



Event/Program: 2025 Mandela Washington Fellowship for Young African Leaders Summit
Issue Date: October 14, 2024
Proposal Due Date: November 1, 2024

[IREX](#) (International Research & Exchanges Board) is seeking quotes from qualified event management companies to provide conferencing and lodging support, A/V and stage management and vendor sourcing for an upcoming meeting. IREX considers signing a contract with a qualified vendor based on its price competitiveness, customer service, and quality of conference facilities.

The dates for the program are: **July 27 – August 1, 2025**

I. Proposal Requirements

Conferencing and Lodging Support:

- Support the IREX Point of Contact in the management of all lodging and conferencing activities and participate in IREX event coordination meetings leading up to and after the event. Other support activities include:
- Serve the role as main liaison with the hotel and IREX for the rooming list, hotel check-in, and room allocation. Compile and manage rooming accommodation lists based on information provided by the IREX coordination team
- Manage set-up and implementation of on-site registration during arrivals, including credentialing; organizing and disseminating materials; printing and placing signage;
- Develop the Function Sheets for the event. During the event, liaise with the Hotel to ensure all rooms are set up accurately and on time.
- Liaise between IREX and the Hotel to ensure that all meals for breakfast, lunch, dinner, coffee/tea breaks, and networking events are set up on schedule, in the correct location(s), for the correct number of attendees, and in accordance with all dietary needs.
- Act as stage manager for the main conference days: July 28-30, 2025.
- Develop and manage the run of the show in collaboration with IREX.
- Coordinate the delivery of materials and the storage of IREX supplies before, during and after the event.
- Participate in IREX event coordination meetings in the lead-up and a debriefing meeting following the event.

Luggage Management

- Working directly with the hotel to coordinate the logistics for the moving of the luggage from the drop off point to the storage room.
- Coordinating with the hotel to ensure there are sufficient bellhops to support guests with their luggage on arrival and departure.
- Procurement support: disburse the Movers RFP, review and consolidate bids and make recommendations.

Audio Visual Management:

- Procurement support: disburse the A/V RFP, review and consolidate bids and make recommendations.



- Manage the identified A/V service provider and ensure they meet IREXs requirements for presentations, screens/monitors, sound/microphones (lapel and roving), recordings, live streaming, and other live event components.
- Coordinate with the A/V service provider during the event to ensure all equipment is functioning and set up correctly for each session.
- Coordinate with IREX to provide the A/V service provider with all playlists, graphics, slideshows, speaker presentations, etc. in advance of and during the event.

Exhibitor Management – *Tentative* - **Please provide pricing for this specific component**

- Liaise with the hotel to ensure logistics of the exhibition hall space is configured appropriately
- Provide on-the-day support for exhibitor setup and execution of the Expo

Accessibility Support for up to ~50 Participants with Disabilities:

- Assess and prepare hotel accommodations to ensure that it is fully equipped according to each Participant's needs who require disability support (e.g., coordinating with the Hotel to set up ramps, ensuring assigned rooms are fully accessible for Participants with disabilities, etc.).
- Liaise with Hotel and disability support service providers to receive and store the equipment in advance of the Summit.
- Ensuring there are sufficient accessible buses/transportation for Participants with disabilities to be able to participate fully.

Transportation Management –*Tentative* - **Please provide pricing for this specific component**

- Procurement support: disburse the DC Transportation RFP, review and consolidate bids and make recommendations.
- Liaise with the identified transportation service provider to arrange bus services for all arrivals, and departures including and liaising with dispatch on-the-ground.

Printing Management:

- Procurement support: disburse the RFP, review and consolidate bids and make recommendations.
- Liaise with the printing service provider for the production and delivery of Mandela Washington Fellowship-approved branded items which would include printed documents, signage, banners and any other branded items required for the event. This includes collaborating with IREX to approve proofs and ensure that all products meet the required branding specifications.
- Position all branding at the event and throughout the Summit at the appropriate places, including both room signage as well as signage for reserved seating.

In addition to transportation, moving company, AV and printing procurement, outreach to vendors, review and consolidate bids and make recommendations for the following services:

- Additional furniture
- Carpet and Drape for Exhibit Hall
- Overnight Security (for luggage)

Emergency Support

- 24-hour communication with the hotel and with the IREX team



Close out

- Debrief meetings
- Review and reconcile hotel and other service provider invoices

II. Proposal Submission

If you are interested in rendering these services, please send your proposal to Arielle Gousse via email at agousse@irex.org. Please submit your proposal by **November 1, 2024**. All proposals must be valid for a period of no less than sixty (60) calendar days from the closing date. We encourage you to include examples of events of similar size and scope, especially those with VIP government and non-government attendees, that you have held in the past.

III. Proposal Evaluation

The criteria for evaluating proposals are:

- Overall price competitiveness and best value
- Flexibility and customer service
- Professional quality of hosting conferences
- Concessions or discounts working with a non-profit organization

IREX will schedule calls as needed to further evaluate services shared.

IV. Renewal

IREX reserves the right, based on availability of funding and vendor performance, to enter into subsequent contractual agreements with the selected vendor for a period of up to five years without issuing a new RFP.

*** Please note that this event is funded by a grant from the U.S. Department of State. IREX is a 501 (c)(3) organization and certified Tax Exempt in the District of Columbia.*

Contact Information

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