

# OCALICON 2020

FEATURING  **Inclusive  
SPECIAL EDUCATION  
LEADERSHIP INSTITUTE**

## Request for Proposal: Audio Visual (A/V) Equipment and Services

Release Date: **Monday, February 3, 2020**

Deadline: **4:00 pm EST | Tuesday, February 18, 2020**

### Overview

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OCALI is a global leader in creating and connecting resources and relationships to ensure that people with disabilities have the opportunity to live their best lives for their whole lives.

One of the ways that we inspire change is by bringing researchers, experts, practitioners, and families together to collaborate and share ideas and best practices.

OCALICON is the nation's premier conference where 3,000+ participants from across the nation and around the world come together to learn, network, and share research, best practices, and resources to support people with autism spectrum disorder, sensory disabilities, and low-incidence disabilities across the lifespan.

For the third consecutive year, OCALI is honored to continue its partnership with the Ohio Department of Education's Office for Exceptional Children by integrating the 2020 Inclusive Education Leadership Institute with OCALICON. The Inclusive Education Leadership Institute is designed to provide a platform for principals, superintendents, curriculum directors, special education directors, building team leaders, pupil service directors, and general and special educators to collaborate, share research and best practices, and inspire change for students with disabilities.

Additional details about OCALICON 2020 can be found at [ocalicon.org](http://ocalicon.org).

### Event Profile

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Title:	<b>OCALICON 2020</b>
Host:	<b>OCALI</b>
Location:	<b>Greater Columbus Convention Center (GCCC)</b> 400 N. High St. Columbus, OH 43215
Events:	<b>Inclusive Education Leadership Institute (IELI)</b> – November 10 <b>National Autism Leadership Summit (NALS)</b> – November 10 <b>Conference</b> – November 11 - 13 <b>Exhibition</b> – November 11 - 13
Audience:	Educators, state, district, and building administrators, higher education faculty, national leaders, parents, support personnel (including behavior specialists, psychologists, SLPs, etc.), and self-advocates
Audience #'s:	3,000+ from 40+ states and several countries
Exhibitor #'s:	100+ organizations from 20+ states
Room specifications	Exhibit Halls C and D (154,000 sq ft) + 26 additional breakout rooms

### Contact Information

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Contact:	<b>Courtney Yantes, Event Specialist</b>
Email:	<b><a href="mailto:courtney_yantes@ocali.org">courtney_yantes@ocali.org</a></b>
Phone:	<b>(614) 410-0954</b>
Address:	<b>OCALICON 470 Glenmont Ave. Columbus, OH 43214</b>

## Request for Proposal (RFP)

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OCALI seeks a proposal and quote for an Audio Visual (A/V) Equipment and Services provider for OCALICON 2020.

Equipment and services to be provided include:

- A/V equipment and services for Tuesday invitation-only leadership events
- Backdrop, staging, A/V production/recording, and lighting for Wednesday-Friday Keynotes and featured sessions held in Hall D
- Standard room set for approximately 26 breakout rooms in A-Pod, B-Pod, C-Pod, D-Pod (if necessary), and Short North Ballroom A/B for Tuesday-Thursday.
- Additional A/V equipment as needed or required
- Tech support/personnel for production and troubleshooting

## Elements of Response

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Responses to this RFP should include a comprehensive description of the applicant's equipment and services and supporting documentation in the form of photos, videos, visuals, renderings, samples, etc.

Responses should include the following elements:

- Commitment to project scope and key dates/deadlines
- Name, position, and contact information for one (1) primary contact
- Narrative response describing and detailing applicant's equipment and/or services and commitment to key dates and deadlines
- Evidence of successful service of recent events of similar size, scope, and complexity (*minimum of two (2) events during last twelve (12) months*)
- Evidence of successful service of events of similar size, scope, and complexity at the GCCC
- Evidence of knowledge and experience in providing products/services that meet the needs of individuals with sensory disabilities, including visual impairments, blindness, hearing impairments, and/or deafness, and all Americans with Disabilities Act (ADA) requirements
- Names, titles, and description of experience of key personnel who will provide or manage applicant's equipment and services
- A/V equipment and services at the GCCC
- Photos, illustrations, samples, and/or renderings of prior events and/or a showcase of applicant's equipment/services
- Two (2) professional references/recommendations from two (2) current or previous clients.\*\*
- Labor rates for regular/overtime labor
- Travel/shipping costs for transporting equipment and/or personnel

