

State of Alaska Quote for Event Services

Event Name:	2017 Change Agent Conference		
Sponsoring Agency:	DHSS – Behavioral Health		
Event Theme:			
Event Starts Date/Time:	11/28/17 @ 7:30am	Event Ends Date/Time:	11/30/17 @ 5:00pm
Location/City, State:	Anchorage, AK		
Primary Contact:	Rick Calcote, DHSS, 907-269-3617, rick.calcote@alaska.gov		
Secondary Contact			

Description of Event:

The Change Agent Conference is an annual event for 58 organizations delivering behavioral and social services in Alaska. The conference will be three full days of information sharing and collaboration between the DHSS Division of Behavioral Health and providers, the mental health trust and various boards. This is an opportunity for all stakeholders to convene and discuss challenges and solutions and receive training. Guest trainers fly in from out of state. 20% of attendees are from outside the Anchorage metro area. Preference for meeting in downtown Anchorage area.

Event Attendees	Day 1	Day 2	Day 3	Setup Requirements
	150ct	150ct	150ct	----
Hotel Guest Rooms				
	35 - night 0	35 – night 1	35 - night 2	----
General Session Space				
	150ct	150ct	150ct	Auditorium style
Breakout Rooms Needed				
	3 – 50 ct	3 – 50 ct	3 – 50 ct	Rounds of 8
Special AV Needs				
Food & Beverage	Continental Breakfast	Mid-PM Coffee & snack	All day coffee/tea/water	
	150ct	150ct	150ct	---

VENUE OPTIONS

Event Venue Options:	Sheraton	Hilton	Captain Cook	Lakefront
General & Breakout Sessions	\$13,468	\$3,045	\$15,300	\$9,438
Food & Beverage				
150 ct x 3 days	\$6,642	\$7,500	\$9,963	\$8,140

VALUE-ADDED SERVICES

- Graphic Design
- Music – Background between sessions
- Website – Including detailed program information, speaker Bios, documents from event, etc.
- Mobile Event App (Guidebook)
- Promotion/Marketing
- Printing

QUOTE FOR THIS EVENT

Venue	Sheraton	Hilton	Capt Cook	Lakefront
Meeting facility	\$13,468	\$3,045	\$15,300	\$9,438
Food and Beverage	\$6,642	\$7,500	\$9,963	\$8,140
Subtotal – Venue	20,110	\$11,045	25,263	17,578
Lodging	\$109/night	\$110/night	\$111/night	\$100/night
Expenses				
A/V equipment (Outside vendor for 3 days)	\$7,000	\$7,000	\$7,000	\$6,000
Speaker Travel (see special considerations below.)	\$			
Graphic Design	\$1,000	\$1,000		
Sound Design	\$600	\$600		
Registration Website	\$2,000	\$2,000		
Registration Management (interacting w/attendees, post conference surveys and attendee information management) (\$20 per attendee)	\$3,000	\$3,000		
Mobile Conference App	\$ 2,100	\$2,100		
Printing/Name Badges/Lanyards (150 @ \$13.50 per attendee)	\$ 2,025	\$2,025		
Marketing	\$			
Subtotal Expenses	\$17,725	\$17,725	\$17,725	\$17,725
Contractor Services				
General Manager	\$ 75/hr	x 20 hours =	\$ 1,500.00	
Project Manager	\$ 40/hr	X 200 hours	\$ 8,000.00	
		=		
Assistant	\$ 20/hr	x 100 hours =	\$ 2,000.00	
Subtotal Contractor Services	\$11,500	\$11,500	\$11,500	\$11,500
TOTAL EVENT QUOTE	\$46,803	\$40,270	\$54,488	\$46,803

Special Considerations:

1. There is another vendor providing the Training Services for this event. Bespoke will be required to coordinate and work with the Training vendor for all aspects of program and event, as determined jointly.
2. ORGANIZING TRAVEL/Lodging for speakers shall be coordinated with Training vendor. Additional budget for travel in Training budget. Training Vendor is the Alaska Training Cooperative
3. Networking event may be added - only if the Mental Health Trust will sponsor luncheon or evening event. Also, possible evening event for select group of people. This shall be negotiated with the Mental Health Trust directly and separately. No related expenses shall not be part of this agreement.