



---

## REQUEST FOR PROPOSALS

---

### 2023 Biennial Training Conference

**PROPOSALS DUE MAR 09, 2023, 5:00 P.M. CENTRAL TIME**

#### **OBJECTIVE**

Texas Victim Services Association (TVSA) is seeking proposals from qualified vendors for services related to audio/visual setup and technology support for its biennial training conference to be held at the Hilton Garden Inn, South Padre Island, TX from May 09-12, 2023.

#### **RFP Contact Information**

☐ Kathy Broussard

✉ [techcoord@txvsa.org](mailto:techcoord@txvsa.org)

☎ 512.809.0812

Questions regarding this RFP will be accepted via email until MAR 08 at 5:00 pm central time.

#### **PROPOSAL TIMELINE**

RFP Issued: Friday, February 24, 2023

Question and Answer period: Friday, March 03 - Wednesday, March 08, 2023

Proposal submission deadline: Thursday, March 09, 2023, 5:00 p.m. central time

Proposal review period: Monday, March 13, 2023 – Friday, March 17, 2023

Selection to be made by: Wednesday, March 22, 2023

## ASSOCIATION OVERVIEW

Texas Victim Services Association has been in existence for 25 years and is a non-profit 501(c)(3) professional association. TVSA’s mission is to provide support, education and recognition for (crime) victim services providers.

## EVENT DESCRIPTION AND BACKGROUND

TVSA’s Biennial Training Conference will be held at the Hilton Garden Inn, South Padre Island, TX from May 09-12, 2023. In recent years, the conference typically has drawn approximately 200 attendees. Attendees are crime victim services professionals from the fields of law enforcement, prosecution, non-profit human service agencies, and other public and private agencies and providers of services to crime victims. While it is a Texas statewide conference, some out of state victim services professionals have also attended in the past.

## SCHEDULE-AT-A-GLANCE

The scheduled program plan (subject to change, but any changes are not expected to be significant) is as follows:

- **Day One**

- Tuesday, May 09, 2023**

- One room for an afternoon session 2:00pm – 5:00pm  
(Two presenters, one live and one potentially via Zoom)
- 

- **Day Two**

- Wednesday, May 10, 2023**

- One plenary session room and four workshop breakout rooms 8:30am – 5:00pm
- 

- **Day Three**

- Thursday, May 11, 2023**

- Four workshop breakout rooms all day 8:30am – 5:00pm
- 

- **Day Four**

- Friday, May 12, 2023**

- One plenary session 9:00am – 11:00am  
(Three presenters, one live and two via Zoom)

## **PROPOSED EQUIPMENT LIST**

All sessions are to be presented live and will include live question and answer interactions. The venue provides no AV equipment or support. Your proposal and price quote is to include all AV equipment and materials needed for all rooms at all times in the schedule, such as: screens, laptops, projectors, microphones, cables and connectors, etc. The successful proposer shall ensure all equipment is working and installed properly.

## **PROPOSAL SUBMISSION**

Proposers should include the following elements in their response to this request for proposals:

- 1) Contact information, including physical address, email address and telephone number
- 2) A complete description of services offered, including all equipment and materials needed, and date and timeline for setup and timeline for takedown on May 12
- 3) Name of proposer's primary point of contact, phone number, email address and postal address
- 4) Name of any staff assigned to be on site for tech support
- 5) A detailed, itemized price quote

## **COST PROPOSALS**

Interested proposers should include a cost proposal with their submission. The cost proposal should be broken out into the various components of the vendor's proposal, with separate costs listed for each component. TVSA is a 501 (c)(3) tax exempt organization: proposals should not include any sales taxes.

## **PROPOSER QUESTIONS**

Proposer questions that arise during the proposal preparation process should be submitted in writing via email to: **Kathy Broussard**, at [techcoord@txvsa.org](mailto:techcoord@txvsa.org)

**No later than MAR 08, 2023**

The subject line of emailed questions should be titled "TVSA 2023 Conference Proposal Questions." Questions will be responded to no later than 24 hours from receipt.

**Phone inquiries will not be accepted. No other contacts are to be made with TVSA personnel or TVSA board of directors or conference committee members during the RFP timeline.**

## **PROPOSAL SUBMISSION**

Interested parties should submit their proposal via email to [techcoord@txvsa.org](mailto:techcoord@txvsa.org) on or before MAR 09, 2023, 5:00 p.m. central time. The subject line of the email should be titled “**TVSA Conference AV Proposal**”. **Proposals received after this deadline will not be accepted.** No proposals will be opened prior to the submission deadline. All proposals submitted by the deadline will be opened and reviewed subsequently. Proposals will be evaluated based on their responsiveness, completeness, and cost factors. Once an award is made, all proposers will be notified by email of TVSA’s decision. The primary point of contact listed in your proposal will be contacted once TVSA selects a vendor. Proposals should be valid for 45 days from the date of submission.

TVSA reserves the right to negotiate with one or more proposers should additional information be required to reach a final decision.

TVSA reserves the right to enter cost negotiations with its selected proposer before a final award is made.

**Incomplete proposals will NOT be considered.**