



REQUEST FOR PROPOSAL

WCG Award Medals

ISSUED BY:

World Choir Games 2012 for the
2012 World Choir Games

Time Line for Selection Process:

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| • Thursday February 9, 2012 | RFP issued |
| • Friday, February 24, 2012 by 5:00 pm EST | RFP responses due to closing location |
| • Wednesday, February 29, 2012 | Vendor selected and notified |

Closing Location Email:

To: Venus Kent (vkent@2012worldchoirgames.com)
Subject Line: WCG Award Medals

Contact Person:

Venus Kent
World Choir Games 2012
700 Walnut Street, Suite 450
Cincinnati, OH 45202 USA
Email: vkent@2012worldchoirgames.com

RFP Materials

1. Request for Proposal PDF (7 pages)
2. Past WCG Medals with Dimensions and Weight PDF (2 pages)
3. WCG Trophy Rendering PDF (1 page)
4. WCG Medals Response Excel Spreadsheet (1 page)
5. WCG|2012 logo (1 illustrator file)

INSTRUCTIONS TO RESPONDENTS

SECTION 1 - GENERAL INFORMATION

1.1 Purpose of this Request for Proposal

The purpose of this Request for Proposal is to formally request proposals from your organization (the “Vendor”) to be considered by World Choir Games 2012 (“WCG|2012”), a non-profit 501c (3) organization, for the production of the Bronze, Silver, and Gold medals presented to the choirs participating in the 2012 World Choir Games (the “Games”) to be held in Cincinnati, Ohio July 4-14, 2012.

This document provides instructions and information needed to submit a Proposal, including a description of the required services, a list of evaluation criteria, and the format to be used for responses.

1.2 Background Information

INTERKULTUR (“IK”) governs international choral competitions and owns the rights to the World Choir Games. On June 18, 2009, IK awarded the 2012 Games to Cincinnati, Ohio.

The WCG|2012 was established and designated as the official organizing committee for the Games and, as such, will promote, organize, manage and stage the Games. The WCG|2012 will act as a steward to IK and to the world for the Games through the completion of the Games on July 14, 2012.

More info can be found at the official 2012 World Choir Games website:

www.2012worldchoirgames.com.

Principles behind the medals

- The medals are the visible objects that compel the participating choirs to practice/rehearse for many months, organize, and travel to compete in the World Choir Games.
- Bronze, Silver, and Gold medals are awarded to choirs competing in the Champions competition of twenty-three (23) musical categories.
- Only the Choir Director receives a medal.
- Based on the scoring system utilized for the Games, multiple choirs are awarded medals at each prize level. Based on history from past Games 10% of choirs receive Bronze medals, 65% receive Silver medals, and 25% receive Gold.

Design Concept

- WCG|2012 seeks to obtain a medal design that offers continuity in design/look with the WCG Champions Trophy, which will be produced by Cincinnati based Rookwood Pottery.
- A computer generated rendering of the trophy is being provided to assist with medal design.

1.3 WCG|2012 Supplier Diversity Policy

It is the policy of World Choir Games 2012, an Ohio non-profit corporation (WCG), that small, women-owned, minority-owned, and certain disadvantaged business concerns shall have the maximum practicable opportunity to participate in the performance of contracts let by WCG, including the performance of subcontracts let by contractors holding prime contracts with WCG. In furtherance of this policy WCG will, and all such prime contractors shall, make reasonable commercial efforts to provide such opportunity by, among other efforts, striving to meet, to the fullest extent consistent with efficient contract performance, standards regarding supplier diversity equivalent to those promulgated in Federal Acquisition Regulations (FAR) 52.219-18, including the definitions therein (which standards and definitions are utilized for purposes of determining compliance with this Policy, even though WCG is not subject to FAR).

This policy was adopted by the Board of Trustees of World Choir Games 2012 on November 21, 2011.

