

DEPARTMENT OF MENTAL HEALTH

State of Mississippi

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Education/Training Planning Services for the 10th Annual Mississippi School for Addiction Professionals

Questions (Submitted by: Events Plus, LLC) – DMH Responses Provided in Red

1. Page 2 of RFQ: Participant fees will cost the participant \$250.00 for registration. What are the anticipated fees for exhibitor space? Will exhibit workers have a registration fee and, if so, what will that fee be?

The Host & Exhibitor's fees are as follows:

*5 STAR HOST (Includes 8 total participant registrations)	\$5500
*3 STAR HOST (Includes 6 total participant registrations)	\$3500
GOLD EXHIBITOR (Includes 4 total participant registrations)	\$2500
0 SILVER EXHIBITOR (Includes 2 total participant registrations)	\$1500
0 BRONZE EXHIBITOR (Includes 1 total participant registration)	\$750

Host and Exhibitor fees should be applied to MS School expenditures to include, but not limited to food and beverage costs.

2. Page 2 of RFQ: Attendance is anticipated to be 330 participants with approximately 30 exhibitors. Does the number of 330 participants include speakers, special guests, DMH staff, moderators, exhibit workers, etc.? If not, what is the approximate total number of attendees?

The estimated 330 includes everyone except the exhibitors.

3. Page 7 of RFQ, 1.a.: Contractor is to be responsible for preparing and distributing email blasts, etc. Does the DMH presently have a listing of emails to be used for the blasts or is the contractor responsible for researching and compiling valid email addresses of participants?

The Director of The MS School can provide the vendor with distribution lists for the email blast.

4. Page 7 of RFQ, 2.d.: Contractor is responsible for facilitating planning committee meetings. Approximately how many meetings will the planning committee hold during the contractual period? Where will these meetings be held? Also, how many members will be on the planning committee?

The Planning Committee will have approximately 5 more meetings until the end of the contractual period. The next meeting is scheduled for November 16, 2016. The meetings will be held at the MS Department of Mental Health, located at 239 North Lamar St. Jackson, MS with approximately 20 members attending. DMH staff will be responsible for booking the space and ensuring conference lines are available for planning committee members who wish to participate by phone.

5. Page 7 of the RFQ, 2.e.: The contractor is responsible for drafting an evaluation report of the previous year's conference for planning committee members. What is the evaluation report to consist of and will last year's 2016 conference summary evaluation and other necessary documents be made available to the contractor? When will the contractor be responsible for presenting said evaluation to the planning committee?

The MS School Director at DMH will provide the contractor with the 2016 evaluations for the MS School. The evaluation report is to be constructed by the vendor based on the consolidated data from the MS School evaluations. The MS School evaluations are separate and apart from any evaluations required by professional licensure boards for Continuing Education Purposes. The MS School Evaluations are utilized by the planning committee to obtain participant feedback on the venue and presenters, etc.

6. Page 8 of RFQ, 3.g.: Request for bios, photos, and other documents and presentation materials from speakers, etc. How many breakout and plenary speakers are expected to present? Have the speakers already been made aware of this event and asked to participate in this event?

A. The Following is a breakdown of sessions based on the 9th Annual MS School for Addiction Professionals.

April 25, 2017- 2 Plenary Speakers

April 26, 2017- 7 breakout sessions; 1 plenary session

April 27, 2017- 7 breakout sessions; 1 plenary session

April 28, 2017- 2 plenary sessions

B. The speakers have not been made aware of the event. The MS School Director is in the process of contacting 2 speakers based on the Planning Committee's recommendations

made on September 13, 2016. Once the vendor is selected, they will receive potential speakers contact information to begin requesting bios, photos, and other important documentation.

7. Page 8 of RFQ, 5.a.: Contractor is to ensure that speakers' presentation materials are downloaded in advance onto computers for each session. How many total sessions will take place over the course of the event?

Please refer to the response provided in Question 6 above.

8. Page 9 of RFQ, 8.a.: Provide appropriate decorations for tables for evening event. What will take place during this evening event? Is there a theme for the evening event? What is the approximate number of attendees for the evening event?

The Planning Committee has not determined the theme or any details regarding the evening event at this time. It is expected that the successful vendor will work with the Planning Committee to outline these details.

9. Page 10 of RFQ, 10.f. Recognition of 10 year attendees. What is the approximate number of attendees to be recognized? Will individuals receive any type of award/recognition for which the contractor will be responsible for securing?

This recognition is intended to be celebratory in nature rather than a formal recognition of attendance. Specific details can be worked out with the Planning Committee.