- Evidence of applicant's environmentally responsible (i.e. "green") policies and practices, including but not limited to green equipment and services offered in response to this RFP
- Additional equipment or services offered or recommended beyond the scope of the RFP
- Additional accessibility/ADA equipment or services offered or recommended beyond the scope of the RFP
- Insurance certificate or evidence of insurance coverage in the amount of \$1,000,000 for providing
- Agreement to terms for 2021 contract renewal
- Photos, illustrations, renderings, and/or samples of equipment/services
- Overall quote for all equipment, services, and ancillary costs outlined in this RFP with authorized signature/date. An electronic signature is acceptable.\*\*\*

**Note: Preference will be given to Ohio-based businesses or businesses located outside Ohio but with a local office.**

*\*\*Please include a minimum of two (2) references for similar services or equipment provided for a conference or event during the past twelve (12) months. References should include organization name and contact information (email or telephone number) and should be willing to respond to direct inquiries from OCALI.*

*\*\*\*Include an itemized list of charges for equipment or service. Be sure to clarify "daily" vs. "weekly" charges, if applicable. Please indicate any disparity in rates between pre-ordered and on-site rental of equipment/services. Include both regular and overtime labor rates.*

Responses are due: **4:00 pm EST, Tuesday, February 18, 2020.**

## 2021 Renewal

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Upon successful completion of OCALICON 2020 and at the sole discretion of OCALI, CONTRACTOR may be renewed as A/V Equipment and Services Provider for OCALICON 2021, November 9-12, 2021.

Applicant must: (1) agree to renew as A/V Equipment and Services Provider for OCALICON 2021 if selected by OCALI; and (2) agree to renew 2021 contract at the same rates as established for OCALICON 2020.

OCALI acknowledges and understands that changes or revisions to the products/services utilized in 2020 and 2021, respectively, may impact the final cost for each year. Significant changes in the event scope or need may necessitate a reissuing of an A/V RFP in 2021.

## Submission

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

**Courtney Yantes, Event Specialist,**  
**courtney\_yantes@ocali.org.**

A print version may also be mailed to:

**OCALI | 470 Glenmont Ave. | Columbus, OH 43214**

- Incomplete or late responses may be removed from consideration.
- OCALI reserves the right to interview respondent prior to awarding the contract for this work.
- Submission of proposal does not constitute any type of binding agreement or contract between OCALI and respondent.
- OCALI assumes no responsibility for any cost incurred in developing a response to this RFP.
- OCALI reserves the right to accept or reject responses to this RFP at its sole discretion. OCALI's decision is final with respect to the awarding of this contract.
- Inquiry Period: Questions about this RFP should be submitted in writing to **courtney\_yantes@ocali.org** by **12:00 pm EST, Monday, February 10, 2020**. Please use the subject line *2020 Audio Visual RFP*. Responses to questions received during the inquiry period will be shared with all known candidates and on the OCALICON website.

## 2020 Key Dates and Deadlines

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### Monday, February 3

Release of RFP – A/V Equipment and Services Provider

### Monday, February 3 – Monday, February 10

Inquiry period – Questions due by 12:00 pm EST, Monday, February 10

### Tuesday, February 18 – DEADLINE

Responses to RFP due by 4:00 pm EST

### Wednesday, February 26 – Thursday, February 27

TBD – Optional interviews with finalists

### Friday, February 28

RFP award announced  
Contract issued to successful applicant

### Friday, March 13 – DEADLINE

Signed contract due by 4:00 pm EDT

### Week of November 2

OCALICON 2020 Pre-Con Meeting (day/time TBD)

### Friday, November 6 – DEADLINE

Advance invoice from AV due by 4:00 pm EST

### Monday, November 9

General Services Contractors Move-in Day

### Tuesday, November 10

A/V Move-in Day  
Preconference workshops

### Wednesday, November 11 - Friday, November 13

OCALICON 2020

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

## 2020 GCCC Rental Summary and Schedule

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OCALI licensed the following space for **OCALICON 2020**:

### HALL C

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#### SCHEDULE

*General Service Contractor (GSC) Move-in*  
November 9

*Exhibitor Move-in*  
November 10

*Trade Show*  
November 11-13

*Trade Show Move-out*  
1:00 pm, November 13

### HALL D

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#### SCHEDULE

*A/V Move-in*  
7:00 am – ??? | November 10

*Keynote and Featured Sessions*  
November 11-13

*A/V Move-out*  
1:00 pm, November 13

## Short North Ballroom A (SNB A)

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### SCHEDULE

*A/V Move-in for National Autism Leadership Summit (NALS)*  
6:00 - 7:30 am | November 10

