



DESCHUTES COUNTY FAIR & EXPO

**REQUEST FOR PROPOSALS
(FOR ELECTRONIC SUBMISSION)**

**FAIR SECURITY
(2024 – 2026)**

PROPOSALS DUE:
Tuesday, May 24th, 2024
by
4:30 p.m. (PST)

Questions:

Geoff Hinds, Director
Deschutes County Fair & Expo
3800 Airport Way Redmond OR 97756
Geoff.hinds@deschutes.org 541 548-2711

CONTENTS

HEADING	PAGE NUMBER
REQUEST FOR PROPOSALS	2
1. INVITATION TO SUBMIT PROPOSALS	2
2. PREPARATION AND SUBMISSION OF PROPOSALS	2
3. CLARIFICATION OR PROTESTS OF SOLICITATION DOCUMENTS	3
4. OPENING OF PROPOSALS	4
5. PROPOSAL EVALUATION AND AWARD	4
ATTACHMENT A – SCOPE OF SERVICES REQUIRED	6
ATTACHMENT B – REQUIRED ELEMENTS FOR PROPOSALS	7
ATTACHMENT C – PROPOSER STATEMENTS AND CERTIFICATIONS	8
ATTACHMENT D – SELECTION PROCEDURE AND SCORING	9
ATTACHMENT E – SAMPLE CONTRACT AND INSURANCE REQUIREMENTS	11
EXHIBIT A – INSURANCE COVERAGES REQUIRED	12

REQUEST FOR PROPOSALS

1. INVITATION TO SUBMIT PROPOSALS

Deschutes County Fair & Expo (DCFE) will receive proposals for the Request for Proposals (RFP) for:
2024, 2025, and 2026 Deschutes County Fair & Rodeo SECURITY

Until:

**Tuesday, May 24th 2024
by
4:30 p.m. (PST)**

Submitted to:

Geoff R. Hinds, Director
Geoff.hinds@deschutes.org

Briefly, the work of the RFP includes engaging the services of a security company to manage and oversee the event staff and security personnel at the annual Deschutes County Fair & Rodeo (DCFE), a five-day fair which concludes annually on the first Sunday in August. (2024 dates are July 31 – Aug 4). Management and oversight of Fair event staff and security includes but is not limited to planning, implementation, managing and scheduling staff, and fulfillment of all security services for the annual Deschutes County Fair & Rodeo event. The resulting one (1) year contract may be renewable by DCFE at its sole discretion for an additional two (2) one-year periods. The security services will be with DPSST certified officers and professionals that are trained, equipped and licensed for crowd management as allowed under OAR Chapter 259, Division 060 and ORS 181A.870.

Proposals properly submitted and received will be opened immediately following the time proposals are due, and a list of the names of persons submitting proposals will be promptly sent to all such proposers, along with such other information as the public officer considers appropriate at the time.

To be considered, proposals must be submitted electronically in accordance with all the following instructions:

1. Proposals must be submitted as an attachment to an email, submitted to the email address stated above,
2. The subject line of the email must clearly identify the submission as a response to this specific RFP,
3. Unless otherwise stated in the Proposal Requirements, proposal documents may be submitted in PDF format only, and
4. Proposals must not include .zip files, and cannot be more than 30 megabytes in size.

Interested parties may download a complete set of RFP documents from the Deschutes County Fair & Expo Bids webpage at <https://expo.deschutes.org/p/get-connected/open-rfps>

DCFE may issue an addendum to modify or add to the terms of the RFP, or to change the time or date for submission of proposals. Any such addendum will be posted and may be downloaded from the Deschutes County Fair & Expo Bids webpage in the same location as the RFP posting. Each proposer is responsible to verify for itself if any addendum has been issued prior to submission of its proposal; DCFE is not responsible to notify individual prospective proposers of the issuance of an addendum. The requirements or clarifications contained in any addenda issued must be included in the proposals received and will become part of any resulting contract.

DCFE may reject any proposal not in compliance with all prescribed proposal procedures, requirements, rules, or laws, and may reject for good cause any and all proposals upon the DCFE's finding that it is in the public interest to do so.

