Ohio Children's Alliance

Leading change for child and family service providers

Request for Quotes - Audio-Visual Services

Submitted questions with answers:

Q - Do you want the technical quote to be a base template for the majority of your events to build from, or do you want it to be based on a certain event?

A - Please provide a base template with optimal equipment and technical assistance.

Q - We don't have a master agreement document, but rather it is included on our quotes. Do you need a separate document?

A – Please include your company's standard agreement verbiage in the response to the RFQ.

Q – Our company sometimes provides an in-kind sponsorship of an event, via a discounted event quote. Should we include this in our response accompanying document?

A – Please indicate with as much clarity as possible, how much the potential sponsorship/discount might be.

Q - Our company isn't headquartered in Ohio unfortunately. Our EIN points towards a different state.

A – If your company does business in the state of Ohio, we welcome your response to the RFQ.

Q - It appears that this RFQ might be for your Annual Spring Conference, is that correct?

A – The RFQ is applicable for any large conference event(s) during the coming calendar year. The Ohio Children's Alliance hosts multiple conference events throughout the year.

Q - Will the selected AV company have the day prior to the conference event for set-up? How much time does the AV company have to set up?

A – An effort will be made to give at least 4-6 hours for AV set up.

Q - Can you provide a full schedule for the event for both days so we can quote labor appropriately?

A – The Ohio Children's Alliance hosts multiple conference events during the year, including single-day and multi-day events, general sessions and multiple breakout sessions per day.

Q - How many breakout rooms need AV?

A – All breakout rooms require AV. Please quote based on potential of 4-6 breakout rooms per conference event.

Q - Should we quote you for 6 breakout rooms + the general session?

A – Yes, in the response to the RFQ please include up to 6 breakout rooms and plenary session AV requirements and options.

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Q - Generally, what needs do you have in a breakout room? Our typical breakout room package includes: audio board, lectern mic (wired), LAV mic (wireless, for presenter), slide advancer, projector and screen, audio hookup for laptop. Is this sufficient for your needs or do you need other things? Dual projection? Laptops? QA mics? Recording or streaming? Whiteboards or flipcharts? Do you have any panels that would increase mic needs? Do you have sessions with multiple presenters that would increase mic needs? Any specific requests from presenters we should plan for?

A – Please submit responses with all potential set up in mind. Breakout sessions may have a single presenter, multiple presenters, panelists, or audience Q/A. Anticipate a presenter bringing their own laptop for hook-up.

Q - Generally, what needs do you have in your general session? For us, a typical general session includes 2 large screens and projectors, confidence monitor for presenter, lectern mic (wired), LAV mic (wireless, for presenter), drape (behind the stage), audio board, video switcher, 2 laptops, slide advancer.

A – Yes, this is what we typically need and expect.

Q - Beyond the basics in a general session, some people like to have camera and stage wash, uplighting, record the sessions, stream the sessions, have audio support for QA or a panel discussion, and many various other AV needs depending on your vision for the room. We can provide specialty lecterns, LED walls, high end lighting for cool looks, stage decor items, we can build truss structures, on and on.

A – Please submit response to the RFQ based on the optimal set up for a welcome presentation with one presenter at a time on stage, and a single keynote in a general session.

Q - Do you have any needs in the hallways? TVs showing schedules or looping slides or videos? Digital LED signage? Speakers or microphones placed throughout the venue for various needs? Truss structures for signage? Uplights to help with the theme of the event?

A – Please submit response to the RFQ based on optimal frugal extras for attendee experience. During conference events, hallways host vendor tables, food and beverage service.