#### NALS

8:00 am - 5:00 pm | November 10

#### Breakout Sessions

Start: 8:00 am | November 10

End: 5:45 pm | November 12

#### A/V Move-out

6:00 pm, November 12

## Short North Ballroom B (SNB B)

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### SCHEDULE

*A/V Move-in for Inclusive Education Leadership Institute*  
9:00 am - 10:30 am | November 10

#### Inclusive Education Leadership Institute

1:00 - 4:30 pm | November 10

#### Breakout Sessions

Start: 8:00 am | November 11

End: 5:45 pm | November 12

#### A/V Move-out

6:00 pm | November 12

## C160-162

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### SCHEDULE

*A/V Move-in for Special Event #1 – TBD*  
6:00 - 7:30 am | November 11

#### Special Event #1 – TBD

9:00 am - 4:30 pm | November 10

#### Breakout Sessions

Start: 8:00 am | November 10

End: 11:00 am | November 13

#### A/V Move-out

11:30 am, November 13

## C170-172

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### SCHEDULE

*A/V Move-in for Special Event #2 – TBD*  
6:00 - 7:30 am | November 10

#### Special Event #2 – TBD

9:00 am - 4:30 pm | November 10

#### Breakout Sessions

Start: 8:00 am | November 11

End: 11:00 am | November 13

#### A/V Move-out

11:30 am, November 13

## C150-151

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### SCHEDULE

*A/V Move-in for Breakout Sessions*  
6:00 - 7:30 am, November 11

#### Breakout Sessions

Start: 8:00 am | November 11

End: 11:00 am | November 13

#### A/V Move-out

11:30 am, November 13

## Lower A Pod

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### SCHEDULE

*A/V Move-in for Breakout Sessions*  
6:00 - 7:30 am, November 11

#### Breakout Sessions

Start: 8:00 am | November 11

End: 11:00 am | November 13

#### A/V Move-out

11:30 pm, November 13

## Upper A Pod

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### SCHEDULE

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

6:00 - 7:30 am, November 11

#### *Breakout Sessions*

Start: 8:00 am | November 11

End: 11:00 am | November 13

#### *A/V Move-out*

11:30 am, November 13

## Lower B Pod

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### SCHEDULE

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

6:00 - 7:30 am, November 11

#### *Breakout Sessions*

Start: 8:00 am | November 11

End: 11:00 am | November 13

#### *A/V Move-out*

11:30 am, November 13

## Upper B Pod

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### SCHEDULE

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

6:00 - 7:30 am, November 11

#### *Breakout Sessions*

Start: 8:00 am | November 11

End: 11:00 am | November 13

#### *A/V Move-out*

11:30 am, November 13

## D Pod

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On hold – use TBD

## OCALICON 2020 Schedule

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### MONDAY, NOVEMBER 9

6:00 am - ???

- GSC and Show Management Move-in Day

### TUESDAY, NOVEMBER 10

7:00 am – ???