2. PREPARATION AND SUBMISSION OF PROPOSALS

2.1 Proposal Preparation. Proposers are responsible to read and understand all portion of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposals. To be responsive,

proposals must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFP. Proposals must be submitted in the required form and containing all required documents and responses, be signed by the proposer or its authorized representative, and submitted in the manner and number described in the Invitation to Submit Proposals.

- 2.2 Proposals Subject to Oregon Public Records Law.** Proposals submitted in response to this RFP become public records under Oregon law and, following contract award, will be subject to disclosure to any person or organization that submits a public records request. Proposers are required to acknowledge that any proposal may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law.

Each proposer must clearly identify each page and all information included in its proposal that is claimed to be exempt from disclosure. If DCFE receives a records request, including subpoena, covering information the proposer believes is covered by an applicable public records exemption, it is the proposer's responsibility to timely communicate its belief to DCFE. Upon receipt of said communication DCFE will consult with County Legal. County Legal will determine whether to oppose disclosure. The decision of County Legal is final. If County Legal agrees to oppose disclosure as requested by the proposer, the proposer must defend and indemnify the DCFE for any external costs associated with asserting such an exemption.

- 2.3 Proposal Submission.** Proposals must be received by the time and date stated for receipt in the Invitation to Submit Proposals. To be considered, proposals must be submitted in the form and manner stated in the Invitation for Proposals, complete with a Proposer's Statements & Certifications Form signed by the proposer or its authorized representative, responses to all criteria and requirements included in the RFP, other documents required to be submitted, if any, and contain the number of copies required.

By submitting a proposal, proposer acknowledges that the proposer has read and understands the terms and conditions applicable to this RFP, and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

- 2.4 Correction, Withdrawal, and Late Submissions.** A proposer may withdraw its proposal at any time prior to the deadline set for receipt of proposals, by email to the person identified for receipt of proposals, and may submit a new sealed proposal in the manner stated in the Invitation to Submit Proposals. DCFE will not consider proposals received after the time and date indicated for receipt of proposals. A proposer may not modify its proposal after it has been deposited with the public officer, other than to address minor informalities, unless the proposal is withdrawn and resubmitted as described above.

3. CLARIFICATION OR PROTESTS OF SOLICITATION DOCUMENTS

- 3.1 Clarifications.** If a proposer finds discrepancies or omissions in the RFP documents, or is in doubt as to their meaning, the proposer must immediately notify the public officer designated for receipt of proposals or other person identified for submission of questions.

If the public officer believes a clarification is necessary, an addendum will be issued in writing not less than 48 hours prior to the deadline for receipt of proposals, and available on the Deschutes County Fair & Expo Bids webpage listed above. The addendum may postpone the date for submission of proposals. The requirements or clarifications contained in any addenda so issued must be included in the proposals received and will become part of any resulting contract.

The apparent silence of the solicitation documents regarding any detail, or the apparent omission from the RFP of a detailed description concerning any point, means that only the best commercial or professional practice, material, or workmanship is to be used.

- 3.2 Protest of Solicitation Documents.** A prospective proposer may protest the competitive selection process or provisions in the RFP documents if the prospective proposer believes the solicitation process is contrary to law or that a solicitation document is unnecessarily restrictive, legally flawed, or improperly specifies a brand name pursuant to the applicable requirements of ORS 279, ORS 279A, ORS 279B, ORS 279C, and/or OAR.. Any written

protest must be submitted to the public officer identified for receipt of proposals in the Invitation to Submit Proposals not less than 10 days prior to the deadline for submission of proposals.

DCFE will consider the protest if the protest is timely filed and contains all the following items:

- Sufficient information to identify the solicitation that is the subject of the protest;
- The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a brand name;
- Evidence or supporting documentation that supports the grounds on which the protest is based; and
- The protest must state the changes to the procurement process or the solicitation document that the prospective proposer believes will remedy the conditions upon which the protest is based.

If the protest meets these requirements, DCFE will consider the protest and issue a decision in writing. If the protest does not meet these requirements, DCFE will promptly notify the prospective proposer that the protest is untimely or that the protest failed to meet these requirements and give the reasons for the failure. DCFE will issue its decision on the protest not less than 3 business days before proposals are due, unless a written determination is made by the DCFE that circumstances exist that justify a shorter time limit.

