

REQUEST FOR PROPOSALS  
Central Diocese of the  
Polish National Catholic Church  
Youth Convocation 2018 (Convo 2018)

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*Bid Number 0001*

*Issued on April 24, 2017*

*Central Diocese of the Polish National Catholic Church  
Convo 2018 Committee*

*Submission Deadline:  
June 2, 2017 at 4:00 pm Eastern Time (ET)*

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## **I. Introduction:**

### **A. Purpose of the Request for Proposals**

The purpose of this Request for Proposals (RFP) is to secure the services of an eligible college or university that can host the biennial National Youth Convocation (Convo) of the Polish National Catholic Church (PNCC) in 2018. Convo 2018 will be overseen by the Central Diocese of the PNCC and a specially appointed planning committee. The college or university will be required to work directly with the Central Diocese Convo planning committee in carrying out Convo 2018.

The Central Diocese anticipates Convo 2018 will take place from July 23 through July 27, 2018. On-site activity will likely begin on July 22, 2018. The term of the agreement will be defined in a contract document (Contract), but is expected to begin March 1, 2018, and end on September 30, 2018, and will reflect an amount expected to be made available to the college or university over the total Contract term.

### **B. Description of the Polish National Catholic Church**

The Polish National Catholic Church is a Christian denomination organized in Scranton, Pennsylvania in 1897. The Church serves the spiritual needs of its members and welcomes all people who wish to follow Jesus Christ. The Church has approximately 25,000 members in the United States and Canada and, through the Union of Scranton, is in communion with similar Christian denominations in Europe.

The Church is a hierarchal and democratic organization. The activity and organization of the Church as a religious and social organization is governed by a constitution. The Church is overseen by a Prime Bishop and is further organized into Dioceses, which oversee parishes and organizations within certain geographical boundaries. Each diocese is led by a Bishop Ordinary appointed to the Diocese by the Prime Bishop and the Church's Supreme Council. Additional information regarding the PNCC can be found at <http://www.pncc.org>.

### **C. Description of the Central Diocese**

The Central Diocese of the PNCC has its headquarters in Scranton, Pennsylvania. Its Ordinary is the Rt. Rev. Bernard Nowicki. It covers parishes and organizations in the eastern half of New York and Pennsylvania, Maryland, New Jersey, Colorado, and California.

### **D. Convo 2018 Description**

Various programs developed to meet the needs of its people, that are supplemental and complementary to its worship, mark the history of the PNCC. These include educational and literary programs; physical strengthening programs; camps and

retreats; and financial, economic, and employment programs. Programs are designed for the needs of every age group. The programs focus on building the Church, the Body of Christ, and each of its members in all aspects of life: physical, mental, social, economic, and spiritual. In this, we fulfill the Lord's command to: *build my kingdom*.

In 1964, the PNCC undertook a project to hold biennial youth convocations. Youth ages thirteen to twenty-one, from throughout the world; gather for a week of spiritual leadership training, growth in faith, and fun. A different diocese of the PNCC directs each convocation. Convo is traditionally held at a college or university within the diocese and provides, in addition to its full range of activities, exposure to post-secondary educational and vocational opportunities.

The next Convo will be hosted by the Central Diocese of the PNCC and will be held in the summer of 2018, the 27th anniversary of this youth gathering. A unique aspect of the Central Diocese is that it empowers its youth to lead Convo planning and management efforts under the guidance of experienced adults. This promotes opportunities for youth learning, leadership development, and problem solving. More information is available about Convo 2018 at <http://www.convo2018.org>.

#### **E. Assumptions**

##### Management and Coordination:

The Central Diocese of the PNCC will provide overall project management coordination between the college or university and the Convo 2018 Committee.

##### Location:

Convo 2018 will take place within the geographic boundaries of the Central Diocese.

##### Intellectual Property:

All data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of Convo, including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion, which are prepared for or are a result of the services required under this Contract, shall be and remain the property of the Central Diocese of the PNCC.

Should the bidder anticipate bringing pre-existing intellectual property into the project, the intellectual property must be identified in the proposal. Otherwise, the language in the first paragraph of this section (above) prevails.

If the bidder identifies such intellectual property ("Background IP") in its proposal, then the Background IP owned by the bidder on the date of the Contract, as well as any modifications or adaptations thereto, remain the property of the bidder. Upon Contract award, the bidder shall grant the Central Diocese of the PNCC a non-exclusive, perpetual royalty free license to use any of the bidder's Background IP delivered to the Central Diocese of the PNCC for the purposes contemplated in the Contract.

