CASA (The Contemporary A Cappella Society of America)
681 10th Ave. San Francisco CA 94118

Dear Sir or Madam:

CASA is requesting proposals from sound and/or lighting production companies that have extensive experience in providing professional concert sound and/or lighting services, preferably with experience working for not-for-profit organizations. We invite your company to submit a proposal to us by December 15, 2012 for consideration. A description of our organization, the services needed, and other pertinent information follows:

**Background of CASA**

CASA is a California nonprofit public benefit corporation recognized by the Internal Revenue Service as a charitable, tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code. CASA was founded in 1992 with a defined mission to foster and promote contemporary a cappella music around the world through education, recognition, and the creation of performance opportunities. We have an audit committee comprising of 5 members who will be responsible for the final section of vendor(s).

Our annual operating budget is approximately $125,000 per year, and we employ 3 part-time staff in 3 locations, with hundreds of volunteers located worldwide. Our main programs are Harmony in the Halls, Tunes for Teens, the Contemporary A Cappella League, Ambassadors, the Contemporary A Cappella Recording Awards, A Cappella Community Awards, SING, CASAcademy and Events. Our event schedule currently includes five festivals 2-4 days in length: Los Angeles A Cappella Festival, Boston Sings, VoCAL Nation, ACappellaFest and SoJam. Our main sources of revenue are from festivals and events, membership and donations.

In 2013, we expect to produce at least 5 major festivals, with the possible additional of similar or smaller events, all of which will include concert(s) that require professional sound and lighting. CASA is in need of equipment, engineers and set-up/break-down services. CASA may also benefit from audio/visual equipments and services for workshops at these events.

Proposals received will be applied to all 2013 festivals occurring on or after February 15, 2013 through December 31, 2013.

For more information, please visit our website at www.casa.org.

**Services to Be Performed**

Your proposal is expected to cover the following services:
1. Provision of professional sound system suitable for concert venues with capacities of 600 to 2500 seats. Please provide a specific breakdown of equipment you are able to provide directly and/or through a reliable rental agreement.

2. Provision of a minimum of 24 wireless microphones suitable for use by typical CASA event performers, which includes professional internationally/nationally touring acts, amateur adult groups, collegiate groups and high school groups.

3. Qualified engineer(s) with the required skill and experience level to operate the sound system provided.

4. Transportation costs/requirements for each event. (Dates and locations are included in the Timeframe section of this document. Where exact dates and locations are not known, we have provided an estimate).

5. Itemized cost (or donation) of providing all included services.

6. Availability throughout the year to provide the aforementioned services. CASA will consider all submitted availability as tentative until vendors are specifically contracted for dates and locations for an individual festival/event.

7. Sample preparation plans, schedule and overview of services.

8. Narrative on the vendor’s interpretation of how their offered services will benefit CASA and CASA Events.

9. References and examples that cite the quality of the equipment and services provided by the vendor.

LIGHTING

1. Provision of professional lighting system suitable for concert venues with capacities of 600 to 2500 seats. Please provide a specific breakdown of equipment you are able to provide directly and/or through a reliable rental agreement.

2. Qualified engineer(s) with the required skill and experience level to operate the lights provided.

3. Transportation costs/requirements for each event. (Dates and locations are included in the Timeframe section of this document. Where exact dates and locations are not known, we have provided an estimate).

4. Itemized cost (or donation) of providing all included services.

5. Availability throughout the year to provide the aforementioned services. CASA will consider all submitted availability as tentative until vendors are specifically contracted for dates and locations for an individual festival/event.

6. Sample preparation plans, schedule and overview of services.

7. Narrative on the vendor’s interpretation of how their offered services will benefit CASA and CASA Events.

8. References and examples that cite the quality of the equipment and services provided by the vendor.
Please note that we require vendors to itemize proposal costs/donations, as not all festivals will require all services. Your flexibility to work with appropriate venue-provided equipment and/or in collaboration with talent-specified engineers, as applicable, is encouraged and appreciated.

