

California Mental Health Services Authority (CalMHSA)

Request for Proposals (RFP)

Los Angeles County Take Action LA Events Equipment

Applications due by 5 p.m. (PT) on February 26, 2024

Potential responders must submit proposals only through CalMHSA's e-Procurement Portal (Bonfire) at <https://calmhsa.bonfirehub.com/>.

The RFP does not constitute a contract or an offer. In addition, any contract awarded because of this RFP is subject to any additional restrictions, limitations, or conditions required by CalMHSA in any manner. CalMHSA reserves the right to make one award, multiple awards, or to reject all proposals, in whole or in part, submitted in response to this RFP.

CalMHSA reserves the right to amend this RFP via written



CalMHSA — Issuing Body

The California Mental Health Services Authority (CalMHSA) is a Joint Powers of Authority – an independent government entity – formed in 2009 by counties and cities throughout the state to focus on collaborative, multi-county projects that improve behavioral health care for all Californians. By pooling resources, forging partnerships, and leveraging technical expertise on behalf of counties, CalMHSA develops strategies and programs with an eye toward transforming community mental health; creates cross-county innovations; and is dedicated to addressing equity to better meet the needs of our most vulnerable populations.

Overview

CalMHSA is seeking proposals from organizations with a history of providing equipment for outdoor events in the Los Angeles County geographic area.

Scope of Work

This high-level scope of work outlines the major expected deliverables the successful organization – and their subcontractors, if applicable – will execute in partnership with CalMHSA and CalMHSA-identified subject matter experts. We are seeking qualified proposals that can provide booth equipment, sound, power distribution and stage equipment.

The equipment needs are detailed below, along with event dates and locations.

For each date listed, the selected vendor is expected to:

1. Drop off and set up equipment no less than 3 hours before the event start time
2. Complete a sound check at least 1 hour prior to event start time
3. Have equipment permits signed by engineer, when required by event organizer (event organizer/CalMHSA will provide details)
4. Provide labor for same day set up and strike (NO EXCEPTIONS) * Please note multiple events on May 4, 2024
5. Provide AV tech support on site

Contractor will provide the following services and deliverables for the below events schedule:

Event #	Date	Event time	Location
1	May 4, 2024	11am- 5pm	Steve Owen Memorial Park 43063 10th St W, Lancaster, CA 93534
2	May 4, 2024	11am- 5pm	Belvedere Community Regional Park 4914 E Cesar E Chavez Ave, Los Angeles, CA 90022
3	May 5, 2024	11am-5pm	Ritchie Valens Recreation Center 10736 Laurel Canyon Blvd, Pacoima, CA 91331
4	May 11, 2024	11am-5pm	Earvin "Magic Johnson" Recreation Area 1050 E 120th St, Los Angeles, CA 90059
5	May 12, 2024	11am-5pm	Arcadia County Park 405 S Santa Anita Ave, Arcadia, CA 91006
6	May 18, 2024	11am-5pm	Culver City Veterans Memorial Park 4117 Overland Ave, Culver City, CA 90230
7	May 19, 2024	11am-5pm	Market Street, Inglewood, CA 90305
8	May 23, 2024	10am-2pm	LA City College 855 N Vermont Ave, Los Angeles, CA 90029
9	June 1, 2024	1-4pm	Location TBD

** Times are subject to change. No event will start before 11 a.m. or end after 5 p.m.

Equipment Needs

Services and deliverables to be provided:	Description:
Booth Equipment:	<p>Events 1-8</p> <ul style="list-style-type: none"> • 100 10x10 canopies with concrete or similar weights (no water barrels or stakes) - combination of popup and canopy OK • 60 panels enclosure sidewalls for canopies • 25 extra weights • 150 6' tables • 300 chairs • Potential need for ADA ramps, fans for tents, water stations, stanchions <p>Event 9</p> <ul style="list-style-type: none"> • 20 10x10 canopies with concrete or similar weights (no water barrels or stakes) - combination of popup and canopy OK • 50 extra weights • 60 6' tables • 125 chairs • Potential need for ADA ramps, fans for tents, water stations, stanchions
AV, Sound and Stage Equipment:	<p>For all events 1-9</p> <ul style="list-style-type: none"> • Sound check at least 1 hour prior to event start time • 1 Trailer Stage per event (ADA compliant) • Permits signed by engineer, when required by event organizer (event organizer to provide details) • AV Tech(s) support onsite • Capability to support radio station mobile unit/ DJ • Sound package for 2000 attendees (including subwoofers) • LED Wall + Stacker + Media Server • Capability for same day set up and strike *please note multiple events on 5/4
Power Equipment:	<p>For all events 1-9</p> <ul style="list-style-type: none"> • At least 1 45 KVA Generator, 2 10 KVA Generators Distribution • Site power distro plan • Electrical Permits signed by engineer, when required by event organizer (event organizer to provide details) • Video Wall + Media Server

Budget

The total budget for all booth equipment for all events will not exceed \$110,000.