4. OPENING OF PROPOSALS

- 4.1 Proposals Held Until Time for Opening.** DCFE will not examine any proposal prior to opening. The public officer designated for receipt of proposals may, as time allows, verify that the response document(s) attached to a submission was received intact, and may, but is not required to, notify a proposer that an emailed submission was received in a defective form.
- 4.2 Late Submissions.** Any proposal or modification received after the designated deadline will not be opened or considered.
- 4.3 Inspection of Proposals Submitted.** The proposals submitted will be open to public inspection after the issuance of notice of intent to award, with the exception of any information covered by an exemption to disclosure.

5. PROPOSAL EVALUATION AND AWARD

- 5.1 Responsiveness.** Proposals will be reviewed by the public officer for responsiveness to the minimum requirements established by the RFP, which include at a minimum, but are not limited to:
- Submission of a completed Proposer Statements & Certifications Form in the form included as Attachment C.
 - Compliance with proposal procedures, public contracting laws, and the requirements of the Lane Manual.
 - Application of any applicable preferences for goods and services that have been manufactured, produced or performed in Oregon (ORS 279A.120), resident bidders (ORS 279A.120), recycled materials (ORS 279A.125), or printing performed within the State (ORS 282.210).

- 5.2 Proposal Evaluation.** DCFE will make the contract award based on the responsiveness of the actual proposals received to the requirements established in Attachments A and B, considering price, qualifications, experience, resources, proposed services, proposers' past record of performance for DCFE, and other factors identified in the RFP, as well as responses received from references, interviews, and follow-up questions, if any.

Each proposal will be evaluated by the evaluation committee on the basis of the process and scoring established in Attachment D. Based upon evaluation of the submitted proposals, the evaluation committee may choose to conduct interviews with two or more proposers with the highest-scored proposals. Interviews may include a presentation by the proposer and questions regarding the proposal and services to be provided. Specific criteria for selection interviews, if any, will be distributed at the time interviews are scheduled.

In evaluating the proposals and selecting a contractor, DCFE reserves the rights to:

- Reject any and all proposals,
- Issue subsequent Requests for Proposals for the same or similar goods or services,
- Not award a contract for the requested services,
- Waive any irregularities or informalities,

- Accept the proposal which DCFE deems to be the most beneficial to the public, DCFE, and Deschutes County,
- Negotiate with any proposer to further amend, modify, redefine or delineate its proposal,
- Negotiate and accept, without re-advertising, the proposal of the next-highest scored proposer, in the event that a contract cannot be successfully negotiated with the selected proposer, which may occur prior to the time a final recommendation for award is made for executive approval, and
- Further question any proposer to substantiate claims of experience, background knowledge, and ability.

- 5.3 Mistakes in Proposals.** Minor informalities may be waived. Mistakes discovered after opening where the intended correct statement or amount is clearly evident or properly substantiated may be corrected. Where the intended correct statement or amount is not clearly evident or cannot be substantiated by accompanying documents, and where the statement or amount is material to determining compliance with the minimum requirements of the RFP, the proposal may not be accepted. DCFE reserves the right to waive technical defects, discrepancies and minor irregularities, and to not award a contract when it finds such action to be in the public interest.
- 5.4 Notice of Award.** DCFE will provide written notice of its intent to award to a given proposer or proposers at least 7 days before the award, unless DCFE determines that a shorter notice period is more practicable. Unless otherwise stated in the RFP documents, the Notice of Intent to Award will be given by posting the notice on the Deschutes County Fair & ExpoBids webpage in the same location as the RFP posting.
- 5.5 Protest of Intent to Award.** Any proposer that submitted a proposal for the RFP and is not recommended for award may protest DCFE's recommendation for award. To be considered, the protesting proposer must be eligible to be awarded the contract in the event that the protest is successful. Determination on protests will be made by the decision maker, the DCFE. To be considered, a protest must be submitted in writing and received within 7 calendar days after the Notice of Intent to Award is posted, and must contain the grounds for the protest and cite to applicable law.
- 5.6 Rejection of Proposals.** If all proposals are rejected, new proposals may be called for in a new solicitation, or the proposals received may be considered with an opportunity for supplemental submission from those proposers that submitted proposals, if DCFE finds that it is unlikely that re-advertising would lead to greater competition. The public officer is delegated the authority to reject all proposals, prepare findings of best interests, and provide written notice of rejection of all proposals.