Vendors are allowed to include multiple-vendor partnerships or subcontractors in their proposal. If multiple vendors or subcontractors are included in the proposal, please provide a clear delineation of roles by vendor.

CASA will accept:

- bids on sound and lighting services from the same vendor.
- bids on sound or lighting only
- partial proposals for vendors who can offer some but not all of the requested services for sound and/or lighting.

Relationship with Prior Sound & Lighting Providers

These services have been previously been provided by the other vendors. For a full list of previous vendors, please contact events@casa.org

Timeframe

The following is the anticipated timeframe for the services to be provided:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Festival</td>
<td>March 9, 2013</td>
<td>MacArthur High School, San Antonio, TX</td>
</tr>
<tr>
<td>Boston Sings (BOSS)</td>
<td>April 5-7, 2013</td>
<td>Northeastern University, Boston, MA</td>
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<tr>
<td>VoCAL Nation</td>
<td>July 2013 (Dates TBD)</td>
<td>Location TBD, Philadelphia, PA</td>
</tr>
<tr>
<td>ACappellaFest</td>
<td>Fall 2013 (Dates TBD)</td>
<td>Location TBD, Chicago, IL/Mid-West</td>
</tr>
<tr>
<td>SoJam</td>
<td>November 2013(Dates TBD)</td>
<td>Location TBD, North Carolina</td>
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</table>

We expect to have all 2013 Festival Dates and Locations established by January 30, 2013 and will provide modifications and updates to this RFP as soon as additional information is available. CASA reserves the right to cancel and or modify the date/location of any event prior to finalizing a contract with the selected vendor(s).

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, CASA requires that all responses to the RFP be organized in the manner and format described below:

A. Executive Summary

Describe your understanding of the work to be performed and your company’s ability to perform the work within the time frame provided.

B. Professional Experience
Describe how and why your company is different from other companies being considered. This should include an explanation of the company’s philosophy, size, structure, and qualifications with serving not for profit organizations and events with a similar size and operations. Describe your company’s resources devoted to not for profit organizations and provide copies of newsletters or other resource materials addressing issues relevant to not for profit organizations. Discuss the company’s independence with respect to CASA.

**C. Team Qualifications**

Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

**D. Approach**

Describe how your company will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from CASA’s staff. Please also provide your company’s plan, schedule and communication style for collecting information necessary from venues and performers. Also discuss the company’s use of equipment and technology.

Finally, discuss the communication process used by the company to discuss issues with management and the Board.

**E. Fees/Donation**

Please provide a company estimate of fees for the services and/or donations to be provided. It has been CASA’s practice for management to negotiate a fee or in-kind donation for services for each event prior to such services being rendered. Fees should be itemized and listed per event.

**F. Client References**

Include a list of the relevant clients the company has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

**G. Additional Information**

Please provide copies of any additional information or media that represents your services. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

**H. Availability**

Include an outline of your current availability for 2013.

Proposal Timetable
Evaluation of Proposals
While price is an important factor, CASA will evaluate proposals on price and the following criteria:

- Prior experience providing sound and/or lighting to similar events or organizations
- Qualifications of staff to be assigned to the engagement
- Company’s understanding of work to be performed
- References
- Completeness and timeliness of the proposal

Key Contacts
Following are key contacts for information you may seek in preparing your proposal:

Dr. Julia Hoffman, President /Director of Awards  
Amanda Cornaglia Aldag, Vice President/Director of Events  
Tom Anderson, Director of Professional Relations  
Greg Rubin, Director of Development

Requests for additional information, questions, and coordinating visits to our offices should be coordinated through our Director of Events, Amanda Cornaglia Aldag. You may reach her via the email above or at 202-281-8667. Formal questions regarding this RFP are due via email to events@casa.org no later than 5 PM PST, November 30, 2012. Answers to all questions received will be released publicly on December 3, 2012 via email to vendors and on casa.org.

Please return the completed proposal to events@casa.org by 5 PM PST, December 15, 2012.
We would also appreciate a response if you decline to submit a proposal.

Sincerely,

Amanda Cornaglia Aldag  
Vice President/Director of Events

www.casa.org