

Director of Procurement Services  
Virginia Commonwealth University  
912 West Grace, 5<sup>th</sup> Floor  
Richmond, VA 23284

VCU will announce the award utilizing the Commonwealth of Virginia's e-Procurement system (eVA). The protest must be received no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. However, if the protest of any actual or potential Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restricted Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38.88 et seq) of Title 23 of the Code of Virginia, §34, then the time within which the protest shall be submitted shall expire ten (10) days after those records are available for inspection by such Offeror under §34, or at such later time as provided in this section.

VCU Notices of Award(s) or Notices of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

No protest shall lie for a claim that the selected Offeror is not a responsible Offeror. The written protest shall include the basis for the protest and relief sought.

The VCU Director of Procurement Services shall issue a decision in writing within ten (10) days of receipt stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in Section 54 of the Governing Rules.

Nothing in this clause shall be construed to permit a proposer to challenge the validity of the terms or conditions of the RFP. "Days" as used in this paragraph refer to calendar days. If a deadline falls on a Saturday or Sunday, the next business day shall be considered to be the deadline.

- W. REFERENCES: Offerors shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

	<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
1.	PLEASE SEE PROPOSAL TAB #7			
2.				
3.				

- X. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth upon written agreement of both parties for three (3) successive one (1) year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- Y. SECURITY LICENSE: In accordance with § 9-183.3 of the *Code of Virginia* (1950), the Offeror shall be licensed by the Department of Criminal Justice Services for solicitations which include the following work: installation, service, maintenance, or design of security equipment; security officer service; and/or private investigator service. Licenses must be obtained prior to submitting a proposal. The Offeror shall place their license number in the space provided below:

Private Security Services Business License Number: 11-3291

For assistance, Offerors may contact the Department of Criminal Justice Services at (804) 786-0460.

- Z. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- AA. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the Contractor's expense.

**XIII. CONTRACT ADMINISTRATION:**

Upon award of the contract VCU shall designate, in writing, the name(s) of the Contract Administrator(s) who shall work with the contractor in formulating mutually acceptable plans and standards for the delivery, installation and on-going service and/or maintenance that may be required.

- A. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work.
- B. All direction and orders from VCU shall be transmitted through the Contract Administrator, or his designee. However, the Contract Administrator shall have no authority to order changes in the work which alter the concept or scope of the work or change the basis for compensation to the contractor.

**XIV. ATTACHMENTS:**

**Appendix I: SWaM Form** – Participation in State Procurement Transactions by Small Businesses and Businesses Owned by Women and Minorities:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_1.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_1.pdf)

**Appendix II: Invoicing and Payment:**

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP Website Link Appendix 2.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf)

**Appendix III: Exceptions** – see below

**Appendix IV: Price Schedule** – see below

## APPENDIX II INVOICING AND PAYMENT

### Invoicing:

The Contractor shall submit a fully itemized invoice to Virginia Commonwealth University, Accounts Payable and Support Services, Box 980327, Richmond, VA 23298-0327, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

Upon request by VCU, the Contractor shall submit invoices electronically using the Ariba Network or other e-commerce channel utilized by VCU; and agrees to comply, within reason, with any future e-commerce initiatives including, but not limited to: procurement, procurement content, sourcing or any other electronic procurement and sourcing solutions.

Questions regarding this method of invoicing should be sent to: [ecommerce@vcu.edu](mailto:ecommerce@vcu.edu).

### Payment:

VCU Procurement Services is automating the payment process to the greatest extent possible. Contractors are encouraged to accept payment electronically through the commercial card program. Please review the payment methods described below and select one for your firm. By selecting the payment method below, Contractor acknowledges that the selected payment method is **not specific to the contract resulting from this solicitation and will apply to all payments made to the Contractor** by Virginia Commonwealth University. For example, if the Contractor has an existing contract(s) and is currently receiving payment by paper check, and the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the commercial card once the commercial card payment process is implemented for the firm.

### **Payment Methods**

**1. Electronically through a Wells Fargo Visa commercial card:** Payment will be made ten days (10) after receipt of a proper invoice for the amount of payment due, or ten (10) days after receipt of the goods or services, whichever is later.

It is the Contractor's responsibility to contact its banking institutions to determine any credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card.

