



To: All Prospective Bidders
From: Purchasing Department
Date: Friday, August 13, 2021
Subject: Inquiries and Responses
RFP#106-2021: Audio Visual Services

Inquiries and Responses:

1. What are the projected timelines after the 8/31 submissions:
Targeted decision date?
October 2021
Targeted transition date?
November 2021
2. Please provide Revenue and Commission history for term of last contract.
Attached is a copy of the Revenue & Commission history.
3. When does the current audio-visual services contract expire?
The current audio-visual contract term ends December 31, 2021.
4. What is the anticipated (or needed) service start date for a new audio-visual services provider?
The anticipated service start date is January 1, 2022
5. Please provide top line (gross) audio-visual revenues for 2018 and 2019. Also, 2021 top line (gross) forecasted audio-visual projections.
Attached is a copy of the 2018 and 2019 audio visual revenue.
6. Is there a financial reconciliation form/format (for audits) that works best for the center? If so, can you provide a sample?
Attached is a copy of the reconcile form.

7. Is there a format or specific information that the center needs for their 18-month financial forecast? If so, can you provide a sample?

Attached is a copy of the forecast template.

8. Do you need the weekly schedule in a specific format?

Attached is a copy of the forecast template.

9. What are the average telephone services costs? It's our understanding that we (the contractor) will be responsible for these costs.

Music City Center does not charge the AV services provider for telephone service.

10. Are there any other utility costs that the audio-visual provider will need to pay for?

Music City Center does not charge the AV services provider for any other utility costs. Electrical is billed directly to our customers by MCC for items rented and installed by inhouse or external A/V providers.

11. For potential team member resumes, are you okay with us preliminarily redacting team member names/contact information (for privacy). We can provide their information if we are selected.

We require team member names. Contact information is not required.

12. Is the in-house audio-visual provider able to sell truss and motors for rigging, considering that rigging itself is handled by another vendor at the center?

The AV service provider may rent truss and motors.

13. Can you provide an estimate of the current in-house Audio-Visual services capture rate at the MCC? Example: The current a/v vendor captures 10% of all potential Music City Center audio-visual business.

We have not tracked the capture rate for the AV services provider.

14. RFP asks for a list of our top 3 venues as references, and the amount of commissions paid in the last full year. May we submit 2019 numbers in addition to 2020 commission numbers to provide an accurate expectation of pre-covid revenue?

2019 commission payments may definitely be submitted in addition to 2020 numbers.

Year to Date Total (fiscal year runs July 1, 2016 - June 30, 2017)			
	Gross Commissional Revenue to A/V		
	Vendor	CCA Commission	
Client	\$ 1,179,000.00	\$	294,700.00
exhibitors	\$ 343,700.00	\$	85,900.00
Grand Total	\$ 1,522,700.00	\$	404,800.00

Year to Date Total (fiscal year runs July 1, 2017 - June 30, 2018)			
	Gross Commissional Revenue to A/V		
	Vendor	CCA Commission	
Client	\$ 844,800.00	\$	218,500.00
exhibitors	\$ 458,800.00	\$	119,000.00
Grand Total	\$ 1,303,700.00	\$	337,600.00

Year to Date Total (fiscal year runs July 1, 2018 - June 30, 2019)			
	Gross Commissional Revenue to A/V		
	Vendor	CCA Commission	
Client	\$ 877,600.00	\$	229,500.00
exhibitors	\$ 459,900.00	\$	121,500.00
Grand Total	\$ 1,337,500.00	\$	351,000.00

Year to Date Total (fiscal year runs July 1, 2019 - June 30, 2020)			
	Gross Commissional Revenue to A/V		
	Vendor	CCA Commission	
Client	\$ 664,900.00	\$	166,200.00
exhibitors	\$ 284,900.00	\$	71,200.00
Grand Total	\$ 949,700.00	\$	237,400.00

Forecasted Gross AV Revenue for FY2022		
AV Equipment	\$	564,000.00
AV Labor	\$	56,000.00

*Forecasts are extremely conservative and volatile at this time due to uncertainty around COVID progressions, possible future cancellations and/or bookings

Month	Event #	Customer Category	Event Name	Actual Revenue to AV Vendor	CCA Commission	Comments
		client exhibitors		\$ -	\$ -	
		Omni		\$ -	\$ -	
				<u>\$ -</u>	<u>\$ -</u>	
		client exhibitors		\$ -	\$ -	
		Omni		\$ -	\$ -	
				<u>\$ -</u>	<u>\$ -</u>	
		client exhibitors		\$ -	\$ -	
		Omni		\$ -	\$ -	
				<u>\$ -</u>	<u>\$ -</u>	
		client exhibitors		\$ -	\$ -	
		Omni		\$ -	\$ -	
				<u>\$ -</u>	<u>\$ -</u>	
		client exhibitors		\$ -	\$ -	
		Omni		\$ -	\$ -	
				<u>\$ -</u>	<u>\$ -</u>	

Monthly Summary		Actual Revenue to AV Vendor	CCA Commission
client exhibitors		\$ -	\$ -
Omni		\$ -	\$ -
Grand Total		<u>\$ -</u>	<u>\$ -</u>

Year to Date Total (fiscal year runs July 1, 20xx - June 30, 20xx)			
		Actual Revenue to AV Vendor	CCA Commission
Client exhibitors		\$ -	\$ -
Omni		\$ -	\$ -
Grand Total		<u>\$ -</u>	<u>\$ -</u>