1.4 The Role of the WCG Award Medals Vendor

- WCG|2012 will be selecting a Vendor to provide the creative design and production of the Bronze, Silver, and Gold medals to be awarded to the choirs participating in the Champion's competition of the 2012 World Choir Games.
 - Official medals should include the following elements:
 - The official WCG|2012 logo.
 - Name of the host city: Cincinnati, OH
 - Date of the Event: July 4 – 14, 2012
 - Each medal should include a ribbon to allow the medal to be hung on the Choir Director's neck during the award's ceremony.
 - Each medal should include a box
 - WCG|2012 would like to see pricing for three different box types, offering a low, medium, and high price point.
- Vendor must be capable of delivering the agreed upon quantity of official medals by June 15, 2012.
- In addition, Vendor has an opportunity to design and produce replica Bronze, Silver, and Gold medals to be sold to the individual members of the choirs. Individual choir members must present their certificate as proof of entitlement to purchase a replica medal consistent with the medal won by their choir. According to IK approximately 40% of participants will purchase a replica if affordably priced. Currently 15,500 participants have registered for the 2012 World Choir Games.
 - Replica medals should have a similar look to the official medals and show essential symbols (WCG logo), but the replica **should not** be confused with the official medals and should be made from a cheaper, more affordable material.
 - WCG|2012 is not providing any type of sales guarantee and Vendor will bare 100% risk of any unsold inventory.
 - End of event "fire sales" will not be allowed and replica medals can only be sold to official participants.

- WCG|2012 will view favorably proposals that show an awareness of the 501 c (3) status of WCG|2012 and its openness to use a portion of the profits from the sale of replica medals to rebate some of the cost of the official medals.

SECTION 2 – RESPONSE GUIDELINES

2.1 Requests for Proposal Process

Communications, Questions and Answers:

- Respondents may submit questions, via email, concerning this RFP, to the WCG|2012 Contact Person only, at any time until 5:00 PM (EST) Friday, February 17, 2012.
- WCG|2012 will endeavor to respond reasonably promptly to questions.
- Answers will be provided in writing, via email.

Closing:

- Proposals must be received at or before 5:00 PM on Friday, February 24, 2012.
- The following items must be submitted via email to :
 - the completed WCG Medals Response Excel Spreadsheet
 - PDF of up to 6 potential medal designs
 - PDF of box samples
 - Document outlining the cost to participants for the replica medals and revenue sharing opportunity, if applicable, with WCG|2012
- Respondents may also mail samples of the ribbons, material to be used to produce the official and replica medals, and boxes.
- The WCG|2012's time record of Response deliveries is conclusive.
- WCG|2012 will not consider late-delivered Responses, unless the Respondent is able to demonstrate to the WCG|2012's satisfaction that exceptional circumstances prevented the timely delivery of its Response and that the WCG|2012's consideration of the late Response would not result in prejudice to Respondents who submitted Responses on time.
- All Responses, including late Responses, will be retained by the WCG|2012.

2.2 Response Submission, Content, and Format Submission

- The email response items shall be delivered to:
Venus Kent, vkent@2012worldchoirgames.com
Subject Line: WCG Medal Proposals
- The mailed response items shall be delivered to:
Venus Kent
World Choir Games 2012
700 Walnut Street, Suite 450
Cincinnati, OH 45202 USA
- Direct initiated contact with the WCG|2012's Board of Directors, its partners, including IK or WCG|2012 staff concerning this Request for Proposal, at anytime, is not permitted. As indicated elsewhere in this RFP, Respondents are reminded that all communications regarding this RFP are to be directed only to the Contact Person named on page one of this RFP and not to any other WCG|2012 person, except in the absence of the Contact Person named on page one of this RFP.

- Failure to provide the items indicated in this Request for Proposal may be interpreted by the WCG|2012 as an inability by the Respondent to provide the requested service. Responses and supporting materials will not be returned.

2.3 General Information

The Respondent shall include the Respondent's company name (if any), contact person and title, complete address, telephone, Mobile and fax number and email address. If applicable, other participating entities whose participation is critical to the delivery of the services shall be listed separately with a name, contact person and title, complete address, telephone and fax number. An explanation of the relationship between the other entities and the Respondent shall be included.

2.4 Evaluation Process

The WCG|2012 staff will evaluate all Responses received to determine the Response(s) that, in the WCG|2012's opinion, represent the most advantageous Response(s) to the WCG|2012. Responses not conforming to requirements may be eliminated at the WCG|2012's sole discretion. At the conclusion of the Proposals Response evaluation process, the successful Respondent will be contacted by the Contact Person.

The evaluation may include consideration of criteria the WCG|2012 considers appropriate to the determination of the most advantageous Response, including without limitation any or all of the following:

- Ability of the Respondent to meet the WCG|2012's required timelines.
- Respondent's compliance with the terms and conditions of this RFP.
- Respondent's awareness of the 501 c (3) status of WCG|2012 and openness to act as a partner to WCG|2012.
- The foregoing criteria are not necessarily exhaustive or listed in order of importance and will not necessarily be weighted equally in terms of importance. The WCG|2012 will in its sole discretion determine the weighting to be given to the evaluation criteria established for this RFP.