Questions regarding this method of payment should be sent to [commcard@vcu.edu](mailto:commcard@vcu.edu).


2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://treasury.vcu.edu/banking/vendor-ach/>.

**Contractor must indicate the method of payment selected:**

- Commercial Card Payment (Wells Fargo VISA)  
 Automated Clearing House (ACH)

**Invoicing and Payment Method Acknowledgement:**

Signature:  
Name Printed:  
Title:  
Name of Firm:  
Date:

  
\_\_\_\_\_  
DANIEL J. SCHMITT  
\_\_\_\_\_  
PRESIDENT  
\_\_\_\_\_  
RMC EVENTS  
\_\_\_\_\_  
7/29/2017

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

Name of the individual:  
Title:  
Mailing address:  
Email address:  
Phone number:  
Fax number:

\_\_\_\_\_  
JOHN SCHMITT  
\_\_\_\_\_  
EXEC. DIR. OF BUSINESS OPERATIONS  
\_\_\_\_\_  
3700 WEST END DRIVE  
\_\_\_\_\_  
HENRICO, VA 23294  
\_\_\_\_\_  
JOHN@RMCEVENTS.COM  
\_\_\_\_\_  
804-353-7621  
\_\_\_\_\_  
804-353-7626



**Appendix III:  
Exceptions**

Any and all exceptions to the terms, conditions or specifications of this RFP must be clearly stated, section by section, in the space provided below. Exceptions should be numbered to coincide with the RFP numbering and be provided in the sequence in which the item appears in the RFP. If more space is required, please copy this page or attach separate sheets. Please note VCU, at its discretion, reserves the right to consider proposals containing significant exceptions to be non-responsive.

UNIVERSITY PROPOSAL SECTION NUMBER	STATED EXCEPTION
<u>NONE</u>	<u>NONE</u>

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**ATTACHMENT IV/PRICING SCHEDULE**  
**RFP # 7497878BA - EVENT STAFFING SERVICES**  
**(1 OF 2)**

- A. GENERAL REQUIREMENTS: Offerors shall submit pricing the following format:
1. Offerors shall identify/complete each (as applicable): "HOURLY RATE", "TOTAL "EXTENDED PRICE", and "GRAND TOTAL".
  2. Each (as applicable) "HOURLY RATE", "TOTAL EXTENDED PRICE", and "GRAND TOTAL" must be show (to include decimal points).
  3. In case of an arithmetic error, the "HOURLY RATE", will govern.
  4. The (as applicable) "HOURLY RATE" for the "RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS" (subsection "2.a")/"OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS"(subsection "2.b") and all other unit prices identified in response to this RFP for "OTHER EQUIPMEN /SERVICES" (subsection "2.c"), shall reflect the total fixed price for providing/performing the "Event Staffing Services" specified in, and in response to, this RFP, to include all: equipment, incidentals, labor (to include licensing and insurance), materials, supervision, supplies, tools, training, travel/transportation (to and from the job site), uniforms etc.; EXTRA CHARGES SHALL NOT APPLY:
    - a) The quantities identified in subsection "2.a" are hypothetical and are incorporated for evaluation purposes only; these quantities do not represent any guarantee of the amount / volume of work associated with any contract event staffing requirement.
    - b) The "NUMBER OF HOURS" reflects seven (7) hours per "QUANTITY (EVENT STAFFING PESONNEL)"; e.g. 10 "Ushers" x 7 hours per "Ushers" = 70 hours.
  5. All pricing identified on "ATTACHMENT IV" shall be applicable to VCU and to all other entities eligible to access the contract (refer to Section I, "PURPOSE"), unless the Offeror submits a separate price schedule for such other eligible entities; in the event different pricing applies to other such entities eligible to access the contract:
    - a) Offerors shall submit a separate attachment(s) for such pricing, in the same format as provided in "ATTACHMENT IV," and shall identify the entities to which that pricing applies.
    - b) All terms of the contract (to include "ATTACHMENT IV") shall apply to such pricing.