ATTACHMENT A – SCOPE OF SERVICES REQUIRED

The scope of services/work is to provide security and crowd management services, oversight and execution of a security plan for the annual Deschutes County Fair & Rodeo (2024 – 2026).

1. SERVICES REQUIRED.

- 1.1** Development and creation of a full security plan that includes all details such as ingress, egress, emergency action plan, communications plan, evacuation plan and active shooter plan.
 - Development will include evaluation and adjustment to any plans already existing with the DCFE.
 - A copy of the 2023 Fair Security schedule is available to companies upon submission of a Non-Disclosure agreement by licensed security providers
 - It is assumed the 2024 Fair schedule and staffing requirements will be similar to 2023 scheduling with adjustments made between Deschutes County Fair & Expo and the selected provider.
 - The above will be done in conjunction with Deschutes County Fair & Expo Management, Deschutes County Sheriff's Office, Deschutes County County Emergency Management and Local Law Enforcement.

- 1.2** Personnel selection and retention of all properly attired security staff necessary for security posts and other services during the event including move in and move out days. This includes all admission gates, Main Stage executive protection, roaming patrols throughout the grounds and overnight guards. Alcohol monitors for all bars **may** also be included but this will be determined in conjunction with the alcohol license holder.

- 1.3** Management, implementation and fulfillment at all levels of the security plan leading up to, during and after the event.

- 1.4** Liaising between Deschutes County Fair & Expo Management, Deschutes County Sheriff's Office, Local Law Enforcement and any other related parties of interest.

- 1.5** Post event analysis and review.

By bidding on this RFP, you are indicating that you have the capability to provide these services and have the appropriate licenses or certifications active and in good standing in the State of Oregon based upon DPSST policies. Deschutes County Fair & Expo will require a copy of current and active licenses prior to the opening of the Deschutes County Fair & Expo that are required to fulfill the obligations and scope of services/work of the contract.

A copy of the planned 2024 Security Schedule is as follows

**2023 Deschutes County
Fair & Rodeo
July 30th - August 6th**

Sunday

Position	Agent	Time In	Time Out	Hrs	Total Hrs
Graveyard Patrols	1	9:00 PM	8:00 AM	11.00	11.00
Graveyard Supervisor	1	9:00 PM	8:00 AM	11.00	11.00
	2				22.00

Monday

Position	Agent	Time In	Time Out	Hrs	Total Hrs
Graveyard Patrols	1	9:00 PM	8:00 AM	11.00	11.00
Graveyard Supervisor	1	9:00 PM	8:00 AM	11.00	11.00
	2				22.00

Tuesday

Position	Agent	Time In	Time Out	Hrs	Total Hrs
Guard	1	9:00 PM	8:00 AM	11.00	11.00
Graveyard Patrols	1	9:00 PM	8:00 AM	11.00	11.00
Graveyard Supervisor	1	9:00 PM	8:00 AM	11.00	11.00
	3				33.00

Wednesday

Position	Agent	Time In	Time Out	Hrs	Total Hrs
Main Gate	2	10:00 AM	12:00 AM	14.00	28.00
Middle Sister Gate	1	8:00 AM	12:00 AM	16.00	16.00
Rodeo (North Ticket) Gate	1	8:00 AM	12:00 AM	16.00	16.00
Rodeo (North Ticket) Gate	1	10:45 AM	12:00 AM	13.25	13.25
Carnival Gate	1	6:00 AM	12:00 AM	18.00	18.00
Carnival Gate	1	10:45 AM	12:00 AM	13.25	13.25
Admin Gate	1	10:00 AM	10:00 PM	12.00	12.00
New North Gate Entry	1	8:00 AM	8:00 AM	24.00	24.00
New North Gate Entry #2	1	10:00 AM	11:30 PM	13.50	13.50

