



Brownfields 2027 Audio Visual Services Provider RFP Q&A

***Updated May 28, 2026**

Deadline for Questions: Friday, May 29, 2026

- 1. Do you have a ballpark budget or at least what you have spent in the past?**
 - a. We are unable to provide that specific information. We ask all respondents to submit their best and final offer. Please note: As demonstrated in the RFP, this is a federally funded event, and pricing is weighed at 50% in the evaluation process.

- 2. Would it be possible to update the pricing worksheet to reflect our standard equipment brands and inventory levels in cases where the listed equipment does not align with the quality or specifications of what we provide? For example, certain items referenced, such as 3,000-lumen projectors, are outdated compared to the equipment currently maintained within our inventory.**
 - a. Yes, if different equipment is being proposed, please provide that information in Column E.

- 3. Regarding AV equipment and services for exhibitors, we maintain a separate rate sheet that exhibitors would use to place orders directly with us. Due to the variable nature of exhibitor requests, providing exact or total pricing within the constraints of the worksheet is not feasible. Would it be acceptable to include a link to a sample AV rate sheet within the budget and pricing worksheet for reference? Alternatively, if preferred, we could add several line items without subtotals to reflect the available services.**
 - a. A link to a sample AV rate sheet is fine. The Exhibit Hall line item is more informational that the service will need to be provided.

- 4. Are access times of day for each space currently available? Having this information in advance will help us accurately plan labor schedules and staffing requirements for the load-in days.**
 - a. 7:00am

- 5. Is a preliminary daily schedule currently available for review or will it remain similar to 2025?**
 - a. We do not have a preliminary schedule available yet for 2027 but, yes, the timing /hours should follow 2025, which can be found via [this link](#).

- 6. Are there typically any attendees or board members that join meetings virtually?**
 - a. No.

- 7. For the Plenary setup, can you confirm whether the two (2) 9'x16' screens are intended as delay screens, and the three (3) 20' screens are designated as main screens (Center, Left, Right)?**
 - a. Yes, confirmed.

- 8. What functions, if any, are scheduled to take place at the Hyatt Regency Salt Lake City?**
 - a. Nothing at this time that will be evaluated within the scope of this RFP.

- 9. Can you confirm whether any other conferences or groups will be co-locating within the Salt Palace during the event dates?**
 - a. No, there will not.



- 10. Can you clarify the Purchase Order number referenced on page 14 of the RFP and advise what number should be used for submission purposes?**
 - a. This can be ignored – those are just sample terms and conditions.
- 11. If a vendor has previously completed work with ICMA, is submission of the Vendor Application and Supplier forms still required, or may existing documentation remain on file?**
 - a. Not unless the information has expired.
- 12. If selected, will the AV service provider have access to ICMA's hotel block rates?**
 - a. Yes, ICMA will coordinate with the hotel directly to secure AV staff rooms.
- 13. In an effort to minimize printed materials and reduce waste, is ICMA open to incorporating digital signage solutions?**
 - a. Yes.
- 14. Other than the pricing worksheet, are there any preferred formats for how you would like to receive information such as stage designs and overall budgets?**
 - a. Whatever you prefer is fine! A PDF usually works great.
- 15. For the General Session, can you confirm when you get Hall E and when the opening plenary begins?**
 - a. Setup will begin first thing Monday morning, and the Opening Plenary begins Tuesday at 4:30pm. Allowing time for testing/run-throughs Tuesday prior to the Opening Plenary is required.
- 16. Under submission requirements, there is a note about CVs or resumes. Is your team looking for briefings on the key personnel or full updated resumes? If key individuals are hesitant to provide their resume, would a briefing on individuals be satisfactory?**
 - a. Briefings are fine, it does not need to be a full resume. As much information as you can or feel necessary to provide.
- 17. When the Regional Open Houses end and Ballrooms H & J combine, will any equipment be removed or would you prefer to combine the two stages into one stage?**
 - a. The equipment in Ballroom J will be removed.
- 18. For the ancillary rooms outside the larger sessions are floating technicians sufficient instead of having in room AV technicians?**
 - a. Yes, we prefer floating technicians as opposed to in-room techs for anything other than the plenary sessions, including the educational programming rooms, to help save on costs.
- 19. We saw that your team is looking for a biodegradable stage set including lectern. We have a few options that are paper based. A similar look to your past events. Is this what your team is looking for or is it more plant and nature scenic based?**
 - a. It does not need to be plant/nature based. Biodegradable is the most important feature.
- 20. For the 40-board poster session, do you need tables and linens or anything from our team other than power?**
 - a. No.



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

660 North Capitol Street, NW, Suite 700

Washington, DC 20001-7416 | 202.962.3680 | icma.org

21. Do you need any assistance with anything not listed on the RFP?

- a. Not at this time. We will only be reviewing what's within the scope of the RFP.