



REQUEST FOR PROPOSAL (RFP)

Theatrical AV Technical Services
Vogue Theatre – Vancouver, BC

Proposal Submission Deadline: August 25, 2023

To Prospective Bidders,

Vogue Operations Ltd invites qualified vendors to submit competitive proposals for the supply of theatrical AV technical services for the Vogue Theatre (918 Granville Street, Vancouver BC V6Z 1L2). The project aims to support the performance capabilities of the venue, providing a world-class experience for both performers and audience members over events of various sizes from small community performances to larger concerts and theatrical productions. The selected vendor will be responsible for supplying, delivering, and, where necessary, installing all necessary technical services and labour as outlined in this Request for Proposal (RFP).

Project Overview:

Vogue Operations Ltd intends to contract out the supply of theatrical AV technical services at the Vogue Theatre. The project includes the supply of qualified AV technical labour (technicians and stagehands) along with the procurement of equipment that meets the requirements of touring performances and rental clients.

Proposal Key Dates:

RFP Released:	August 1, 2023
Pre-Proposal Meeting:	August 14-18, 2023, scheduled on request
Proposals Due:	August 25, 2023
Selection:	August 31, 2023

Vogue Operations Ltd may request interviews or presentations from any of the parties to clarify proposals and aide selection.

Proposal Submission: Interested bidders should submit their proposals no later than August 25th, 2023, via email to shea@themrggroup.com. Please ensure the subject line of the email reads: "Theatrical AV Technical Services Proposal – Vogue Theatre." Proposals received after the stated deadline and/or those not meeting the RFP requirements will not be considered for evaluation. All costs incurred by the interested parties in the preparation and submission of a proposal, interviews, presentations or demonstrations are the responsibility of the interested parties and will not be reimbursed.

Pre-Proposal Meeting:

There is not a mandatory pre-proposal meeting. Interested bidders who wish to clarify the requirements of the opportunity may email shea@themrggroup.com and request a 30 minute virtual meeting. Meetings will be scheduled the week of August 14th.

Proposal Guidelines:

Bidders must adhere to the following guidelines when preparing and submitting their proposals:

- a. Cover Letter:** Provide a cover letter introducing your organization, highlighting relevant experience, and expressing interest in the project.
- b. Company Profile:** Include a brief overview of your company, including its history, qualifications, and previous experience with similar projects.
- c. Technical Proposal:** Present a detailed technical proposal outlining your approach to the project, including staffing capabilities, proposed rates, scheduling lead times and any additional services or features you can provide. The Vogue reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- d. Labour Specifications:** Clearly list the rates you propose for the following roles, along with any minimum call times, and scheduling lead times. All technicians should have a broad range of experience with digital consoles, including Avis and Digico. Lighting technician should be experience with GrandMA consoles.

Positions proposed should include:

- Audio Technician
- Monitor Technician
- Lighting Technician
- Stage Hands
- Spotlight Operator
- General Labour
- Rigger

- e. Project Timeline:** Provide a comprehensive project timeline, including proposed start date and proposed contract term.
- f. Budget and Cost Breakdown:** Present a detailed cost breakdown, including the cost

of labour (by position), and any other associated expenses. Include a clear breakdown of costs to facilitate evaluation.

g. References: Include a list of references from previous clients for similar projects, along with their contact information.

h. Compliance and Safety: Ensure that all work meets current industry standards including all Federal, Provincial and Municipal rules and regulations.

i. Insurance: Provide proof of insurance coverage, including general liability, professional liability, and worker's compensation insurance.

j. Subcontractors: If subcontractors will be involved in the project, clearly state their roles and responsibilities, along with relevant qualifications and references.

Selection Process:

The Vogue reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the Vogue. The contract will either be awarded or all proposals rejected by August 31, 2023.

Questions:

Questions regarding the RFP must be received in writing by August 18, 2023 by 12:00 pm. Questions can be submitted to shea@themrggroup.com All questions will be responded to in writing and may be made available to all proposers.