

**Educational Webinars and Entrepreneurial Meetups
Request for Proposals
Addendum #1
February 1, 2022**

Questions and Answers

The following is a list of questions received related to the Request for Proposals for the Educational Webinars and Entrepreneurial Meetups project. The deadline for submitting questions was 2:00pm on February 1, 2022. Responses from CRCOG are noted in red.

1. Approximately how many in-person meet up events is CRCOG looking to execute per quarter?
The RFP asks for at least one per quarter. Proposals may offer more events.
2. Approximately how many virtual webinars is CRCOG looking to execute per month?
The RFP asks for at least one per quarter. Proposals may offer more events.
3. Will CRCOG provide the registration software/website for entrepreneurs to register to attend these events?
CRCOG anticipates that this function would be provided by the respondent.
4. Will CRCOG provide the platform for which the webinars will take place on or will this platform need to be sourced by the respondent?
CRCOG is open to either option. CRCOG currently has licenses of zoom (though not a webinar license) and Microsoft Teams.
5. Is the contractor budget of \$75,000 inclusive of travel expenses?
Yes.
6. Will preference be given to in-state respondents/ contractors only?
No.
7. What is the total event budget allocated for the full 18 months?
The total budget for this project is \$75,000.
8. Are suppliers such as Audio Visual Companies, ASL Interpreters, Caterers etc. contracted and paid directly by CRCOG or will the respondent be responsible to contract and remit payment?
We would anticipate that the respondent would be responsible for this.
9. Are there any specific dates that have been locked in for the webinars or in person meet ups for 2022?
No.
10. Are these webinars and meet ups free to the attendees or will there be a fee to attend?
They will be free to attendees.
11. Will the in person events require décor or catering?
CRCOG does not anticipate requiring décor, though light catering is desirable.