Total budget for stage, sound and power distribution for all events will not exceed \$280,000, for a total budget that will not exceed \$390,000 for all equipment for all events.

Your proposed budget should include pricing by equipment piece and event date.

Separate from your proposed budget, please provide capabilities pricing for ADA accessibility, railing and cooling systems.

Vendors with competitive pricing will be prioritized. Vendors do not need to be able to provide equipment for every event to be considered.

Your proposal should clearly outline the dates equipment can be provided, specific equipment that can be provided and costs for each type of equipment (e.g., 5 10x10 canopy at \$100 each, \$500 total, trailer stage at \$19,000).

Submission Requirements

Timing: Proposals must be submitted by February 26, 2024 at 5pm Pacific Standard Time through Bonfire [link](#)

ALL PROPOSALS MUST BE SUBMITTED STRICTLY IN ACCORDANCE WITH THE TIME DEADLINE. NO EXCEPTIONS CAN BE MADE FOR LATE SUBMISSIONS.

To be considered, your submission should include responses to the following questions. Responses should not exceed 200 words.

1. Briefly describe your organization's experience providing booth, AV/sounds and/or power equipment for large events.
2. Is your organization prepared to drop off and set up equipment no less than 3 hours before the event start time?
3. Can your organization complete a sound check at least 1 hour prior to event start time?
4. Can your organization comply with event organizer/CalMHSA to obtain engineer signatures for permits?
5. Do you agree to provide labor for same day set up and strike for selected events?
6. Describe how your organization would handle an unforeseen circumstance that would impact the availability of or delivery/clean up of equipment. For example, tents are damaged in an event and no longer available for the next event.
7. Provide a line-item costs for equipment you are able to provide by event date. If you are able to provide equipment for all 9 events, 9 lists/budgets should be provided.
8. Please provide photos of proposed equipment for approval.

Submissions should not exceed six pages.

Timeline

EVENT	Key Dates
RFP Issued	February 13, 2024
Bidders Conference recording posted (no live bidders conference will be held)	February 15, 2024 by 5pm
RFP Questions Due	February 16, 2024 by 5pm
RFP Questions Answered	February 21, 2024 by 5pm
Deadline for Proposals to be Submitted	February 26, 2024 5pm
Proposals Review	February 27-29, 2024
Notification of award	March 4, 2024
Contracting period	March 4- 15, 2024

Submission Address

Please upload your electronic proposals to CalMHSA’s e-Procurement Portal:

<https://calmhsa.bonfirehub.com/>.

1.5 RFP Questions and Clarifications

All questions and requests must be submitted through CalMHSA’s e-Procurement Portal at: <https://calmhsa.bonfirehub.com/>. The deadline to submit questions for this RFP is by 5 p.m. (PT) on February 16, 2024. The FAQ responding to the questions will be posted by 5 p.m. (PT) on February 21, 2024 at <https://calmhsa.bonfirehub.com/>.

To ensure all parties have access to the same information at the same time, except as stated below, CalMHSA will NOT respond to questions as they are received and will not accept phone inquiries.

CalMHSA will not send emails following the posting of the FAQ. It is the sole responsibility of the proposer to refer to the FAQs, which will be posted on CalMHSA’s e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

If a proposer is unable to submit questions via the Bonfire e-Procurement Portal, the Proposer must provide CalMHSA with an email justification outlining why they are unable to do so.

If a question relates to a proprietary/trade secrets aspect of a proposal and the question would expose proprietary information if disclosed to competitors, the proposer must mark the question as "CONFIDENTIAL." With the question, the proposer must submit a statement explaining why the question is sensitive. If CalMHSA concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered by email reply, and both the question and answer will be kept in confidence. If CalMHSA does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified and asked whether the vendor would like the question to receive a public response or no response at all.

Withdrawal

A proposer may withdraw or amend its proposal, but only before the application submission deadline, directly on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

Joint Proposals and Subcontractors

CalMHSA will accept joint proposals; however, one organization must be listed as the lead proposer. All roles and responsibilities must be clearly described in the proposal. Subcontractors may also be included with the scope of work clearly defined.

