DAH Consulting, Inc.

303 Park Avenue South, #1176
New York, NY 10010
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RFP #R0700 – MEETING PLANNING SERVICES (FOR RECRUITMENT)

Vendor Contact Information

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Program Summary – DAH Consulting, Inc. Meetings & Events Planning Services

DAH Consulting, Inc. (DAH) provides meetings and events planning services for the NYC DOE Department of Human Resources' annual Teacher Recruitment events borough-wide and city-wide (100 to 500+ attendees). DAH's experienced, client-focused and responsive Meeting & Events Planners coordinate and facilitate the successful execution of Teacher Recruitment weekly/monthly events during the heavy recruitment season months. During the off-peak Teacher recruitment season (mid September through April), the DAH Meeting & Events Planning Team is available to plan and coordinate meetings and events for small, medium and large audiences in other areas of DOE.

DAH Consulting, Inc.
99 Wall Street, 10th Floor
New York, NY 10005

Revised October 10th, 2008 - Best & Final Offer

YEAR 1 & 2

Tasks	ACTIVITIES		Up to 100 people			
3.0	**Specific Tasks**		**Total Labor Hours**	**Meeting & Event Planning Coordinator**	**Clerical**	**Total**
			69	$48.00	$20.00	
Obtain Info for meeting	3.1	Upon receipt of an inquiry from DOE end user, DAH will obtain the appropriate information, which will include the desired geographic location of the event, the number of attendees, catering parameters, the length of the event, breakout rooms, recreational facilities, audio visual equipment, etc.	**2**	**2**	0	**$96.00**
Site Selection	3.2	Solicit and receive proposals from vendors that have a contract with the DOE conference facilities and present them to the requesting end user. The end user will select the facility and services, issue the PO to the facility and pay the facility. If no contracted conference facility is able to accommodate the end user's needs, for reasons of availability, size of facility, etc. then the contractor may solicit and receive bids from non-contracted facilities. It must be in writing why it was necessary to use a non-contracted facility.	**7**	**1**	6	**$168.00**
	3.3	Arrange for the end user to inspect the facilities if requested.	**3**	0	3	$60.00
	3.4	Provide end user with advice on cost efficient alternatives that meet their needs.	**2**	2	0	$96.00
	3.5	Act as a liaison with, and make arrangements with the chosen facility.	**7**	7	0	$336.00
Pre-event Administration	3.6	Prior to the event, prepare materials, such as informational folders for attendees and staff, including reproducing inserts for brochures, forms, and fliers, and audio-visual coordination.	**21**	3	18	$504.00
	3.7	Prior to the event, set up tables and seating, reception tables, registration tables, nametags, signage, stage arrangement, audio-visual coordination, etc.	**6**	3	3	$204.00
On-Site Meeting Management	3.8	Supervise the set-up of the different rooms for all functions, ensuring appropriate arrangement of materials.	**6**	6	0	$288.00
	3.9	Remain on during the event to faciliate registration and to handle situations as they arise.	**8**	3	5	$244.00
Post Meeting Reports	3.10	Provide detailed reports to the end user following the event, provide quarterly and annual summary reports to the end user and other Offices as required.	**7**	3	4	$224.00

Total **$2,220.00**

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YEAR 1 & 2

Tasks	ACTIVITIES		100 to 500 People				
3.0	**Specific Tasks**		**Total Labor Hours**	**Meeting & Event Planning Coordinator (1)**	**Clerical (1)**	**Clerical (2)**	**Total**
			102	$48.00	$20.00	$20.00	
Obtain Info for meeting	3.1	Upon receipt of an inquiry from DOE end user, DAH will obtain the appropriate information, which will include the desired geographic location of the event, the number of attendees, catering parameters, the length of the event, breakout rooms, recreational facilities, audio visual equipment, etc.	**2**	**2**	0	0	**$96.00**
Site Selection	3.2	Solicit and receive proposals from vendors that have a contract with the DOE conference facilities and present them to the requesting end user. The end user will select the facility and services, issue the PO to the facility and pay the facility. If no contracted conference facility is able to accommodate the end user's needs, for reasons of availability, size of facility, etc. then the contractor may solicit and receive bids from non-contracted facilities. It must be in writing why it was necessary to use a non-contracted facility.	**7**	**1**	6	0	**$168.00**
	3.3	Arrange for the end user to inspect the facilities if requested	**3**	0	3	0	$60.00
	3.4	Provide end user with advice on cost efficient alternatives that meet their needs	**2**	2	0	0	$96.00
	3.5	Act as a liaison with, and make arrangements with the chosen facility.	**7**	7	0	0	$336.00
Pre-event Administration	3.6	Prior to the event, prepare materials, such as informational folders for attendees and staff, including reproducing inserts for brochures, forms, and fliers, and audio-visual coordination.	**30**	2	14	14	$656.00
	3.7	Prior to the event, set up tables and seating, reception tables, registration tables, nametags, signage, stage arrangement, audio-visual coordination, etc.	**12**	4	4	4	$352.00
On-Site Meeting Management	3.8	Supervise the set-up of the different rooms for all functions, ensuring appropriate arrangement of materials.	**8**	8	0	0	$384.00
	3.9	Remain on site during the event to handle situations as they arise.	**24**	8	8	8	$704.00
Post Meeting Reports	3.10	Provide detailed reports to the end user following the event, provide quarterly and annual summary reports to the end user and other Offices as required.	**7**	3	4	0	$224.00
Total							**$3,076.00**

