

Request for Proposal

Baker County Transient Lodging Tax Committee for Baker County Tourism and Marketing Services

Engagement details:

Date of Issue: May 6, 2024

Time and Date Proposal is Due: May 20, 2024

Proposed Start Date of Engagement: July 1, 2024

Proposed End Date of Engagement: June 30, 2026

Name of Contact: Baker County Administrative Services

Name of Agency: Transient Lodging Tax Committee
(TLTC)

Telephone Number: (541)523-8209

Address: 1995 3rd Street, Baker City, OR 97814

Email: schristensen@bakercountyor.gov

Please submit your proposal via email or mail no later than May 20, 2024, ensuring to address all requirements outlined in the attached Project Brief.

Organization Information

I/We offer to supply Tourism and Marketing Services specified in the Request for Proposal; at the fees and charges offered; within the period offered; and in accordance with the terms and conditions as listed.

Service Provider's Name.....

Name of Service Provider's Authorized Agent:

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Signature.....

Dated this.....20.....

Project Brief – Tourism and Marketing Services

Section 1 – General Information

A. PROJECT OVERVIEW

Purpose of the Engagement

1. Implement the Baker County Tourism and Marketing Plan within budget approved by the TLTC and Baker County Commissioners.
2. Provide a monthly written report of marketing activities to Baker County Transient Lodging Tax Committee (TLTC).
3. Work closely with Visitors Services contractor. Act as lead contact for individual, group, and packaged travel tour operators in response to requests for sales and itinerary planning.
4. Work with Economic Development Council to drive tourism structure.
5. Maintain an office in Baker City with regular hours of availability.

Project Objectives

See attached strategic plan and short, mid and long-term priorities.

Section 2 – Information Requirements

A. INFORMATION REQUIRED IN PROPOSAL

Proposals are to be prepared taking into account the General Information outlined above and presented in a format consistent with the following outline. Proposals are to be no more than 10 pages (excluding relevant attachments).

1. An outline of the **Service Provider's ability and approach** to deliver the Terms of Reference including:
 - a summary of the likely issues involved in the project.
 - information on ability to meet the Terms of Reference and Objectives.
 - the Service Provider's proposed methodology, including indicative inputs from other project consultants engaged by the TLTC; and
 - the proposed timelines for the delivery and an indication of how the Service Provider will stage their work to meet these timelines and milestones.
2. An outline of the Service Provider's **relevant expertise and experience** in projects of a similar type.
3. Confirmation of **no conflict of interest** or details of any potential conflict of interest and strategies to manage.

4. An **estimate of the project fees**
5. Address any **Special Conditions** of contract.

Section 3 – Other Information

A. EVALUATION CRITERIA AND SCORING

Evaluation Criteria

- *Demonstrated understanding of nature and complexity of tourism industry and associated marketing services. (20 points)*
- *Preparation of an acceptable methodology and work plan to deliver the objectives and applicable portions of the strategic plan. (20 points)*
- *Proven experience and strength of the team to be assigned to this project. (20 points)*
- *Ability and approach to working collaboratively with key stakeholders. (20 points)*
- *The proposed fee for service. (20 points)*

B. PERFORMANCE MEASURES

A monthly report on activity including key outcomes that move the strategic objectives forward will be provided to the TLTC on a monthly basis.

C. OTHER CONDITIONS

Period of Contract

The Contract shall be renewed every other year and re-bid through RFP.

The Contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing and delivered by certified mail or in person.

If County funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services, the Agreement may be modified to accommodate a reduction in funds. Notice of the modification shall be given to all parties 30 days prior to the commencement of such modification.

General Conditions of Contract

A Professional Service Agreement (PSA) shall be entered into defining specific conditions of the contract, which will encompass the following:

County and its duly authorized representatives shall have access to the books, documents, papers, and records, which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts and transcripts. Office space will be provided, if needed.

The PSA shall defend, save and hold harmless Baker County, its officers, agents, and employees, from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of Consultant or its subcontractors, agents or employees under this Agreement.

In performing the above service, it is understood and agreed that:

- a. Contractor certifies that they have the skills and experience to satisfactorily perform the duties of this Agreement.
- b. Contractor is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to this payment.
- c. Contractor shall not enter into any subcontracts for any of the work scheduled under this Agreement or assign or transfer any of its interest in the Agreement without the prior written consent of County.
- d. Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work under this agreement.
- e. Contractor shall not be covered by County's liability insurance program while performing duties under this Agreement and is considered an independent contractor.

TLTC Specific Rights

The TLTC is not bound to accept the lowest or any proposal and warrants only that all valid proposals will receive due and diligent consideration.

No correspondence will be entered into regarding unsuccessful proposals.