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**ATTACHMENT IV/PRICING SCHEDULE**  
**RFP # 7497878BA - EVENT STAFFING SERVICES**  
**(2 OF 2)**

B. TOTAL FIXED PRICING: *VIRGINIA COMMONWEALTH UNIVERSITY*

A	RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS	HOURLY RATE (PER PERSON/ PER HOUR)	X	QUANTITY (EVENT STAFFING PERSONNEL)	X	NUMBER OF HOURS	TOTAL EXTENDED PRICE
1	Event Security (Unarmed):	<i>16.15</i>	X	24	X	168	\$2713. <sup>20</sup>
2	Overnight Security (Unarmed):	<i>20.00</i>	X	3	X	21	\$420 <sup>-</sup>
3	Parking Attendant:	<i>16.55</i>	X	3	X	21	\$347. <sup>55</sup>
4	Ticket Seller:	<i>16.15</i>	X	3	X	21	\$339. <sup>15</sup>
5	Ticket Takers:	<i>16.15</i>	X	10	X	70	\$1130. <sup>50</sup>
6	Usher:	<i>16.15</i>	X	10	X	70	\$1130. <sup>50</sup>
7	Supervisor:	<i>18.00</i>	X	1	X	7	\$126 <sup>-</sup>
8	GRAND TOTAL (1-7):	<i>NOTED ABOVE IS RATE X PERSONNEL X 7 - SAMPLE ABOVE HAS ERROR IN # HOURS COLUMN</i>					\$6206. <sup>90</sup>

B	OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS- TITLE	HOURLY RATE (PER PERSON/ PER HOUR)
1	<i>EVENT MANAGER</i>	\$ <i>19.50</i>
2	<i>COMMAND/CONTROL ROOM</i>	\$ <i>18.00</i>
3		\$
4		\$
5		\$

C	OTHER EQUIPMENT/ SERVICES Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price.
---	---

C. PERFORMANCE:

"Performance" shall be defined as the FIRM number of calendar days after receipt of order (ARO), that your company can begin providing/performing the "Event Staffing Services" specified in, and in response to, this RFP; this timeframe may be a factor in marking the award:

    1     Calendar Days ARO

**Charlottesville Office**

943 Glenwood Station Lane, Suite 104  
 Charlottesville, Virginia 22901  
 Phone: 434.984.7622  
 Fax: 434.984.2689

**Richmond Office**

3700 West End Drive  
 Henrico, Virginia 23294  
 Phone: 804.353.7621  
 Fax: 804.353.7626

**UVA Ambassador Office**

1413 University Avenue  
 Charlottesville, Virginia 22903  
 Phone: 434.984.7622 x406  
 Fax: 434.984.2689

## OTHER EQUIPMENT / SERVICES

**VASCUPP Institutions:**

- **Virginia Commonwealth University**

**OTHER EQUIPMENT / SERVICES:** Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price:

- **Stage Barricade (Reverse weight, StageRight style, Blow-Thru panels)**
  - \$12.50/ft
  - \$150 delivery fee, \$150 pickup/return fee
- **Bike Rack / Pedestrian Control Devices (Lightweight plastic and metal available)**
  - \$2.00/ft
  - \$150/delivery fee, \$150 pickup/return fee
- **Vehicle Traffic Counting Device**
  - \$250/per day (\$500 per week cap)
- **Portable Changeable Roadside Message Board**
  - \$500 per day (\$1600 per week cap)
- **15 passenger transit van (RMC Driver/Supervisor Required)**
  - \$175/day
- **Walk Thru Metal Detector Units (60 days advance reservation notice required)**
  - \$400/per unit/per day, \$750 3 Day Rate, \$1200 Weekly Rate
  - \$250/delivery fee, \$250 pickup/return fee
  - RMC Operators Required

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**ATTACHMENT IV/PRICING SCHEDULE**  
**RFP # 7497878BA - EVENT STAFFING SERVICES**  
**(2 OF 2)**

**B. TOTAL FIXED PRICING:**

UNIVERSITY OF VIRGINIA

A	RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS	HOURLY RATE (PER PERSON/ PER HOUR)	X	QUANTITY (EVENT STAFFING PERSONNEL)	X	NUMBER OF HOURS	TOTAL EXTENDED PRICE
1	Event Security (Unarmed):	15.90	X	24	X	168	\$2671 <sup>20</sup>
2	Overnight Security (Unarmed):	19.90	X	3	X	21	\$417 <sup>90</sup>
3	Parking Attendant:	16.90	X	3	X	21	\$354.90
4	Ticket Seller:	15.90	X	3	X	21	\$333 <sup>90</sup>
5	Ticket Takers:	15.90	X	10	X	70	\$1113 <sup>-</sup>
6	Usher:	15.90	X	10	X	70	\$1113 <sup>-</sup>
7	Supervisor:	18.90	X	1	X	7	\$132.30
8	GRAND TOTAL (1-7):	NOTED ABOVE IS RATE X STAFF X 7 - SAMPLE ABOVE HAS ERROR IN # HRS COLUMN.					\$6136 <sup>20</sup>