- A/V Move-in Day
- GSC and Show Management – con't set up

8:00 am – 5:00 pm

- National Autism Leadership Summit

12:00 pm – 5:00 pm

- Exhibitor registration and move-in

1:00 pm - 4:30 pm

- Inclusive Education Leadership Institute

6:00 pm – 8:00 pm

- Tuesday night kickoff

### WEDNESDAY, NOVEMBER 11

7:00 am – 8:30 am

- Con't Exhibitor Move In

8:00 am – 9:15 am

- Session One

9:00 am – 5:00 pm

- Exhibit Hall Hours

9:45 am – 11:15 am

- Keynote Session

11:15 am – 12:45 pm

- Lunch and Poster Sessions

12:45 pm – 2:00 pm

- Session Two

2:00 pm – 2:45 pm

- Energy Break – Exhibit Hall C

2:45 pm – 4:00 pm

- Session Three

4:30 pm – 5:45 pm

- Session Four

## THURSDAY, NOVEMBER 12

8:00 am - 9:15 am

- Session One

9:00 am – 5:00 pm

- Exhibit Hall Hours

9:45 am – 11:15 am

- Awards Ceremony / Keynote Session

11:15 am – 12:45 pm

- Lunch and Poster Sessions

12:45 pm – 2:00 pm

- Session Two

2:00 pm – 2:45 pm

- Energy Break – Exhibit Hall C

2:45 pm – 4:00 pm

- Session Three

3:00 pm – 5:00 pm

- Exhibit Hall Open to the Public

4:30 pm – 5:45 pm

- Session Four

5:00 pm – 7:00 pm

- Exhibitor move-out

## FRIDAY, NOVEMBER 13

8:00 am – 9:15 am

- Session One

9:00 am – 1:00 pm

- Exhibit Hall Hours

9:45 am – 11:00 am

- Session Two

11:30 am - 12:45 pm

- Keynote Session

11:30 am

- Begin room strike

1:00 pm

- Exhibitor move-out

1:15 pm

- Begin Hall D strike

5:00 pm

- Move out complete

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

## GCCC

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A/V Equipment and Services Provider agrees to work and collaborate with the GCCC team as necessary in support of OCALICON 2020.

**Ashley Dede** | Sales Manager  
adede@columbusconventions.com  
(614) 827-2593 (o)

**Morgan Garner** | Event Manager  
mgarner@columbusconventions.com  
(614) 827-2553 (o)

## General Services Contractor

The general services contractor for OCALICON 2020 is yet to be finalized. A/V Equipment and Services Provider agrees to collaborate with general services contractor as necessary in support of OCALICON 2020.

## Internet

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Smart City is the designated Internet provider for OCALICON 2020. A/V Equipment and Services Provider agrees to collaborate with Smart City as necessary in support of OCALICON 2020.

**Bill Duke** | General Manager  
WDuke@smartcity.com  
(614) 827-2670 (o)

## Scope of Work

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

Please include recommendations, unit cost, and labor charges for each product(s) provided or service(s) performed. An itemized list of equipment, services, and/or labor hours must be submitted to OCALI prior to issuance of final payment. Indicate whether cost is hourly, per day, or for the entire conference. Note that quantities and descriptions are best estimates at the time of the RFP release. Actual quantities may be more or less than what is indicated in this RFP, and some items will not be finalized until a minimum of thirty days\* prior to OCALICON 2020. CONTRACTOR should be prepared to offer equipment or services at the same rates listed in its response to this RFP ± 5% of the estimated quantities. OCALI will only pay for actual products or services used during OCALICON 2020. OCALI reserves the right to order alternate products or services than what is listed in this RFP after contracting with CONTRACTOR.

## Standard Room Set

While room sets sometimes differ from room to room depending on the type of session offered (e.g. lecture vs. panel vs. facilitated discussion), OCALICON arranges most breakout rooms using a standard A/V set, which includes, but is not limited to:

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

Presenters will furnish their own presentation device (laptop, tablet, etc.).

Contractor's response to this RFP should include pricing and recommendations for a standard room set and any additional recommendations for creating a learning environment that best serves the diverse needs and learning styles of adult learners.

Include sample photos, renderings, and illustrations of room sets from other events or conferences.

### General Tech Support:

- Six-seven (6-7) technicians to provide all-day basic support and troubleshooting for IELI, NALS, special event(s), keynote sessions, and concurrent breakout sessions.
- Support includes but is not limited to: connecting presenter laptop to projection system, resolving audio connection or microphone issues, etc.

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

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

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

## Tuesday, November 10, 2020

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### National Autism Leadership Summit (NALS)

**8:00 am – 5:00 pm**

#### Short North Ballroom A

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

### Inclusive Education Leadership Institute (IELI)

**1:00 pm – 4:30 pm**

#### Short North Ballroom B

The Inclusive Education Leadership Institute is designed to provide a platform for special education leaders to collaborate, share research and best practices, and inspire change for students with disabilities.

### Special Event #1 – TBD

**Time – TBD**

#### C160s

A summit, meeting, or other event TBD at a later date.

### Special Event #1 – TBD

**Time – TBD**

#### C170s

A summit, meeting, or other event TBD at a later date.

## Wednesday-Friday, November 11-13

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### Concurrent Breakout Sessions

**8:00 am - 5:45 pm, Wednesday and Thursday**

**8:00 am - 11:00 am, Friday**

**A-Pod, B-Pod, C-Pod, D-Pod (if necessary)**

Over 250 breakout sessions are offered during the 3 days of OCALICON. Rooms will be set in a mix of classroom, theatre, and banquet styles. Please include recommendations and pricing for up to 26 standard room sets plus unit cost(s) for additional equipment as needed.