#### Site Visits:

Implementation may require the Convo 2018 committee or other representatives of the Central Diocese of the PNCC to travel to the winning bidder's location. All visits will be pre-scheduled at a time mutually convenient for all parties.

#### Schedule:

The winning bidder will provide schedule and progress updates to the Central Diocese of the PNCC for inclusion in the overall project plan and will meet all of the deliverables and dates per the agreed to plan and schedule.

#### Project Repository:

The official project repository for all materials (including meeting notes, work in progress, drafts and final deliverables) captured or created during this project is the offices of the Central Diocese of the PNCC.

#### Compliance Standards:

The winning bidder shall follow federal and state accessibility standards. All facilities and services provided shall adhere to, at a minimum:

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq.;
- Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794;
- Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq.; and
- Title II of the Americans with Disabilities Act (ADA), as amended, 42 U.S.C. § 12132 et seq.

## **F. Eligibility Requirements**

In order to be considered, the winning bidder must:

- Be an accredited college or university located within the geographic parameters of the Central Diocese of the PNCC.
- Have at least 5 years experience in hosting multi-day events that include overnight stays, meals, and other amenities.

## **G. Central Diocesan Responsibilities**

The Central Diocese of the PNCC, through its Convo 2018 Committee, will oversee the implementation of the Contract resulting from this RFP. The Convo 2018 Committee members will maintain contact with the selected bidder and monitor performance on the Contract and delivery of the required outcomes.

## **II. Scope of Project**

### **A. Overview**

Anointed Lifeguards to Rebuild the Church, Rebuild the City, based on the Old Testament Book of Nehemiah, is the proposed theme of Convo 2018. The prophet and rebuilder Nehemiah exhibited strong leadership qualities all informed by and marked with a total faith commitment. These qualities were marshaled by God to rebuild the walls of Jerusalem in the face of seemingly insurmountable challenges. Nehemiah stood aware, exhibited patience, worked according to God's timing, pre-planned, led including by example, delegated authority, persevered through challenges, remained steadfast and focused, prayed, worshiped, and disciplined.

Throughout Convo 2018 we will educate on Nehemiah's leadership and inculcate in our youth a desire to lead and rebuild the Church. The fruit of rebuilding the Church will be the rebuilding of the communities in which the Church exists. The goal is to have Church youth take on measurable rebuilding efforts at the local, diocesan, and Church wide levels.

### **B. Project Phases**

#### **Phase 1 – Project Planning and Reporting**

Work with the Convo 2018 Committee in developing a Project Management Plan according to a jointly established timeline. Included therein the winning bidder shall develop, document and execute an overall Project Management Plan and Project Execution Report which must include, but is not limited to a project tracking and reporting methodology and schedule that includes:

- all tasks,
- major milestones,
- due dates,
- responsible staff,
- resources required,
- risk assessment and mitigation strategies, and
- issues encountered and current status.

## Phase 2 – Project Delivery

Based on the plans developed in Phase 1, the selected bidder will ultimately deliver the facilities, services, and resources necessary for Convo 2018 starting July 22, 2018 and ending July 27, 2018.

Specifically, the winning bidder will:

Execute the Plan timely, efficiently and effectively. Potential and actual deviations from the plan must be discussed with the Convo 2018 Committee as they emerge. Adjustments to the delivery date are not acceptable. Any other deviation from the plan or expected deliverables must be discussed and approved by the Central Diocese of the PNCC.

## III. Proposal Requirements

### A. Requirements:

Bidders will provide proposals based on delivering facilities, services, and resources noted below. Numbers quoted are estimates of attendance. Bids must note the per-person cost of each item and any discount or premium based on total group size. Bids must note an absolute minimum group size and an absolute maximum group size:

- Services of a project planner.
- On-site personnel for coordination of activities and issue management.
- Dormitory style housing for up to 200 youth, ages thirteen to twenty-one and for up to 50 adult chaperones. Dormitories must have, at a minimum:
  - Separate male and female housing (separate floors in the same building are acceptable)
  - Two to four person rooms.
  - Communal restroom and shower facilities on each floor.
  - Continuous security monitoring.
  - Keycard or other controlled access.
  - A lounge area on each floor is optional but preferred.
  - Optionally air conditioned (please note specifically in the proposal).
- Apartment style housing for up to 16 adults (8 couples)
  - Restroom and shower facilities.
  - Continuous security monitoring.
  - Keycard or other controlled access.
  - Optionally air conditioned (please note specifically in the proposal).
- Beds, bedding, pillows, towels, and washcloths sufficient for up to 266 persons.
- A large communal area in or near the dormitories for evening activities and prayer.