B	OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS- TITLE	HOURLY RATE (PER PERSON/ PER HOUR)
1	EVENT MANAGER	\$ 19.90
2	ATHLETICS LOCK-UP	\$ 20.90
3	ART MUSEUM STAFF	\$ 18.50
4	P&T STAFF	\$ 16.90
5	BATTON SCHOOL STAFF	\$ 16.90

6 X SEE NEXT PAGE ATTACHMENT \*\*

C	OTHER EQUIPMENT/ SERVICES. Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price.
---	--

**C. PERFORMANCE:**

"Performance" shall be defined as the FIRM number of calendar days after receipt of order (ARO), that your company can begin providing/performing the "Event Staffing Services" specified in, and in response to, this RFP; this timeframe may be a factor in marking the award:

\_\_\_\_\_ 1 \_\_\_\_\_ Calendar Days ARO

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**Additional "Other Event Staffing Personnel Classifications-Title":****VASCUPP Institutions:**

- **University of Virginia**

- |                                   |              |
|-----------------------------------|--------------|
| ○ UVA Commencement Staff          | \$15.90/hour |
| ○ UVA Facilities Management Staff | \$15.90/hour |
| ○ UVA Hospital – Parking Support  | \$16.90/hour |
| ○ UVA Darden School Staff         | \$16.90/hour |
| ○ UVA Rotunda Staff               | \$16.90/hour |
| ○ Event Bike Unit Personnel       | \$22.50/hour |
| ○ Ambassador Supervisor           | \$22.75/hour |
| ○ Ambassador Command              | \$22.75/hour |
| ○ Ambassador Staff and Reception  | \$20.50/hour |
| ○ SafeRide Dispatch/Driver        | \$22.50/hour |

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 Fax: 434.984.2689

**OTHER EQUIPMENT / SERVICES****VASCUPP Institutions:**

- **University of Virginia**

**OTHER EQUIPMENT / SERVICES:** Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price:

- **Stage Barricade (Reverse weight, StageRight style, Blow-Thru panels)**
  - \$12.50/ft, \$150 delivery fee, \$150 pickup/return fee
- **Bike Rack / Pedestrian Control Devices (Lightweight plastic and metal available)**
  - \$2.00/ft, \$150/delivery fee, \$150 pickup/return fee
- **Vehicle Traffic Counting Device**
  - \$250/per day (\$500 per week cap)
- **Portable Changeable Roadside Message Board**
  - \$500 per day (\$1600 per week cap)
- **15 passenger transit van (RMC Driver/Supervisor Required)**
  - \$175/day
- **Hand Held Metal Detector Units**
  - \$25/per unit/per day
- **Walk Thru Metal Detector Units (60 days advance reservation notice required)**
  - \$400/per unit/per day, \$750 3 Day Rate, \$1200 Weekly Rate
  - \$250/delivery fee, \$250 pickup/return fee
  - RMC Operators Required
- **Bus Transportation (upon mutual agreement of outside market resources)**
  - At direct cost from Bus Provider

VIRGINIA COMMONWEALTH UNIVERSITY  
ATTACHMENT IV/PRICING SCHEDULE  
RFP # 7497878BA - EVENT STAFFING SERVICES

(2 OF 2)

