



May 1, 2018

The KIPP Foundation is extending an invitation to audio visual production companies to submit a proposal to provide the organization's audio visual needs and management of audio visual components of event production during our KIPP School Summit being held in Houston, TX at The George R Brown Convention Center between July 26th-August 2nd, 2019 (show dates are July 29th-July 31st).

KIPP, the Knowledge is Power Program, is a national network of free, open-enrollment, college-preparatory public charter schools dedicated to preparing students in underserved communities for success in college and in life.

In 2000, Doris and Don Fisher created the KIPP Foundation to grow the KIPP network by training outstanding school leaders to open and operate KIPP schools. Since 1994, KIPP has grown from two teachers in a single classroom to thousands of teachers serving more than 80,000 students in 200 schools across the country. The KIPP Foundation, through its KIPP School Leadership Program, has recruited and trained more than 275 KIPP school leaders to open new KIPP schools or succeed founding school leaders.

Beyond recruiting and training new school leaders, the KIPP Foundation is responsible for supporting excellence and sustainability across the network and leading network-wide innovation efforts to leverage our growing scale. The KIPP Foundation provides a variety of supports and services to KIPP schools and regions in areas such as instruction, legal, technology, finance, corporate governance, operations, communications, marketing, and development.

The KIPP Foundation does not manage KIPP schools. Each KIPP school is run by a KIPP-trained school leader and governed by a local board of directors, and charters are held by a local 501(c)3.

If your firm has an interest in participating in this RFP process, please review the enclosed RFP and visit KIPP's website: www.kipp.org. Questions regarding the RFP and the selection process should be directed to:

Chalianna Lopez
Director, KIPP School Summit
KIPP Foundation
(760) 672-9870/clopez@kipp.org

The KIPP Foundation will review all RFP responses. Copies of selected responses will be provided to the KSS Team members. Additionally, further written or oral responses may be required before a list of finalists is submitted for review.

KIPP School Summit

The KIPP School Summit, an annual gathering of the KIPP team and family, is planned and managed by the KSS Core Team. It is hosted during the last week in July and invites KIPP teachers, leaders, and school professionals to 1) Develop professionally, 2) Integrate into the broader nation-wide community, 3) Celebrate and renew our commitment to students, and 4) Connect with our investors and partners. The dates of the actual event are July 29th-July 31st, 2019 at the George R Brown Convention Center.

The KIPP Foundation seeks a vendor to provide creative direction and production services for our annual event. Including, but not limited to:

Event Sessions – July 29th - July 31st

Across the 3 core days of meetings, we will typically have 30 concurrent sessions at each of the 3 - 4 daily time blocks during our conference (approximately 250 distinct sessions). All rooms will require a flip chart easel (we will provide flip chart paper and markers), speakers, LCD projector, screen & kit. Sessions over 100 attendees will require lavalier mics and a few sessions will require table or standing mics. We will expect a team of 10-12 technicians on-site to support the breakout rooms.

By July 8th, KIPP will provide the session names, room assigned, dates and times as well as the requested banquet and a/v setups. Provider will take this information and be responsible for planning the session most efficient use of venue space, banquet and audio visual sets. Sessions typically start at 8:30am and rooms are utilized until 5:00pm. All session rooms would need to be set and ready by Sunday, July 28th at 5pm.

Opening Ceremony – July 29th in the Exhibit Hall B3

- Opening Ceremony will be held in Exhibit Hall B3 set for 6,000 attendees.
- The ballroom will be available for set-up starting on Friday, July 26th and needs to be completed by 10am July 28th for a 2-hour tech rehearsal followed by a 3-hour dress rehearsal with students and speakers.
- Opening Ceremony will take place Monday, July 29th at 6:00pm and runs for 2 hours.
- We need to be able to project on large screens what is happening on the stage along with a ppt. slide show (dual screen projection with seamless video switching). In addition, we may need fly screens for the attendees seating towards the back.
- A 70-80 foot scenic stage will be set with a podium on one side, lighting, pipe & drape and audio for invited speakers and performers. Our two emcees will require handheld mics, that they control, and they like to roam around the front few rows. (Stage may need to be slightly bigger depending on our selected student talent groups. This will be determined by February.)
- We will need session recorded, edited, and delivered back to us by August 2nd.
- 1 teleprompter, 1 video prompter and a stage countdown clock that is visible to speaker

- Our student performers are musical or dance groups so we need standing mics to capture their sound or specific requirements (e.g.: 3 Shure SM81 Condenser Microphones, 3 shure wireless HHs ULX-D or UHF-R, Drum Mics Kick (Beta 52) Snare (SM57) HiHat (SM81) OVH (SM57) Joshua, monitor mix)
- Scenic lighting and stage design will be required.
- Please include all rigging and power charges in the proposal. Attached is last year's minute to minute title slides sliced in between them. Here is a [past video footage](#) of this event.