- Meals including breakfast, lunch, and dinner for all participants. Dinner only to be provided on the first day of the event and breakfast and lunch only to be provided on the last day of the event. Dining plans must include dairy free, gluten free, and vegan options.
- A large auditorium style meeting area with facilities for audio/visual (A/V) presentations and recordings. Bidder A/V support is not required but we will accept proposals that provide support as an option. Support must be separately costed unless it is a requirement. If a requirement, it must be so noted in the proposal.
- Ten breakout rooms/classrooms collocated with (preferred) or near the auditorium style meeting area.
- A listing of nearby (within 50 miles) attractions that would appeal to the thirteen to twenty-one year old demographic. These might include but are not limited to amusement parks, beaches, recreational areas, or historical or natural landmarks.
- A facility (*Rathskeller* or similar) for a closing party.
- A facility (Chapel or similar) for daily services with a vesting room for clergy.
- Access to a bookstore or campus store according to its typical hours of operation.
- Access to green space for leisure and light recreation.
- A copy of any proposed facility use contract.
- A list of payment due dates.
- A listing showing minimum and maximum group sizes the bidder can accommodate.
- Current Office of Postsecondary Education Campus Safety and Security Statistics.

#### **B. Optional items:**

The bidder is invited to include in its proposal optional services such as a welcome by the college or university administration, a presentation by the office of admission, sports teams, or campus tours.

## **IV. Process for Proposal Submission**

### **A. Questions Concerning this RFP**

Bidders may submit typed questions via electronic mail to the address supplied below. Questions regarding the RFP will be accepted until May 12, 2017. No telephone inquiries will be accepted. Answers to all questions received by this date will be distributed electronically, via email, by the date indicated in the RFP timetable (See Section III,E).

Email: [bids@convo2018.org](mailto:bids@convo2018.org)



## **B. Proposal Due Date**

Proposals must be received no later than June 2, 2017 at 4:00 pm ET. Any proposals or unsolicited amendments to proposals received after the due date and time will not be considered in the review process. No “faxed” or “e-mailed” proposals will be accepted. The Central Diocese of the PNCC takes no responsibility for any third party error in the delivery of proposals (e.g.: U.S. Post Office, Federal Express, UPS, courier, etc.).

## **C. Proposal Forwarding Instructions and Format**

Forward bid packages to:

Rev. James A Konicki, Convo 2018 Chair  
Central Diocese of the PNCC  
48 Springfield Dr  
Voorheesville, New York 12186-9322

Proposal Format:

Technical Proposal

- Paper: one printed copy.
- Compact disc or USB flash drive: one copy.
- The format must be in searchable MS Word, MS Excel, and/or Adobe Acrobat

Cost Proposal

- Paper: one printed copy.
- Compact disc or USB flash drive: one copy.
- The format must be in searchable MS Word, MS Excel, and/or Adobe Acrobat

Each technical proposal and cost proposal must be packed separately in sealed envelopes with the title of the RFP, Bid #, Technical OR Cost Proposal and the respondent’s name and address clearly displayed on the exterior of each envelope. The technical proposal and cost proposal envelopes may be mailed in the same package.

## **D. RFP Timetable**

- RFP Release Date – April 24, 2017
- Deadline Date for Questions – May 12, 2017 at 5:00 pm ET
- Deadline Date for Responses to Questions – May 17, 2017
- Proposal Due Date – June 2, 2017 at 4:00 pm ET
- Date of on-site finalist visits – by mutual agreement during June 2017
- Date of Notification of Award – July 15, 2017
- Project Start Date – March 15, 2018

## V. Proposal Requirements - Format and Content

In order for a proposal to be considered, the bidder must meet the eligibility criteria outlined in Section I,F., and include all the required documents and information requested below. Proposals will consist of two parts – a technical section and a cost section. To ensure that all proposals are evaluated on the same basis, all of the items noted in the Technical Proposal and Cost Proposal sections noted below must be included. Proposals must also be organized in the sequence described below.

### A. Mandatory Requirements Review

Bidders must submit information that demonstrates that they satisfy the Mandatory Eligibility Requirements outlined in Section I.F. These responses will be reviewed in a preliminary pass/fail evaluation phase. Bidders failing any of the mandatory eligibility requirements will not be evaluated further.

### B. Technical Proposal

The Technical Proposal will comprise up to 70 points of the total score.

