



**RFQ for Conference/Event Manager  
Pre-Submittal Virtual Meeting  
December 6, 2021 at 2:00pm**

Thomas Leathers, President

Dave Pitts, Vice President

Clint Joy, Secretary

Allen Altman, Treasurer

Pam Corbin

Carl DePinto

Bill Foster

Doug Lape

Joshua Puckett

Joshua Roshnagel

Cheryl Stout

Matt Sumpter

Jon Toy

Jared Wright

A close-up photograph of a person's hand and arm, wearing a white button-down shirt. The hand is pointing forward with the index finger. The background is slightly blurred.

# Welcome

## Board of Director Introductions

- Founded in 1986
- Professional association of parking administrators, practitioners, suppliers, vendors and consultants formed for the purposes of acquiring knowledge; encouraging professional development; providing mutual support, and creating an environment for professional interaction.
- Membership is open to government bodies, authorities, colleges, universities, hospitals, airports, corporations, other types of businesses and individuals associated with the parking industry, and to others supporting the organization's objectives.



# About Us

Carolinas Parking and Mobility Association





# The Opportunity

## Conference/Event Management Services


CPMA seeks an experienced meeting planner to support the Board of Directors in planning, managing/executing and handling post-conference responsibilities for CPMA's 2022 and 2023 Annual Conferences.




# Scope of Work

# Scope of Work (pages 3-7)

The Event Manager will report directly to the Board of Directors, the meeting planner works under the guidance of the Executive Committee (i.e., President, Vice President, Secretary and Treasurer) and the Conference Committee Chair.

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- **Conference Management**
  - **Vendor Management**
  - **Exhibit Hall Management**
  - **Supplier/Sponsor/Volunteer Management**
  - **Volunteer Support**

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- **Event Budget Management**
  - **Entertainment**
  - **Sponsor Fulfillment**
  - **Marketing**
  - **Post Event Support**
  - **CPMA Membership Database**
  - **Board of Directors Retreat/Nomination Process**



# Selection Criteria







	Selection Criteria
40 Points	Project Approach, Understanding of Project Objectives
30 Points	Demonstrated Experience in Similar Projects, including evaluation of client references
20 Points	Management, Organization, and Skill/Experience of Key Team Members.
10 Points	Experience working with Comparable Parking, Mobility, Transportation and/or other similar industry associations.
10 Points (Bonus)	Other Factors as determined by the Selection Panel (Examples: Knowledge of CPMA requirements and processes, knowledge of issues local to the parking, mobility and transportation industry, industry best practices, adoption and utilization of technology, etc.)



# Submittal Guidelines



1. Provide an electronic copy in PDF format of your submittal.
2. Please limit response to twenty (20) single-sided or 10 double-sided pages. Font size shall be no less than 10pt.
3. Submittal proposals/responses should be emailed to the following CPMA Board officers on or before the submittal deadline of January 7, 2022 at 3:00p.m.

Thomas Leathers, CPMA President at  
Thomas.Leathers@durhamnc.gov

Clint Joy, CPMA Secretary at Clint.Joy@carolinatime.net

CPMA reserves the right to accept or reject any and/or all proposals, and to grant final acceptance to the proposal that best meets the needs and interests of CPMA, as determined by CPMA in its sole discretion.



Proposal submittals must include the following sections.

1. Letter of Interest
2. Project Organization/Individual
3. Profile(s) of Company or Team
4. Key Staff Member Resume(s)
5. Project Approach and Schedule
6. Reference Projects
7. Non-Collusion Affidavit





## RFQ SCHEDULE

November 29, 2021	RFQ Published
December 6, 2021	Pre-Submittal Virtual Meeting
January 7, 2022	RFQ Submittal Deadline by 3pm
February 1, 2022	Finalist Presentations, if required.



# Questions





**Thank You**