Relief	2	9:00 AM	11:15 PM	14.25	28.50
Rodeo Arena Rovers	3	5:00 PM	10:00 PM	5.00	15.00
Rodeo Alcohol Monitors	3	5:00 PM	10:00 PM	5.00	15.00
RV Park Entrance	1	6:00 AM	11:00 PM	17.00	17.00
Camping Gate	1	6:00 AM	11:00 PM	17.00	17.00
Alcohol Monitor Supervisor	1	5:00 PM	11:00 PM	6.00	6.00
Alcohol Monitors	15	6:30 PM	11:00 PM	4.50	67.50
Concert Supervisor	1	6:00 PM	10:15 PM	4.25	4.25
Concert Officers / Event Staff	12	6:00 PM	10:00 PM	4.00	48.00
Concert Guard Backstage	1	5:00 PM	10:30 PM	5.50	5.50
Graveyard Supervisor	1	11:00 PM	8:00 AM	9.00	9.00
Graveyard	2	11:00 PM	8:00 AM	9.00	18.00
Dispatch	1	8:00 AM	12:00 AM	16.00	16.00
Manager	1	8:00 AM	12:00 AM	16.00	16.00
	55				436.75

Thursday

Position	Agent	Time In	Time Out	Hrs	Total Hrs
Main Gate	2	10:00 AM	12:00 AM	14.00	28.00
Middle Sister Gate	1	8:00 AM	12:00 AM	16.00	16.00
Rodeo (North Ticket) Gate	1	8:00 AM	12:00 AM	16.00	16.00
Rodeo (North Ticket) Gate	1	10:45 AM	12:00 AM	13.25	13.25
Carnival Gate	1	6:00 AM	12:00 AM	18.00	18.00
Carnival Gate	1	10:45 AM	12:00 AM	13.25	13.25
Admin Gate	1	10:00 AM	10:00 PM	12.00	12.00
New North Gate Entry	1	8:00 AM	8:00 AM	24.00	24.00
New North Gate Entry #2	1	10:00 AM	11:30 PM	13.50	13.50
Relief	2	9:00 AM	11:15 PM	14.25	28.50
Rodeo Arena Rovers	3	5:00 PM	10:00 PM	5.00	15.00
Rodeo Alcohol Monitors	3	5:00 PM	10:00 PM	5.00	15.00
RV Park Entrance	1	6:00 AM	11:00 PM	17.00	17.00
Camping Gate	1	6:00 AM	11:00 PM	17.00	17.00
Alcohol Monitor Supervisor	1	5:00 PM	11:00 PM	6.00	6.00
Alcohol Monitors	15	6:30 PM	11:00 PM	4.50	67.50
Concert Supervisor	1	6:00 PM	10:15 PM	4.25	4.25
Concert Officers / Event Staff	12	6:00 PM	10:00 PM	4.00	48.00
Concert Guard Backstage	1	5:00 PM	10:30 PM	5.50	5.50
Graveyard Supervisor	1	11:00 PM	8:00 AM	9.00	9.00
Graveyard	2	11:00 PM	8:00 AM	9.00	18.00
Dispatch	1	8:00 AM	12:00 AM	16.00	16.00
Manager	1	8:00 AM	12:00 AM	16.00	16.00
	55				436.75

