



**Justice Fair Production and Event Logistics Consultant
Issued by the City of Los Angeles Mayor's Office of Public Safety**

RFP Questions & Answers

Please note: This document will be updated through the deadline to submit questions (4:00 p.m. PST on October 28, 2025).

Question 1

Q: The contract dates are listed as November 15, 2025, through June 30, 2026. However, the event date is listed as December 6, 2025. Is it possible the event date is December 6, 2026? Please confirm the event date. It also doesn't seem that the stated event date (regardless of the year), isn't in alignment with the period of time that the contracted producer would need to produce and execute this event date. Please clarify?

A: The date of the event is December 6, 2025.

Question 2

Q: The stated estimated budget, "not to exceed \$50,000", only applies to the services of the contracted company itself we assume? Would the costs of location, rentals, infrastructure and related venue costs be on a separate budget? And if the answer is yes, do you have an estimated budget for all the event needs so we can better understand the scope of this event?

A: The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount.

Question 3

Q: Has this "Justice Fair" been done at this scale before? If so, may we see past examples of the infrastructure to better understand the scope of this event?

A: We have done a Justice Fair before but not at this scale

Question 4

Q: Marketing, graphics design, exhibitor coordination & registration/check-in we assume are responsibilities of MOC. Is that correct? How much are you leaning into the contracted vendor for these needs, or are you simply looking for us to manage execution on site?

A: MOCS will collaborate with a Marketing and Communication Consultant to support marketing, graphic design, and registration. The Scope of Work outlines the detailed responsibilities and services to be provided by the contracted vendor.

Question 5

Q: Is the budget of \$50,000, solely for the event planning services or is there additional budget for the event itself?

A: The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount.

Question 6

Q: I don't have employees. I hire independent contractors. Also, I don't have a company car. Can I be excluded for Worker's Comp and Automobile Liability requirements? I have automobile insurance and business insurance.

A: Yes, but vendors in this category must complete and submit the required form requesting a waiver for Workers' Compensation Liability and must also comply with all applicable automobile financial responsibility laws

Question 7

Q: Does the \$50K include the venue rental, food and beverage, décor, AV and the cost of equipment rental or is that the upper most budget for the event production fee?

A:The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount.

Question 8

Q: What costs does the \$50K limit represent?

A: The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount.

Question 9

Q: If the \$50K budget does not include venue rental, etc., does the City have a venue in mind or is that up to the event planning consultant?

A: The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount.

Question 10

Q: When you say you want a budget, do you want an estimate of costs or are we locked into that figure?

A: The contract for these services is capped at \$50k. The submitted budget must stay within this allocated amount.

Question 10

Q: Regarding event location and all necessary vendors, is the contracting company identifying all vendors, or is there a list that the city that would be necessary to consider and/or follow? Have any locations or vendors for this event already been identified

A: The Mayor's Office of Community Safety (MOCS) has identified social service providers and employers who will staff the resource fair. However, the selected contractor is responsible for securing and managing any vendors necessary to carry out the full scope of work outlined in the RFP. The event venue has already been selected and secured by the City.

Question 11

Q: Will MOCS handle vendor payments directly, or should all expenses come from the \$50,000 budget? Including the event management costs?

A: The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount.

Question 12

Q: Is the venue already secured, or must the contractor identify and secure it?

A: The venue has been secured by the City.

Question 13

Q: Are permits and insurance fees covered under the budget, or reimbursed separately?

A: Permit and insurance fees should be covered under the budget.

Question 14

Q: Can the required 3–5 years of experience be met through the combined experience of the firm’s principal and key personnel, or must the company itself have been established for that duration?

A: The vendor must have 3-5 years of experience providing similar service.

Question 15

Q: Will experience with City-funded programs such as a city funded economic development center, qualify as relevant government experience even if the contracts were through partner agencies rather than directly with the City?

A: The vendor should clearly detail their relevant experience in their proposal. The vendor must have a minimum of three years of experience providing services similar to those outlined in the scope of work, even if that experience was not gained through direct work with the City.

Question 16

Q: Will MOCS provide or pre-select the venue, or should the proposer include site identification, permitting, and rental costs within the \$50,000 budget?

A: The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount.

Question 17

Q: Are these titles required, or may the proposer use equivalent roles (e.g., Program Manager, Creative Producer) if duties align with the scope? (RFP states full on-site management team including event producer, logistics coordinator, and support staff

A: The vendor should identify the required staff to support the logistics the day of the event.

Question 18

Q: Does the \$50,000 budget include all third-party vendor costs (AV, décor, rentals, entertainment), or will any of those be procured separately by the City?

A :The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount.

Question 19

Q: If applicable, will certified Small or Local Business (SBE/LBE) status influence evaluation or award decisions?

A: No, award of small or local business awarding preference is for contracts over \$150,000

Question 20

Q: Will MOCS provide existing branding or creative assets for the Justice Fair, or should the contractor propose a full creative design concept consistent with that theme?

A: MOCS will work closely with the Marketing Consultant and Event Planner Consultant to provide branding. However, the contractor will be responsible for the production of signage, banners and other printed materials needed to execute the event.

Question 21

Q: What is the anticipated role of the Marketing and Communications consultant—will that consultant handle promotion and outreach, or is the production contractor expected to lead event marketing as well

A: The Marketing and Communications Consultant is responsible for branding, promotion, outreach and registration of participants.

Question 22

Q: Will MOCS provide relative weighting or rubrics for what constitutes an “excellent” vs. “good” rating within each factor? (RFP states Proposals shall be evaluated on... Experience, Capacity & Resources, Resume of Key Personnel, Cost.)

A: Each evaluation Criteria has assigned points

Question 23

Q: Are there specific reporting templates or metrics the City prefers (e.g., demographics, vendor participation, media coverage)? (After action Report)

A: The City will work with the selected contractor to develop a reporting template.

Question 24

Q: The RFP states that our proposal response is due 11/5/2025 and the event is scheduled for 12/6/2025. Accounting for federal holiday closures, this would leave fewer than 20 business days between the RFP due date and the event date in which to accomplish the full RFP scope. Is the December 6, 2025 event date correct? If this is not the correct date, is there an anticipated or estimated date?

A: The event will take place on December 6, 2025.

Question 25

Q: The RFP states that "The contract shall have a performance period that begins on or about the date of contract execution, approximately November 15, 2025, and

ends no later than June 30, 2026. All work must be completed, approved, and submitted by this date." Is this time frame accurate?

A: We will use standard City language to define the performance period. The work is expected to be completed following the conclusion of the event with the exception of post-event reporting

Question 26

Q: Please confirm if the \$50,000 proposed budget includes all event costs such as venue, vendors, marketing, etc. or if this is strictly the allocated professional services budget for the Event Production Consultant.

A: The City will cover the rental cost of the event venue as well as staffing for venue set up and maintenance. All other event production and planning costs, including but not limited to design, décor, equipment rentals, audio/visual, entertainment, catering, and related services, must be covered by the contractor within the total contract amount. Marketing, branding, communications and outreach is not included in this scope of work.