

Request for proposals

Development of Bid Package to host Breakout West in Whitehorse, Yukon 2019

Project Description

BreakOut West has developed as one of the premier entertainment events in North America. The event serves as a mini global village for artists and industry executives from around the world and all sectors of the business to engage in a free trade of ideas. The tri-part event incorporates a festival, special events, and a conference with a program schedule of seminars and keynote speakers. The event will educate delegates on the issues facing professionals at every level of the entertainment business and offers an outlet for creative networking through matchmaking, one-on-one speed dating, mentoring sessions, and an opportunity to connect with tomorrow's leaders,

MusicYukon and Yukon Media Development are seeking the services of a qualified individual or company to develop a robust bid document to host Breakout West in Whitehorse, Yukon in October 2019.

The selected contractor will commence work August 15th, 2018 with final bid package being submitted no later than September 28, 2018.

Bid Development

The selected contractor will develop Yukon's bid to host Breakout West 2019 in Whitehorse, YT. In accordance with the BOW 2019 Requirements including:

- Timeline and Process
- Host Committee
- Financing and Sponsorship
- Ancillary Promotions
- Promotion of event year prior
- Special Events (Welcome Event/VIP Event/Mini BOW/Classical Showcase) during conference
- Transportation to Host City
- Industry Buy-In
- Local Ground Transportation
- Production Costs for Award Event
- Venue Requirements
- WCMA Festival
- Awards Brunch
- WCMA Reception
- BOW Kick off Concert
- Media and Communications Centre
- Host Hotel
- Secondary Hotels
- Press Conferences
- Economic Impact Study
- Volunteer identification

It is important that the final bid document reflect the flavour of the Yukon as represented by Whitehorse.

For additional information contact:

Andrea Stratis, MusicYukon
office@music yukon.com or 867-456-8742

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Relevant Dates

July 31, 2018

- RFP Issued

August 13, 2018 at 4 PM

- RFP closes and all proposals must be received at Yukon Media Development office, 2nd Floor, 303 Alexander Street or via email at info@reelyukon.com

September 7, 2018

- Draft of Bid received

September 12, 2018

- Feedback on draft provided to contractor

September 28, 2018

- Final Bid Package delivered to Yukon Media Development office

October 3

Final Bid Package delivered to Western Canada Music Alliance

Assessment Criteria

- Since the final bid documents must reflect the flavour of the Yukon as represented by Whitehorse, all proposals will be assessed on the creativity, readability and information provided in their proposal. Information should include:
 - Proponent's resume. Proponents must demonstrate considerable experience in working in the music industry or event organization and preferably experience working with the BreakOut West organization.
 - A description of how the proponent would undertake the bid development
 - A time table of how and when specific tasks will be undertaken and completed by September 28, 2018.
 - An overall budget which clearly shows daily and hourly rates and including costs for other related expenses.
 - Contract will be paid as a fixed price contract. Please do not provide/submit any variable pricing that is dependent on hours to completion.
 - Proposals in excess of \$5,000 will not be considered.
 - Identification of any risks that would threaten successful completion of the project that may arise over the course of the project timeline.

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