OLD DOMINION UNIVERSITY  
COLLEGE OF WILLIAM & MARY

B. TOTAL FIXED PRICING:

A	RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS	HOURLY RATE (PER PERSON/ PER HOUR)	X	QUANTITY (EVENT STAFFING PERSONNEL)	X	NUMBER OF HOURS	TOTAL EXTENDED PRICE
1	Event Security (Unarmed):	16.65	X	24	X	168	\$2797 <sup>20</sup>
2	Overnight Security (Unarmed):	18.80	X	3	X	21	\$394. <sup>80</sup>
3	Parking Attendant:	16.65	X	3	X	21	\$349. <sup>65</sup>
4	Ticket Seller:	16.65	X	3	X	21	\$349. <sup>65</sup>
5	Ticket Takers:	16.65	X	10	X	70	\$1165. <sup>50</sup>
6	Usher:	16.65	X	10	X	70	\$1165. <sup>50</sup>
7	Supervisor:	18.25	X	1	X	7	\$127. <sup>75</sup>
8	GRAND TOTAL (1-7):	NOTED ABOVE IS RATE X STAFF X 7 - SAMPLE ABOVE HAS ERROR IN # HRS COLUMN					\$6350 <sup>05</sup>

B	OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS- TITLE	HOURLY RATE (PER PERSON/ PER HOUR)
1	EVENT MANAGER	\$ 18.25
2		\$
3		\$
4		\$
5		\$

C OTHER EQUIPMENT/ SERVICES: Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price.

C. PERFORMANCE:

"Performance" shall be defined as the FIRM number of calendar days after receipt of order (ARO), that your company can begin providing/performing the "Event Staffing Services" specified in, and in response to, this RFP; this timeframe may be a factor in marking the award:

\_\_\_\_\_ / \_\_\_\_\_ Calendar Days ARO



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## OTHER EQUIPMENT / SERVICES

**VASCUPP Institutions:**

- **Old Dominion University & The College of William and Mary**

**OTHER EQUIPMENT / SERVICES:** Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price:

- **Stage Barricade (Reverse weight, StageRight style, Blow-Thru panels)**
  - \$12.50/ft, \$150 delivery fee, \$150 pickup/return fee
- **Bike Rack / Pedestrian Control Devices (Lightweight plastic and metal available)**
  - \$2.00/ft, \$150/delivery fee, \$150 pickup/return fee
- **Vehicle Traffic Counting Device**
  - \$250/per day (\$500 per week cap)
- **Portable Changeable Roadside Message Board**
  - \$500 per day (\$1600 per week cap)
- **15 passenger transit van (RMC Driver/Supervisor Required)**
  - \$175/day
- **Hand Held Metal Detector Units**
  - \$25/per unit/per day
- **Walk Thru Metal Detector Units (60 days advance reservation notice required)**
  - \$400/per unit/per day, \$750 3 Day Rate, \$1200 Weekly Rate
  - \$250/delivery fee, \$250 pickup/return fee
  - RMC Operators Required
- **Bus Transportation (upon mutual agreement of outside market resources)**
  - At direct cost from Bus Provider

VIRGINIA COMMONWEALTH UNIVERSITY

ATTACHMENT IV/PRICING SCHEDULE

RFP # 7497878BA - EVENT STAFFING SERVICES

(2 OF 2)

VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIV.  
 RADFORD UNIVERSITY & VIRGINIA MILITARY INSTITUTE

B. TOTAL FIXED PRICING:

A	RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS	HOURLY RATE (PER PERSON / PER HOUR)	X	QUANTITY (EVENT STAFFING PERSONNEL)	X	NUMBER OF HOURS	TOTAL EXTENDED PRICE
1	Event Security (Unarmed):	16.50	X	24	X	168	\$ 2772
2	Overnight Security (Unarmed):	20.00	X	3	X	21	\$ 420
3	Parking Attendant:	16.50	X	3	X	21	\$ 346.50
4	Ticket Seller:	16.50	X	3	X	21	\$ 346.50
5	Ticket Takers:	16.50	X	10	X	70	\$ 1155
6	Usher:	16.50	X	10	X	70	\$ 1155
7	Supervisor:	18.00	X	1	X	7	\$ 126
8	GRAND TOTAL (1-7):	NOTED ABOVE IS RATE X STAFF X 7 -SAMPLE ABOVE HAS ERROR IN *HRS COLUMN					\$ 6321

B	OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS- TITLE	HOURLY RATE (PER PERSON / PER HOUR)
1	EVENT MANAGER	\$ 20.00
2		\$
3		\$
4		\$
5		\$

C OTHER EQUIPMENT/ SERVICES: Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price.