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

Presenters will furnish their own presentation device (laptop, tablet, etc.).

## Keynote Addresses

9:45 am - 11:15 am | Wednesday and Thursday

11:30 am - 12:45 pm | Friday

## Featured Speakers

12:45-2:00, 2:45-4:00 pm | Wednesday and Thursday

Hall D – Main Stage

We're looking for an A/V partner who can help create an environment and setting in Hall D that continues a tradition of helping our keynotes and special guests shine – while providing attendees with a powerful and engaging experience of learning and discovery.

Hall D is set theatre style for 3,000+. Stage is set 40' (l) x 24' x 32" (h). Please consider room dimensions and audience size so as to maximize the video/audio experience of all attendees.

*Note: Hall C serves as the OCALICON 2020 Exhibit Hall. The airwall between Hall C and Hall D will be pulled for OCALICON 2020 except for an entrance of approximately 30'. Though most attendees will be inside Hall D, Hall C remains open during the Wednesday, Thursday, and Friday keynote sessions and concurrent sessions held in Hall D. The structure and design of Hall D set should take into consideration Hall C remaining open at all times.*

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

## Additional Special Requests:

- **Live Captioning** – include information and pricing for real-time live captioning service. Please specify if this is an in-house or subcontracted service.
- **Assistive Listening** – include information and pricing for assistive listening devices/service. Please specify if this is in-house or subcontracted equipment.
- **Live Streaming** - OCALI will organize and provide equipment for live streaming of keynote sessions. A/V provider must be able to provide a video/audio feed for live streaming.

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

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

## Storage

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

## Communications

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

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

## Additional Labor

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If not factored in to the above, please include any additional regular and overtime labor needed in support and service of OCALICON 2020. If applicable, include specific job roles/positions, cost, and estimated hours for completing labor. An itemized list of labor hours must be submitted to OCALI prior to issuance of payment.

## Additional Equipment or Services

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Please include any additional products or services that applicant can provide or would recommend for OCALICON 2020. Describe or list any complimentary or discounted products or services. Include any supporting photos, illustrations, renderings, and/or samples.

## Accessibility/ADA

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

## Insurance

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

## Security

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All breakout rooms will be locked at the end of the day. OCALI will provide on-site peripheral security in Hall D starting Tuesday, November 10, and continuing through Friday, November 13.

## Payment

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Payment will be issued upon completion of OCALICON 2020 and receipt of a detailed invoice for services rendered. *Note: OCALI is closed for winter break December 21, 2020 - January 1, 2021. Final invoice must be received no later than Friday, December 4, 2020, for payment to be issued prior to OCALI's winter break.*

## Evaluation

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Selection of contractor will be based on the following criteria:

- Applicant's commitment to project scope and key dates/deadlines
- Name, position, and contact information for one (1) primary contact
- Narrative response describing and detailing applicant's equipment and/or services
- Evidence of successful recent events of similar size, scope, and complexity
- Evidence of successful service of events of similar size, scope, and complexity at the GCCC
- Evidence of knowledge and experience in providing products/services that meet and exceed Americans with Disabilities Act (ADA) requirements
- Key personnel description and evidence of experience
- Recommendations/references from a minimum of two (2) current or previous clients
- Labor rates for regular/overtime labor
- Travel/shipping costs for equipment and/or personnel
- Evidence of applicant's environmentally responsible policies and practices
- Additional equipment and/or services offered beyond those listed in the RFP
- Additional accessibility/ADA equipment or services beyond those mentioned in the RFP
- Insurance certificate or evidence of insurance coverage in the amount of \$1,000,000 for providing A/V equipment and services at the GCCC
- Agreement to terms for 2021 contract renewal
- Photos, illustrations, renderings, and/or samples of prior events and/or applicant's equipment/services
- Overall quote for equipment, services, and ancillary costs
- Ohio-based business OR business located outside Ohio but with an office in Ohio
- Prior work history with OCALI

## Notification

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All applicants will receive notification of acceptance or denial by **Friday, February 28, 2020**. Notification will be sent to the primary contact by email.

## Response

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Email electronic copies of completed responses and all necessary attachments by **4:00 pm EST, Tuesday, February 18, 2020** to:

**Courtney Yantes**, Event Specialist,  
courtney\_yantes@ocali.org

A print version may also be mailed to:

**OCALICON**  
**2020 A/V RFP, Attn: Courtney Yantes**  
**470 Glenmont Ave.**  
**Columbus, OH 43214**