Awards Ceremony – July 31st at 6pm

We will utilize the same ballroom space and set up for our Awards Ceremony on Wednesday night from 7pm-9pm using the same requirements as above. We will need to conduct a 2 hour rehearsal with our MCs on Tuesday afternoon/evening, along with a 3 hour dress rehearsal that Wednesday morning. The ceremony needs to be recorded and edited as well.

- Before the event we will provide sound clips of students talking about their teachers that will need to be played during the award presentations.
- There will be 8-10 video clips of our leaders being honored that will need to be spliced together and shown in groups of 2-3 throughout the evening.
- We will show 1-2 professional videos during the evening that will be provided before the event.
- We have to move out of the ballroom by midnight, August 1st.

Keynote Speakers – July 30th and July 31st (time TBD)

We will utilize the same ballroom space as above for our morning speakers. This session will require all the same as above including recording of the keynote. We may require a quick sound check before the doors open for these events.

Storytelling/Panel Speakers – July 30th and July 31st (time TBD) in General Assembly

Storytelling/Panel Speakers will be held in the General Assembly set for 3,000 attendees.

- The stage will be set with a small scenic stage, a podium on one side, lighting, pipe & drape and audio for invited speakers.
- We will need session recorded, edited, and delivered back to us by August 2nd.
- Please include all rigging and power charges in the proposal.
- We will run a 1-2 hour rehearsal the morning of the events.
- A stage countdown clock that is visible to speaker

College President/Investor and Partner Programming – July 28th – July 30th in Grand Ballroom

We will utilize these rooms to create a nicer theater space for the programming aimed at our investors and partners and college presidents. Due to the importance of this room, we will need it to have a separate production team assigned to this work.

- Over the three days we will have 2-4 sessions which will require two large screens, and a camera package to project what is happening on the stage.
- The stage will be set with a small scenic stage, a podium on one side, lighting, pipe & drape and audio for invited speakers (we will need 5-10 lavalier microphones throughout sessions).
- These sessions need to be recorded and edited by August 2nd.
- Please include all rigging and power charges in the proposal.

Computer Lab – July 28th – August 1st

- 50 computers networked via Ethernet for internet access
- Two weeks before event, selected vendor needs to ship laptop to KIPP office in order for KIPP to provide image for onsite imaging of computers
- Two headphones for all computers (100 headsets)

Closing Reception & After-Party with Live DJ in Texas Ballroom

- Sound system and wireless mic for DJ
- Dance floor lighting and up lights to create a party atmosphere
- Please include all rigging and power charges in the proposal

Additional Equipment Needs

- 15 2-way radios for staff
- 11 laptops for the registration counter
- 8 laptops for the Voter Booth area
- 8-10 digital signs (some will need to be hardwired for a twitter feed and some will just scroll through pre-made ppts.)
- 1 full size multifunction copier/scanner
- 2 black & white printers
- There may be instrumental rental for our musical student talent groups.
- There may be a few added evening receptions that require minimal a/v (usually only sound). Will not know until closer to May 1st.

Creative Services

Provide creative strategy services including art direction, content development and video production.

Describe your company's audio visual capabilities and staff.

Describe your company's content development, graphic design and video production capabilities and staff.

Labor

- Include details on positions and rates for pre-production, onsite production and post-production.
- Include set-up, support and tear down for all areas
- Breakout room support during show hours can be provided by floater technicians. Include how many floater technicians you would provide.

Additional Charges

Please provide if any of these are applicable:

- Transportation (flight and ground transportation)
- Hotel
- Food and Beverage
- Freight
- Taxes
- In-house charges that pertain to set-up, or support services provided (including rigging, motors, pick points, riggers, security, electrical, fork lift, electrical lifts, polytak, dock charges, marshaling yard, storage fees or IT charges).
- Estimate should include all charges that KIPP will be responsible for including equipment, labor, and additional items listed above.

Additional Information

- Provide a brief statement of your company's philosophy, mission, and overall business strategy
- How long has your company been in the events production business? Please provide company background.
- Sample Client List
- References and experience for similar type clients/events (not for profit)
- Number of full time direct employees and their longevity
- Number of offices and locations (employees per office)
- List experience working with Hi-Profile donors at VIP events
- Experience working in venue. Name specific events and years and general event description of what you provided
- Describe your quality control process and proactive steps to ensure a successful event
- Describe your communication strategy and process used before, during and after an event
- Any other information that would be beneficial for both parties to know

Project Schedule

ITEM	COMPLETION DATE	NOTE
Request for Proposal Issued	May 21, 2018	Sent to list of identified Production Companies
Deadline for submission of a/v proposals	June 18, 2018	An electronic copy of the proposal must be emailed to clopez@kipp.org no later than June 18, 2018
Proposals evaluation and selection of the winning bidder and contract negotiation	July 2, 2018	KSS A/V Selection Committee
Notification of Award	July 16, 2018	
On-site meeting with hotel and designated KIPP Staff	February 2019	George R Brown Convention Center
On-site meeting with hotel and designated KIPP Staff	Week of July 22, 2019	George R Brown Convention Center