#### Project Summary

Bidders will summarize the overall project goals and objectives, including specific outcomes, and provide an overview of the project design. This section will also include a brief description of the bidder's organization and the types of services it provides. If the bidder will subcontract or partner with other vendors, these vendors and their role in the project must be described. Finally, the proposal should reflect an understanding of the goals of Convo 2018.

#### Detailed Project Description

Bidders will clearly describe the facilities, services, and resources and how the bidder intends to meet the requirements expressed in all section noted within the Scope of Project.

The project's organization and management structure must be outlined. The job duties of all staff dedicated to the project must be identified. Organizational charts, biographical sketches, and résumés, must be provided for the specific individuals that will be dedicated to the project. Additional staff that will be made available as necessary to complete the work and their on-going engagement in the project will be subject to approval by the Central diocese of the PNCC.

The Bidder's primary project leader for this effort must be identified. The approximate number of hours (on average) that the primary project leader will be available throughout the life of this project must be specified.

If the Bidder will subcontract or partner with other vendors, an explanation of these linkages/agreements must be included. Description of the work assigned to any sub-contractors proposed for use on this project and the vendor's past experience with them must be included.

Any staffing or subcontractor changes will be made subject to the approval of the Central Diocese of the PNCC. Contract staff, once approved, may not be removed from the project without prior notice to and the approval of the Convo 2018 Committee.

#### Experience/Past Performance

Bidders will provide information detailing its qualifications and capabilities to meet the Contract goals and will provide information that demonstrates:

- Commitment and cooperation from other vendors.
- Past effectiveness in providing or coordinating similar services for the target population.
- Relevant demonstrations of past projects and/or client references that describe the project work and key staff that were assigned to the project.

#### Work Plan/Timetable

Bidders will provide an aggressive project work plan detailing all major activities and time frames for completion.

- Demonstrated understanding of sound project management principles and the capability to apply them to the work of this RFP.
- Description of project management structure.
- Complete project management plan.
- Project schedule showing initiation and completion of all stages.
- Project status reports that will be provided to the Convo 2018 Project Manager.
- Description of how the work assigned to any sub-contractors will be managed.

### **C. Cost Proposal**

The Cost Proposal will comprise up to 30 points of the total score.

The Project is a Firm Fixed Price (FFP), deliverable-based contract. The price quoted shall be all-inclusive and must be broken down to per attendee cost. The cost must note any discount or premium based on the total number of participants. Final

project deliverables, deliverables acceptance criteria, and a payment schedule will be negotiated with the selected bidder during contract development.

Each deliverable must be acceptable to the Convo 2018 Committee and the Central Diocese of the PNCC. Payments will be made to the awardee after acceptance of each deliverable in accordance with a finalized contract.

#### **D. General Requirements**

All proposals and accompanying documentation will become the property of the Central Diocese of the PNCC and will not be returned. The content of each bidder's proposal will be held in strict confidence during the bid evaluation process, and no details of the proposal will be discussed outside of the evaluation process. The successful bidder's proposal and portions of the RFP deemed applicable by the Central Diocese of the PNCC will be made part of the Contract. Therefore, an official authorized to commit the company to a Contract must sign the proposal.

## **VI. Selection Process and Criteria**

### **Evaluation of Proposals**

All proposals received shall be subject to an evaluation by the Convo 2018 Committee based on the "best value" concept. This means that the bid(s), which optimize quality, cost, and efficiency among the responsible and responsive bidders, shall be selected for award.

The bidder must meet all the mandatory requirements and as many desirable requirements as possible.

Evaluations include two components: technical and financial. Bidders who meet the mandatory requirements will have the technical and financial components of their proposal scored and rated. Bidders not meeting mandatory qualifying criteria will be disqualified and, therefore, will not be scored or rated. A proposal shall be deemed unresponsive if it fails to meet the mandatory criteria as outlined in Section I.F. Non-responsive bids will not be evaluated or ranked. The Convo 2018 Committee will establish a Technical Review Committee and a Cost Review Committee. Members of each committee will individually evaluate the technical and cost portions of the proposals. After all of the technical components are compared among all responsive bids, a separate comparative analysis will be undertaken for the financial component. The technical, financial and interview components of the bids will be evaluated separately bearing the weight assigned below:

- Technical Component (which includes oral if qualifying criteria is met) = 70 points
- Financial Component = 30 points

The evaluation process will be conducted as follows:

### **Step 1: Initial Screening (Pass/Fail – No rating)**

In the first step, an initial screening of each proposal received to determine whether the bidder's proposal meets the minimum requirements to receiving a passing grade. Proposals will receive either a passing or failing evaluation during the initial screening. Failing evaluations will be disqualified and/or non-responsive, and no further evaluation will be performed. The qualifying criteria are as follows:

- Proposal arrived by due date/time.
- Proposal includes all elements noted in Section IV,D.
- Proposal must meet all mandatory requirements as defined in Section I,F.
- Proposal must be complete with all attachments returned as described in Section VII.