Friday

Position	Agent	Time In	Time Out	Hrs	Total Hrs
Main Gate	2	10:00 AM	12:00 AM	14.00	28.00
Middle Sister Gate	1	8:00 AM	12:00 AM	16.00	16.00
Rodeo (North Ticket) Gate	1	8:00 AM	12:00 AM	16.00	16.00
Rodeo (North Ticket) Gate	1	10:45 AM	12:00 AM	13.25	13.25
Carnival Gate	1	6:00 AM	12:00 AM	18.00	18.00
Carnival Gate	1	10:45 AM	12:00 AM	13.25	13.25
Admin Gate	1	10:00 AM	10:00 PM	12.00	12.00
New North Gate Entry	1	8:00 AM	8:00 AM	24.00	24.00
New North Gate Entry #2	1	10:00 AM	11:30 PM	13.50	13.50
Relief	2	9:00 AM	11:15 PM	14.25	28.50
Rodeo Arena Rovers	3	5:00 PM	10:00 PM	5.00	15.00
Rodeo Alcohol Monitors	3	5:00 PM	10:00 PM	5.00	15.00
RV Park Entrance	1	6:00 AM	11:00 PM	17.00	17.00
Camping Gate	1	6:00 AM	11:00 PM	17.00	17.00
Alcohol Monitor Supervisor	1	6:00 PM	11:00 PM	5.00	5.00
Alcohol Monitors	15	6:30 PM	11:00 PM	4.50	67.50
Concert Supervisor	1	6:00 PM	10:15 PM	4.25	4.25
Concert Officers / Event Staff	12	6:00 PM	10:00 PM	4.00	48.00
Concert Guard Backstage	1	5:00 PM	10:30 PM	5.50	5.50
Graveyard Supervisor	1	11:00 PM	8:00 AM	9.00	9.00
Graveyard	2	11:00 PM	8:00 AM	9.00	18.00
Dispatch	1	8:00 AM	12:00 AM	16.00	16.00
Manager	1	8:00 AM	12:00 AM	16.00	16.00
	55				436.75

Saturday

Position	Agent	Time In	Time Out	Hrs	Total Hrs
Main Gate	2	10:00 AM	12:30 AM	14.50	29.00
Middle Sister Gate	1	8:00 AM	12:30 AM	16.50	16.50
Rodeo (North Ticket) Gate	1	8:00 AM	12:15 AM	16.25	16.25
Rodeo (North Ticket) Gate	1	10:45 AM	12:15 AM	13.50	13.50
Carnival Gate	1	6:00 AM	12:30 AM	18.50	18.50
Carnival Gate	1	10:45 AM	12:30 AM	13.75	13.75
Admin Gate	1	10:00 AM	10:00 PM	12.00	12.00
New North Gate Entry	1	8:00 AM	8:00 AM	24.00	24.00
New North Gate Entry #2	1	10:00 AM	12:00 AM	14.00	14.00
Relief (breakers)	2	9:00 AM	11:30 PM	14.50	29.00
Rodeo Arena Rovers	3	5:00 PM	10:45 PM	5.75	17.25

Rodeo A/M	3	5:00 PM	10:45 PM	5.75	17.25
RV Park Entrance	1	6:00 AM	11:00 PM	17.00	17.00
Camping Gate	1	6:00 AM	11:00 PM	17.00	17.00
A/M Supervisor	1	6:00 PM	12:00 AM	7.00	7.00
A/M & ID Creekside Café	2	6:30 PM	11:30 PM	5.00	10.00
A/M & ID Center Circle Stage	3	6:30 PM	11:30 PM	5.00	15.00
A/M & ID Food Court	3	6:30 PM	11:30 PM	5.00	15.00
A/M & ID Concerts (2 for VIP) Slide two to Chute 9	7	6:30 PM	11:30 PM	5.00	35.00
Concert Supervisor	1	6:00 PM	11:45 PM	5.75	5.75
Concert Guards	12	6:00 PM	9:45 PM	3.75	45.00
Concert Guard Backstage	1	5:00 PM	10:15 PM	5.25	5.25
Graveyard Supervisor	1	11:00 PM	8:00 AM	9.00	9.00
Graveyard	2	11:00 PM	8:00 AM	9.00	18.00
Dispatch	1	8:00 AM	12:45 AM	16.75	16.75
Manager	1	8:00 AM	12:45 AM	16.75	16.75
	55				453.50