C. PERFORMANCE:

"Performance" shall be defined as the FIRM number of calendar days after receipt of order (ARO), that your company can begin providing/performing the "Event Staffing Services" specified in, and in response to, this RFP; this timeframe may be a factor in marking the award:

7 Calendar Days ARO

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 Charlottesville, Virginia 22903  
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 Fax: 434.984.2689

## OTHER EQUIPMENT / SERVICES

**VASCUPP Institutions:**

- **Virginia Tech, Radford University, and Virginia Military Institute**

**OTHER EQUIPMENT / SERVICES: Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price:**

- **Stage Barricade (Reverse weight, StageRight style, Blow-Thru panels)**
  - \$12.50/ft, \$150 delivery fee, \$150 pickup/return fee
- **Bike Rack / Pedestrian Control Devices (Lightweight plastic and metal available)**
  - \$2.00/ft, \$150/delivery fee, \$150 pickup/return fee
- **Vehicle Traffic Counting Device**
  - \$250/per day (\$500 per week cap)
- **Portable Changeable Roadside Message Board**
  - \$500 per day (\$1600 per week cap)
- **15 passenger transit van (RMC Driver/Supervisor Required)**
  - \$175/day
- **Hand Held Metal Detector Units**
  - \$25/per unit/per day
- **Walk Thru Metal Detector Units (60 days advance reservation notice required)**
  - \$400/per unit/per day, \$750 3 Day Rate, \$1200 Weekly Rate
  - \$250/delivery fee, \$250 pickup/return fee
  - RMC Operators Required
- **Bus Transportation (upon mutual agreement of outside market resources)**
  - At direct cost from Bus Provider

**VIRGINIA COMMONWEALTH UNIVERSITY**  
**ATTACHMENT IV/PRICING SCHEDULE**  
**RFP # 7497878BA - EVENT STAFFING SERVICES**

(2 OF 2)

**B. TOTAL FIXED PRICING:**

*GEORGE MASON UNIVERSITY,  
 UNIV. OF MARY WASHINGTON & LONGWOOD UNIVERSITY*

A	RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS	HOURLY RATE (PER PERSON/ PER HOUR)	X	QUANTITY (EVENT STAFFING PERSONNE L)	X	NUMBE R OF HOURS	TOTAL EXTENDE D PRICE
1	Event Security (Unarmed):	16.50	X	24	X	168	\$ 2772 <sup>-</sup>
2	Overnight Security (Unarmed):	18.85	X	3	X	21	\$ 395 <sup>85</sup>
3	Parking Attendant:	16.50	X	3	X	21	\$ 346. <sup>52</sup>
4	Ticket Seller:	16.50	X	3	X	21	\$ 346. <sup>52</sup>
5	Ticket Takers:	16.50	X	10	X	70	\$ 1155 <sup>-</sup>
6	Usher:	16.50	X	10	X	70	\$ 1155 <sup>-</sup>
7	Supervisor:	18.00	X	1	X	7	\$ 126 <sup>-</sup>
8	GRAND TOTAL (1-7):	NOTED ABOVE IS RATE X STAFF X 7 - SAMPLE ABOVE HAS ERROR IN # HRS COLUMN					\$ 6296 <sup>85</sup>

B	OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS- TITLE	HOURLY RATE (PER PERSON/ PER HOUR)
1	<i>EVENT MANAGER</i>	\$ 19.50
2		\$
3		\$
4		\$
5		\$

C	OTHER EQUIPMENT/ SERVICES: Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price.
---	--

**C. PERFORMANCE:**

"Performance" shall be defined as the FIRM number of calendar days after receipt of order (ARO), that your company can begin providing/performing the "Event Staffing Services" specified in, and in response to, this RFP; this timeframe may be a factor in marking the award:

\_\_\_\_\_ / \_\_\_\_\_ Calendar Days ARO

**Charlottesville Office**

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1413 University Avenue  
 Charlottesville, Virginia 22903  
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 Fax: 434.984.2689

**OTHER EQUIPMENT / SERVICES****VASCUPP Institutions:**

- **George Mason University, The University of Mary Washington, and Longwood Univ.**