### **Step 2: Technical Component (70 Points)**

Technical Criteria – NYSDOL will evaluate proposals based on the following technical criteria. The point indicated is the importance of each item as it relates to the total technical score:

#### Project Summary (9 points):

1. In summary form, how well does the bidder express overall project goals and objectives, including specific outcomes, and provide an overview of the project design?
2. In summary form, how well does the bidder describe the bidder's organization and the types of services it provides? If the bidder will subcontract or partner, how well does the bidder describe these vendors and their roles in the project?
3. In summary form, how well does the bidder reflect an understanding of the goals of Convo 2018.

#### Detailed Project Description (30 points):

1. How well does the bidder describe their organization and management structure?
2. How well does the bidder describe the job duties of all staff dedicated to the project, including specific individuals dedicated to the project and any additional staff that may be made available?
3. Does the bidder identify the primary project leader and the approximate number of hours (on average) that the primary project leader will be available throughout the life of the project?

4. How well does the bidder describe any subcontractors or partners, an explanation of the linkages/agreements, the work to be assigned to them on this project and the bidder's past experience with them.
5. How well does the bidder describe how they will develop, document and execute an overall Project Management plan timely, efficiently and effectively?
6. How well does the bidder describe how they will deliver the facilities, services, and resources noted in Section III,A?
7. How well does the bidder describe how they will execute delivery, of the facilities, services, and resources required in Section III,A?
8. How well does the bidder describe how they will work closely with the Convo 2018 Committee on coordination of efforts, addressing any changes, and issue resolution?

Experience/Past Performance (15 points):

1. How well has the bidder demonstrated commitment and cooperation from other service providers?
2. How well has the bidder demonstrated past effectiveness in providing or coordinating similar services for the target population?
3. How well has the bidder provided relevant demonstrations of past projects and/or client references that describe the project work and key staff that were assigned to the project?

Work Plan/Timetable (16 points):

1. How well does the workplan/timetable show how the bidder will make sure the deliverables will be completed on time and according to specifications?
2. How well does it demonstrate understanding of sound project management principles and the capability to apply them to the work of this RFP?
3. How well does it describe how project status reports will be provided to the Convo 2018 Committee?
4. How well does it describe how the work assigned to any subcontractors or partners will be managed?

Individual scores will be averaged to create a final technical score.

**Step 3: Financial Component (30 Points)**

Cost Criteria – The Convo 2018 Committee will evaluate proposals based on the following cost criteria. The points indicated is the importance of each item as it relates to the total cost score:

Cost summary (30 points):

Itemized per person base cost based on deliverable

Premium or discount rate based on attendance

The financial component rate will be independently evaluated with the lowest combined rates awarded the maximum available points. Bids will be rated based on the maximum points awarded to the lowest combined rates.

COST SCORE – 30 x lowest rate of bid being scored

#### Step 4: On-Site Reviews

The finalists will be notified as to proposed dates and times of an onsite visit and tour to be conducted at the bidder's location. The purpose of the interview and tour will be for the bidder to demonstrate its ability to provide the requested services and to provide the details as to how it will accomplish the requirements of the RFP. We would prefer to meet with key personnel and any primary subcontractors who will be involved with the project. The bidder's primary project leader for this effort must participate in the in-person presentation. Additional details with regard to the format of this stage of the evaluation will be provided to the finalists prior to the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes indicated in the proposal.

#### Step 5: Method of Selection

The method of selection will be based on a point system with the technical portion of the rating criteria weighted at 70 points of the total and cost being 30 points of the total. The Convo 2018 Committee will select the bidder that provides the best value taking into consideration the most beneficial combination of factors including qualifications, experience, and cost award – awarded bidder will be based on the highest total points.

## VII. RFP Attachments and Required Documents

The table below lists each attachment to this RFP and indicates documents that need to be submitted with the proposal.

Attachment Number	Document Title	Original Signature Required	Required Submission with Proposal (X)
1	Proposal Checklist		X
2	Application Cover Sheet	X	X
3	Technical Proposal		X
4	Cost Proposal		X