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YEAR 1 & 2

Tasks	ACTIVITIES		Over 500 People					
3.0	**Specific Tasks**		**Total Labor Hours**	**Meeting & Event Planning Coordinator (1)**	**Meeting & Event Planning Coordinator (2)**	**Clerical (1)**	**Clerical (2)**	**Total**
			124	$48.00	$48.00	$20.00	$20.00	
Obtain Info for meeting	3.1	Upon receipt of an inquiry from DOE end user, DAH will obtain the appropriate information, which will include the desired geographic location of the event, the number of attendees, catering parameters, the length of the event, breakout rooms, recreational facilities, audio visual equipment, etc.	**2**	**2**	0	0	0	**$96.00**
Site Selection	3.2	Solicit and receive proposals from vendors that have a contract with the DOE conference facilities and present them to the requesting end user. The end user will select the facility and services, issue the PO to the facility and pay the facility. If no contracted conference facility is able to accommodate the end user's needs, for reasons of availability, size of facility, etc. then the contractor may solicit and receive bids from non-contracted facilities. It must be in writing why it was necessary to use a non-contracted facility.	**7**	**1**	0	6	0	**$168.00**
	3.3	Arrange for the end user to inspect the facilities if requested	**3**	0	0	3	0	$60.00
	3.4	Provide end user with advice on cost efficient alternatives that meet their needs	**2**	2	0	0	0	$96.00
	3.5	Act as a liaison with, and make arrangements with the chosen facility.	**7**	7	0	0	0	$336.00
Pre-event Administration	3.6	Prior to the event, prepare materials, such as informational folders for attendees and staff, including reproducing inserts for brochures, forms, and fliers, and audio-visual coordination.	**44**	0	4	20	20	$992.00
	3.7	Prior to the event, set up tables and seating, reception tables, registration tables, nametags, signage, stage arrangement, audio-visual coordination, etc.	**20**	5	5	5	5	$680.00
On-Site Meeting Management	3.8	Supervise the set-up of the different rooms for all functions, ensuring appropriate arrangement of materials.	**5**	5	0	0	0	$240.00
	3.9	Remain on site during the event to handle situations as they arise.	**27**	7	4	8	8	$848.00
Post Meeting Reports	3.10	Provide detailed reports to the end user following the event, provide quarterly and annual summary reports to the end user and other Offices as required.	**7**	4	0	3	0	$252.00

Total **$3,768.00**

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YEAR 3

Tasks	ACTIVITIES		Up to 100 people			
3.0	**Specific Tasks**		**Total Labor Hours**	**Meeting & Event Planning Coordinator**	**Clerical**	**Total**
			87	$50.00	$22.00	
Obtain Info for meeting	3.1	Upon receipt of an inquiry from DOE end user, DAH will obtain the appropriate information, which will include the desired geographic location of the event, the number of attendees, catering parameters, the length of the event, breakout rooms, recreational facilities, audio visual equipment, etc.	**2**	**2**	0	**$100.00**
Site Selection & Pre-event Administration	3.2	Solicit and receive proposals from vendors that have a contract with the DOE conference facilities and present them to the requesting end user. The end user will select the facility and services, issue the PO to the facility and pay the facility. If no contracted conference facility is able to accommodate the end user's needs, for reasons of availability, size of facility, etc. then the contractor may solicit and receive bids from non-contracted facilities. It must be in writing why it was necessary to use a non-contracted facility.	**7**	**1**	6	**$182.00**
	3.3	Arrange for the end user to inspect the facilities if requested.	3	0	3	$66.00
	3.4	Provide end user with advice on cost efficient alternatives that meet their needs.	2	2	0	$100.00
	3.5	Act as a liaison with, and make arrangements with the chosen facility.	7	7	0	$350.00
	3.6	Prior to the event, prepare materials, such as informational folders for attendees and staff, including reproducing inserts for brochures, forms, and fliers.	21	3	18	$546.00
On-Site Meeting Management	3.7	Manage the event, including table and seating set-up, reception tables, registration, name tags, signage, stage arrangement, etc.	13	4	9	$398.00
	3.8	Supervise the set-up of the different rooms for all functions, ensuring appropriate arrangement of materials.	8	8	0	$400.00
	3.9	Remain on site during the event to handle situations as they arise.	17	6	11	$542.00
Post Meeting Reports	3.10	Provide detailed reports to the end user following the event, provide quarterly and annual summary reports to the end user and other Offices as required.	7	3	4	$238.00