Inquiries

The WCG|2012, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Response and may seek clarification from the Respondent's clients regarding relevant past experience.

Non-Conforming Responses

Responses which fail to conform to the format requirements set forth herein or which fail to conform to any other requirement of this RFP may be rejected by the WCG|2012.

Indemnification

To the fullest extent permitted by law, the Respondent hereby agrees to indemnify and hold harmless the WCG|2012 and their agencies, officers, employees and agents against any and all liability claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent act or omission of the Vendor in the performance and/or failure to perform within the Contract including the negligent acts or omission of any Vendor, Subcontractor or any direct or indirect employees of the Vendor or Subcontractors.

SECTION 3 – TERMS AND CONDITIONS

3.1 News Releases

Any public representation or announcement regarding the WCG|2012, this Request for Proposals, and any response thereto, or any subsequent contracts arising there from shall be made only by the WCG|2012, and any requests for information made to any respondent by the news media shall be referred to the WCG|2012.

3.2 Confidentiality

Each Respondent agrees to keep the contents of its Response, and the fact that it has submitted a Response, confidential, whether or not a Contract is awarded. The WCG|2012 shall have the right, but not the obligation, to disclose the identity of successful Respondents on the WCG|2012's website. The WCG|2012 shall also have the right, but not the obligation, to make a public announcement or issue a news release to the media regarding the award of any Contract, provided that the WCG|2012 will obtain the successful Respondent's consent to the text used in any such release, such consent not to be withheld, delayed or conditioned unreasonably.

The contents of Responses will be maintained by the WCG|2012 in confidence and will not be disclosed to any third party without the express prior consent of the Respondent subject only to those circumstances where WCG|2012 is compelled by law to make disclosure.

3.3 Incurring Costs

The WCG|2012 will not be liable for any cost which a respondent may incur in the preparation, delivery, or presentation of their Response. Responses shall be concise, straightforward, and prepared simply and economically. Custom materials are strongly discouraged and are neither requested nor required.

3.4 Information Disclaimer

The WCG|2012 and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any oral or written information, or any advice, or any errors or omissions which may be contained in this Request for Proposals or any documents or other materials disclosed or otherwise provided to Respondents pursuant to this Request for Proposals.

3.5 Security Requirements

Due to the sensitivity of security requirements for the 2012 World Choir Games, the WCG|2012 may require Respondents to submit information which may, in the discretion of the WCG|2012 and its security advisors, be used to perform a comprehensive security and background screening.

3.6 WCG|2012 Rights

The WCG|2012 may unilaterally take the following actions, and shall not be liable for any such actions:

- a) amend the scope and description of the services to be procured pursuant to this Request for Proposals;
- b) reject or accept any or all Responses; and/or cancel the Request for Proposals.
- c) Respondents acknowledge and agree that this Request for Proposals is in no way whatsoever an offer to enter into an agreement and submission of a Response by any Respondent and does not in any way whatsoever create a binding agreement. Respondents acknowledge that the WCG|2012 has no contractual obligations whatsoever arising out of this Request for Proposals process.

3.7 Copyright Title

INTERKULTUR governs international choral competition and owns the rights to the World Choir Games, including any ideas or concepts embodied in such work as may be submitted to the WCG|2012 as part of a response to this Request for Proposals.

3.8 No License to Games-Related or WCG|2012 Marks

No license or right to the use of any of the Games symbols, emblems, marks or terminology, will be granted to any respondent, except as part of the WCG|2012 medal design and production. The selected Respondent will be required to explicitly acknowledge that the use of Games-related symbols, emblems, marks and terminology is reserved to IK and the WCG|2012, and may be used only with their prior written permission.

3.9 WCG|2012's Marks and Other Intellectual Property

Respondents explicitly acknowledge that the use of WCG|2012's marks, logos, trademarks, service marks, copyrighted material and other intellectual property (including any logo and mascot) is protected by federal trademark, copyright and other laws, and may be used only with the prior written permission of the WCG|2012.

3.10 No Advertising

Respondents acknowledge, whether successful or not, that they do not acquire any marketing or publicity rights relating to its Response or any contract ultimately executed in the event their Response is accepted and they are ultimately retained to serve the WCG|2012. Without limitation, no Respondent shall publicly disclose or promote its relationship with the WCG|2012, including, by means of any oral declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures, website content or other written materials without the express prior written consent of the WCG|2012.