



**Marketing and Design Services RFP Public Q&A**  
*Up-to-date as of 5/22/24*

**Question:** Hi there, thank you for the opportunity to bid this expanded scope of work. Our only questions are around: Convening Services: • Support up to 3 co-facilitation events including the co-drafting of presentation products and co-develop content in coordination with the corresponding PacMtn project manager. • Provide strategic thought partnership and planning support for program and strategic plan integration of PacMtn initiatives.

Is the scope of work around:  
MadCap running logistics around events. Venue, food & beverage, AV etc. OR is this MadCap helping produce facilitation materials? OR a combo of all of the above. A little clarification around scope on this section would be greatly appreciated.

**Answer:** This RFP does NOT cover event logistics such as the following: catering, transportation, furnishing, event setup or tear-down, or AV support. Convening services describe the coordination with key partners; developing and finishing presentation materials in consultation with PacMtn leadership and staff; assisting with promotional materials, announcements, and advertisement efforts; coordination of specialty printing products (separately billed to PacMtn) in support of the event; facilitation and hosting during the event.

**Question:**

**Answer:**

**Question:**

**Answer:**

**Question:**

**Answer:**



**Marketing and Design Services RFP Public Q&A**  
*Up-to-date as of 5/22/24*

**Question:**

**Answer:**

**Question:**

**Answer:**

**Question:**

**Answer:**

**Question:**

**Answer:**

**Question:**

**Answer:**

**Question:**

**Answer:**

**Question:**

**Answer:**