Total **$2,922.00**

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YEAR 3

Tasks	ACTIVITIES		100 to 500 People				
3.0	**Specific Tasks**		**Total Labor Hours**	**Meeting & Event Planning Coordinator (1)**	**Clerical (1)**	**Clerical (2)**	**Total**
			120	$50.00	$22.00	$22.00	
Obtain Info for meeting	3.1	Upon receipt of an inquiry from DOE end user, DAH will obtain the appropriate information, which will include the desired geographic location of the event, the number of attendees, catering parameters, the length of the event, breakout rooms, recreational facilities, audio visual equipment, etc.	**2**	**2**	0	0	**$100.00**
Site Selection & Pre-event Administration	3.2	Solicit and receive proposals from vendors that have a contract with the DOE conference facilities and present them to the requesting end user. The end user will select the facility and services, issue the PO to the facility and pay the facility. If no contracted conference facility is able to accommodate the end user's needs, for reasons of availability, size of facility, etc. then the contractor may solicit and receive bids from non-contracted facilities. It must be in writing why it was necessary to use a non-contracted facility.	**7**	**1**	6	0	**$182.00**
	3.3	Arrange for the end user to inspect the facilities if requested	3	0	3	0	$66.00
	3.4	Provide end user with advice on cost efficient alternatives that meet their needs	2	2	0	0	$100.00
	3.5	Act as a liaison with, and make arrangements with the chosen facility.	7	7	0	0	$350.00
	3.6	Prior to the event, prepare materials, such as informational folders for attendees and staff, including reproducing inserts for brochures, forms, and fliers.	30	2	14	14	$716.00
On-Site Meeting Management	3.7	Manage the event, including table and seating set-up, reception tables, registration, name tags, signage, stage arrangement, etc.	26	8	9	9	$796.00
	3.8	Supervise the set-up of the different rooms for all functions, ensuring appropriate arrangement of materials.	12	12	0	0	$600.00
	3.9	Remain on site during the event to handle situations as they arise.	24	8	8	8	$752.00
Post Meeting Reports	3.10	Provide detailed reports to the end user following the event, provide quarterly and annual summary reports to the end user and other Offices as required.	7	3	4	0	$238.00

Total **$3,900.00**

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YEAR 3

Tasks	ACTIVITIES		Over 500 People					
3.0	**Specific Tasks**		**Total Labor Hours**	**Meeting & Event Planning Coordinator (1)**	**Meeting & Event Planning Coordinator (2)**	**Clerical (1)**	**Clerical (2)**	**Total**
			137	$50.00	$50.00	$22.00	$22.00	
Obtain Info for meeting	3.1	Upon receipt of an inquiry from DOE end user, DAH will obtain the appropriate information, which will include the desired geographic location of the event, the number of attendees, catering parameters, the length of the event, breakout rooms, recreational facilities, audio visual equipment, etc.	**2**	**2**	0	0	0	**$100.00**
Site Selection	3.2	Solicit and receive proposals from vendors that have a contract with the DOE conference facilities and present them to the requesting end user. The end user will select the facility and services, issue the PO to the facility and pay the facility. If no contracted conference facility is able to accommodate the end user's needs, for reasons of availability, size of facility, etc. then the contractor may solicit and receive bids from non-contracted facilities. It must be in writing why it was necessary to use a non-contracted facility.	**7**	**1**	0	6	0	**$182.00**
	3.3	Arrange for the end user to inspect the facilities if requested	3	0	0	3	0	$66.00
	3.4	Provide end user with advice on cost efficient alternatives that meet their needs	2	2	0	0	0	$100.00
	3.5	Act as a liaison with, and make arrangements with the chosen facility.	7	7	0	0	0	$350.00
Pre-event Administration	3.6	Prior to the event, prepare materials, such as informational folders for attendees and staff, including reproducing inserts for brochures, forms, and fliers.	44	0	4	20	20	$1,080.00
	3.7	Prior to the event, setup tables and seating, reception tables, registration tables, nametags, signage, stage arrangements, etc	33	9	8	8	8	$1,202.00
On-Site Meeting Management	3.8	Supervise the set-up of the different rooms for all functions, ensuring appropriate arrangement of materials.	5	5	0	0	0	$250.00
	3.9	Remain on site during the event to handle situations as they arise.	27	7	4	8	8	$902.00
Post Meeting Reports	3.10	Provide detailed reports to the end user following the event, provide quarterly and annual summary reports to the end user and other Offices as required.	7	4	0	3	0	$266.00

Total **$4,498.00**

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Materials and Supplies	Quantity	Rate	Total
Badges	500	$2.54	$ 1,270.00
Printing	500	$1.50	$ 750.00
Signage	1	$250.00	$ 250.00
Subtotal			$ 2,270.00

Catering	Description	Catering Coordination Daily Rate	Total
Basic	1 meal	$80.00	$80.00
Moderate	1 meal, 1 breakfast	$160.00	$160.00
Extensive	1 meal, 1 breakfast, dessert	$160.00	$160.00