**OTHER EQUIPMENT / SERVICES: Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price:**

- **Stage Barricade (Reverse weight, StageRight style, Blow-Thru panels)**
  - \$12.50/ft, \$150 delivery fee, \$150 pickup/return fee
- **Bike Rack / Pedestrian Control Devices (Lightweight plastic and metal available)**
  - \$2.00/ft, \$150/delivery fee, \$150 pickup/return fee
- **Vehicle Traffic Counting Device**
  - \$250/per day (\$500 per week cap)
- **Portable Changeable Roadside Message Board**
  - \$500 per day (\$1600 per week cap)
- **15 passenger transit van (RMC Driver/Supervisor Required)**
  - \$175/day
- **Hand Held Metal Detector Units**
  - \$25/per unit/per day
- **Walk Thru Metal Detector Units (60 days advance reservation notice required)**
  - \$400/per unit/per day, \$750 3 Day Rate, \$1200 Weekly Rate
  - \$250/delivery fee, \$250 pickup/return fee
  - RMC Operators Required
- **Bus Transportation (upon mutual agreement of outside market resources)**
  - At direct cost from Bus Provider

VIRGINIA COMMONWEALTH UNIVERSITY  
 ATTACHMENT IV/PRICING SCHEDULE  
 RFP # 7497878BA - EVENT STAFFING SERVICES  
 (2 OF 2)

JAMES MADISON UNIVERSITY

B. TOTAL FIXED PRICING:

A	RFP SPECIFIED EVENT STAFFING PERSONNEL CLASSIFICATIONS	HOURLY RATE (PER PERSON/PER HOUR)	X	QUANTITY (EVENT STAFFING PERSONNEL)	X	NUMBER OF HOURS	TOTAL EXTENDED PRICE
1	Event Security (Unarmed):	16.25	X	24	X	168	\$ 2730
2	Overnight Security (Unarmed):	19.50	X	3	X	21	\$ 409.50
3	Parking Attendant:	16.25	X	3	X	21	\$ 341.25
4	Ticket Seller:	16.25	X	3	X	21	\$ 341.25
5	Ticket Takers:	16.25	X	10	X	70	\$ 1137.50
6	Usher:	16.25	X	10	X	70	\$ 1137.50
7	Supervisor:	18.00	X	1	X	7	\$ 126
8	GRAND TOTAL (1-7):	NOTED ABOVE IS RATE X STAFF X 7 - SAMPLE ABOVE HAS ERROR IN #HRS COUNT					\$6223

B	OTHER EVENT STAFFING PERSONNEL CLASSIFICATIONS- TITLE	HOURLY RATE (PER PERSON/PER HOUR)
1	EVENT MANAGER	\$ 19.50
2		\$
3		\$
4		\$
5		\$

C. OTHER EQUIPMENT/SERVICES: Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price.

C. PERFORMANCE:

"Performance" shall be defined as the FIRM number of calendar days after receipt of order (ARO), that your company can begin providing/performing the "Event Staffing Services" specified in, and in response to, this RFP; this timeframe may be a factor in marking the award:

\_\_\_\_\_ / \_\_\_\_\_ Calendar Days ARO

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## OTHER EQUIPMENT / SERVICES

**VASCUPP Institutions:**

- **James Madison University**

**OTHER EQUIPMENT / SERVICES:** Offerors shall submit a separate attachment that identifies the other related equipment/services and the applicable unit price:

- **Stage Barricade (Reverse weight, StageRight style, Blow-Thru panels)**
  - \$12.50/ft, \$150 delivery fee, \$150 pickup/return fee
- **Bike Rack / Pedestrian Control Devices (Lightweight plastic and metal available)**
  - \$2.00/ft, \$150/delivery fee, \$150 pickup/return fee
- **Vehicle Traffic Counting Device**
  - \$250/per day (\$500 per week cap)
- **Portable Changeable Roadside Message Board**
  - \$500 per day (\$1600 per week cap)
- **15 passenger transit van (RMC Driver/Supervisor Required)**
  - \$175/day
- **Hand Held Metal Detector Units**
  - \$25/per unit/per day
- **Walk Thru Metal Detector Units (60 days advance reservation notice required)**
  - \$400/per unit/per day, \$750 3 Day Rate, \$1200 Weekly Rate
  - \$250/delivery fee, \$250 pickup/return fee
  - RMC Operators Required
- **Bus Transportation (upon mutual agreement of outside market resources)**
  - At direct cost from Bus Provider