Review of Applications

CalMHSA will receive all applications and review for completeness and adherence to the RFP rules stated in this document. Following the initial review, all qualified applications will be reviewed and scored by a review panel. The evaluation panel will conduct a fair and impartial evaluation of proposals received in response to this RFP.

The review panel is comprised of individuals with varied backgrounds, including professional expertise, lived experience, personal knowledge, etc. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSA is committed to ensuring the RFP review panel is representative of California's racial, ethnic, and cultural diversity.

Negotiations with Potential Proposers

Selection will not be based exclusively on price. CalMHSA reserves the right to negotiate with proposers who, in the opinion of the review panel, have submitted the best proposal in an attempt to reach an agreement. If no agreement is reached, CalMHSA may negotiate with other proposers or may choose to extend the proposal period. CalMHSA also reserves the right to meet with vendors to gather additional information. Additional information may include, but is not limited to, a demonstration of skills described in the proposal.

Protest Procedures

Protests must be received no later than five (5) business days after the Notice of Intent to Award is posted on the CalMHSA website. The sole bases for protest are that the award was (1) in violation of law, (2) in violation of the provisions of this RFP, or (3) in violation of CalMHSA's procurement process. All protests must be in writing and (1) state in detail each and every ground asserted for the protest, citing to the law, RFP provision, or particular provision of the procurement policy on which the protest is based; (2) explain why the error prevented the aggrieved organization from being awarded the contract; and (3) identify the remedy sought.

Within 14 days of receipt of any protest, CalMHSA's Executive Director will provide a written decision which shall be final upon transmission to the protesting party. If the Executive Director determines that the error identified by the protesting party has deprived that party from receiving the contract, the Executive Director may act to rectify the error, including but not limited to cancellation of the RFP or proposed contract, correction or other revision of the awarded contract, termination of an improperly awarded contract, or affirmation of an existing contract if the discovered defect is immaterial or the Executive Director determines that affirmation is in the best interest of CalMHSA.

Notice Regarding Public Records Act Requests

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All proposals received for this RFP are ultimately subject to public review; however, during the competitive bid process, all proposals will be kept confidential. Upon award and execution of contract by awardee(s), all proposals and supplemental information will be subject to public review, with the exception of those elements of a proposal which contain elements that are clearly marked as confidential or trade secrets. Any such designation should be accompanied by a brief explanation of the reason the information is non-public and protected from disclosure under California law. CalMHSA reserves the right to disregard such designations if they have been applied indiscriminately to non-protected information, and in no event shall CalMHSA, its agents, representatives, consultants, directors, or officers be liable to a responding party for the intentional or inadvertent disclosure of all or a portion of a proposal submitted under this RFP, regardless of whether it was marked as confidential or trade secret.

Although the California Public Records Act allows certain confidential or trade secret information to be protected from disclosure, CalMHSA may not be in a position to establish that the information submitted is protected. If CalMHSA receives a request for public disclosure of all or any portion of a proposal that has been designated as exempt from disclosure, CalMHSA will use reasonable efforts to notify the responding party of the request and give such party an opportunity to assert, at its own expense, a claimed exception under the California Public Records Act or other applicable law within the time period specified in the notice issued by CalMHSA and allowed under the California Public Records Act.

Length of Project Period

Selected proposals will be awarded a one-year, contract based on available funding. However, the project period may extend through FY 25/26. Contracts will be renewed annually, based on available funding. CalMHSA reserves the right to terminate or extend contracts as deemed appropriate. The scope of work will begin May 1, 2024 and go through about June 15, 2024.

Format of Proposal

Proposals shall be in Calibri, 12-point font, double-spaced, and in compliance with the page limits stated at the beginning of each section's description. All proposals should not exceed 6 (six) pages.

Proposals should be submitted in PDF format. Proposals should not be Word or Excel documents, graphic-heavy presentations, PDFs of presentations (e.g., PowerPoint, Canva, or Prezi presentations saved as PDF), or contain embedded videos.

Proposals must be submitted through CalMHSA's e-Procurement Portal at: <https://CalMHSA.bonfirehub.com/>. Submissions by other methods will not be accepted. Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

Browser cookies must be enabled. Respondents should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions or visit Bonfire's help forum at <https://bonfirehub.zendesk.com/hc>.

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Contract

The awarded entity must be able to fully execute an agreement with CalMHSA within the timeframe listed above, and the awarded entities must use the CalMHSA contract template, no changes can be made. Certificates of Insurance in alignment with terms outlined in the CalMHSA contract will be required to execute a contract.

All terms and conditions are outlined in the draft contract template found in the Bonfire link under "Files" for this RFP.