Sunday 6th

Position	Agent	Time In	Time Out	Hrs	Total Hrs
Main Gate	2	10:00 AM	9:30 PM	11.50	23.00
Middle Sister Gate	1	8:00 AM	8:15 PM	12.25	12.25
Rodeo (North Ticket) Gate	1	10:00 AM	8:15 PM	10.25	10.25
Rodeo (North Ticket) Gate	1	10:00 AM	9:15 PM	11.25	11.25
Carnival Gate	1	6:00 AM	9:15 PM	15.25	15.25
Carnival Gate	1	10:00 AM	8:15 PM	10.25	10.25
Admin Gate	1	10:00 AM	8:00 PM	10.00	10.00
New North Gate Entry	1	8:00 AM	8:00 PM	12.00	12.00
Relief (breakers)	1	9:00 AM	7:00 PM	10.00	10.00
Relief (breakers)	1	9:00 AM	7:00 PM	10.00	10.00
A/M Supervisor	1	3:00 PM	7:45 PM	4.75	4.75
A/M & ID Concerts (2 for VIP)	7	3:00 PM	7:30 PM	4.50	31.50
Concert Supervisor	1	3:00 PM	7:30 PM	4.50	4.50
Concert Guards	7	3:00 PM	7:30 PM	4.50	31.50
Concert Guard Backstage	1	3:00 PM	7:45 PM	4.75	4.75
Dispatch	1	8:00 AM	9:30 PM	13.50	13.50
Manager	1	8:00 AM	9:30 PM	13.50	13.50
Graveyard Supervisor	1	8:00 PM	7:00 AM	11.00	11.00
Graveyard	2	8:00 PM	7:00 AM	11.00	22.00
	33				261.25

ATTACHMENT B – REQUIRED ELEMENTS OF PROPOSALS

1. PROPOSAL DOCUMENTS AND FORMAT.

1.1. Documents to be Submitted. The proposal submitted must include all the following:

- Responses to each of the required items stated under 1.2 below,
- A completed and executed Proposer Statements and Certifications form, and
- A statement of any exceptions taken to the requirements of this RFP.

1.2. Format Requirements. The proposal submitted must be in compliance with the following rules:

- Be in the order and numbering requested,
- Be submitted in the form and within the limitations stated in the Invitation to Submit Proposals,
- Contain primary text and headings in not less than 10 point type (with smaller text acceptable in notes, graphs, requested tables, and images), and
- Be limited to 10 pages, nominal 8.5" x 11" size. Pages used for a cover letter (which may not exceed two pages), section dividers, resumes, and exceptions are not included in the page limit.

2. REQUIRED RESPONSE CRITERIA. The proposal must address each of the following:

- 2.1 Proposed Services.** Description and proposed services for the management, implementation and execution of the security plan for the 2024 Deschutes County Fair. Please include all levels of security such as but not limited to management approach, supervisory, executive protection, armed and unarmed, bag checks etc. As pricing will be determined based on the Fair's available budget, it is not a required element to include that information however please included it if preferred.
- 2.2 Understanding of Public Safety Requirements for Large Events/Mass Gatherings.** Clear description of necessary elements to properly manage and maintain high levels of security at an event with over 115,000 attendees and participants including elements such as gates, bars and live music.
- 2.3 Resources.** Demonstrated ability to work with other necessary security and law enforcement organizations within the Local Government and other State agencies.
- 2.4 Past Performance.** Successful past performance in an event security management with demonstrated ability to develop, implement and manage an overall security plan for a large event or mass gathering.
- 2.5 Personnel Qualifications:** Please include current resumes/bios of all personnel including management and all parties that would be assigned to the Deschutes County Fair & Expo account as well as those holding management or supervisor roles on site during the event.
- 2.6 DPSST/Necessary Certifications.** Please provide verification that all of the above maintain and hold current all necessary certifications in the roles they will hold for our account.
- 2.7 Professional References (please note that these will not be scored).** Please include a minimum of three professional references from current and past event clients and area partners.
- 2.8 Pricing for 2024, 2025 and 2026 Fairs for;** Event Staff, Licensed Security, and any other tiers of security or price points you propose to provide. This includes any dispatchers, supervisors, or management you propose to utilize to provide the services listed herein.

ATTACHMENT C – PROPOSER’S STATEMENTS AND CERTIFICATIONS

Proposer’s Name: _____

RFP Title: _____

PROPOSER STATEMENTS

Proposer's Offer. Proposer offers to provide the required services in accordance with the requirements of the Request for Proposals (RFP) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named Request for Proposals, and that, if this proposal is accepted, Proposer will execute a contract with DCFE to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Proposer accepts all terms and conditions of this Request for Proposals except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of 60 days from the date proposals are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that every page and all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend and indemnify the DCFE for any costs associated with asserting a claimed exemption.

ADDENDA

Proposer has received and considered, in the accompanying proposal, the terms of the following addenda, if any: _

CERTIFICATIONS

By signing this Proposer’s Certification form, Proposer certifies that:

1. Certification of Resident Bidder Status. Proposer is _____ is not _____ (check one) a resident bidder, as defined in ORS 279A.120.
2. Certification of Non-Discrimination. Proposer has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.
3. Certification of Non-Collusion. This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other proposer.
4. Certification of Compliance with Tax Laws. Proposer has, to the best of Proposer's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including:
 - (a) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,

- (b) Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed, and
- (c) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

The undersigned, by signature here, acknowledges, accepts, and certifies to the statements and certifications as stated above.

PROPOSER

Authorized signature

Proposer's legal name

Name of authorized signer

Address

Title

Date

Federal Tax ID number

OPTIONAL CONTACT INFORMATION REGARDING THIS PROPOSAL

Contact name

Telephone number

Email address

ATTACHMENT D – SELECTION PROCEDURE AND SCORING

1. SELECTION COMMITTEE. The Selection Committee will be comprised of:

Geoff Hinds, Director Deschutes County Fair & Expo
 Luke Larsen, Sales, Marketing & Event Coordinator, Deschutes County Fair & Expo
 Brandi Ebner, Sales, Marketing & Event Coordinator, Deschutes County Fair & Expo
 One (1) Deschutes County Fair Association Member - TBD
 One (1) DCFE Board Member - TBD

2. EVALUATION PROCESS. The selection process for this RFP will include the procedures checked here:

- Will include evaluation and scoring of initial proposal
- Will Will Not include interviews of top-scored proposers
- Will Will Not include a requirement for additional questions and responses from top-scored proposers
- Will Will Not (check one) include competitive negotiations with top-scored proposers

Notwithstanding the selection procedures identified above, DCFE reserves the right to terminate the evaluation process after completion of any procedural stage when, in DCFE's sole opinion, further evaluation procedures are not required for DCFE to identify the proposer whose offer will best suit the interests of DCFE.

3. PROPOSAL SCORING. The DCFE will score proposals according to the following criteria:

	Criterion	Points
1.	Proposed Services	40
2.	Understanding of Public Safety Requirements for Large Events/Mass Gatherings	15
3.	Resources	25
4.	DPSST/Necessary Certifications	10
5.	Proposed Pricing	15
	Total Possible Points	150

4. SHORTLIST DETERMINATION. If DCFE is unable to make a determination of the best proposal based upon the proposal scoring, DCFE may invite up to three proposers to proceed to a further stage of evaluation as identified in A.2 above. If further stage is required, the proposal score Will be added to the proposal score. If not added to the proposal score, the score of this next stage may be used as the sole scoring method for selecting the proposer.

5. INTERVIEW SCORING (if used). DCFE will score interviews according to the following criteria. Each proposer's interview score will be added to the proposer's RFP score to produce a final score.

	Criterion	Points
1.	Review and Proposal of Changes to the Fair's Current Security Plan	40
2.	Examples of Past Large Event Plan Development and Implementation	30
3.	Curent Internal Training Practices and Procedures	30

Total Possible Points	100
-----------------------	-----

ATTACHMENT E – SAMPLE CONTRACT AND INSURANCE REQUIREMENTS

- 1. CONTRACT FORM.** The contract resulting from this RFP will be prepared using the standard DCFE contract form checked here. DCFE's standard contract forms may be downloaded from the Deschutes County Fair & Expo webpage at: <https://expo.deschutes.org/p/get-connected/open-rfps>

- A-1 Goods and/or Services Contract form
- A-3 Professional (non-design) Services Contract form
- Other contract form included with this RFP

- 2. INSURANCE REQUIREMENTS.** The insurance requirements for the contract resulting from this RFP will be as stated on the following page, "INSURANCE COVERAGES REQUIRED".

- 3. PROPOSER COMMENTS ON CONTRACT FORM AND INSURANCE REQUIREMENTS.**

Any proposer may take exception to conditions in the DCFE's contract form and insurance requirements by including such exceptions and any proposed changes with the proposal submitted.

DCFE will consider any proposed changes, inclusions, or exclusions in determining proposal responsiveness or in scoring the proposal.