

Executive Summary
For
Event Staffing Services to be Performed by Argus Event Staffing, LLC
On behalf of
The Division of Theatres and Arenas, City and County of Denver

The Division of Theatres and Arenas (T&A) requires event staffing services in order to manage and operate its five venues: Red Rocks Amphitheatre, The Denver Coliseum, The Ellie Caulkins Opera House, Temple Buell Theatres and Boettcher Concert Hall. Although these services have been utilized at all T&A venues, the majority of services are offered at Red Rocks and the Coliseum. For over 20 years, event staffing services have been provided by five different companies¹. Currently, these services are provided by Argus event Staffing, LLC². However, the agreement with Argus expires November 30, 2010, which established the need to issue an RFP.

In May of 2010, Theatres and Arenas met with Denver's Purchasing Division, which manages most RFPs for the City and County of Denver, to discuss the process around T&As' event staffing services RFP. An RFP team was established and consisted of Tad Bowman (T&A Director of Event Operations), Colin Lewis (T&A Director of Finance), Mark Najarian (T&A Director of Facilities), Megan Reyes (T&A Director of Administration), and Michael Romero, Associate Buyer for the Division of Purchasing. The primary outcomes of this meeting included a timeline for the RFP and determination of the roles and responsibilities of each team member. Moreover, a cursory review of the 2005 RFP was conducted to determine if the team anticipated any major changes. Finally, the team was asked to review the 2005 RFP more closely over the next few weeks and provide red-lines to Mr. Romero and Ms. Reyes, T&As' RFP/contract administrator. Simultaneously, Dan Slattery, Assistant City Attorney assigned to T&A, was asked to review the 2005 sample contract and amend as necessary. Likewise, the 2005 draft contract was routed to Denver's Risk Department for its review and comment.

The T&A team met several more times to discuss certain terms and conditions of the RFP and submitted its final draft to Mr. Romero by mid-July. Mr. Slattery and the Risk Department provided their drafts by the end of July. Mr. Romero finalized the draft, which was published on or about August 4, 2010; T&A received a copy of the final version on August 6. About this time, the RFP Panel was selected which included five T&A staff and four client representatives, including AEG, Live Nation, National Western Stock Show, and the Denver Center for Performing Arts (DCPA).

Incorporated in the RFP was a Schedule of Events, outlining the "next steps" in the process, which included the following:

1. Pre-proposal Conference – August 12 (provides an overview of the RFP)

¹ Chronologically, Midwest Services, Andy Frain, Staff Pro, Contemporary Service Corp (CSC), and currently Argus.

² See Agreement Between Argus Event Staffing LLC and the City and County of Denver, Contract Control No. CE54021 (and subsequent extension amendments)

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2. Deadline to Submit Additional Questions – August 23 (the RFP required bidders to submit questions in writing)
3. Response to Written Questions – August 30 (prepared by the RFP Panel)
4. Proposal Due Date – September 10 (proposals accepted after this date were not considered)

In early September, Mr. Romero provided an Evaluation Matrix Score Sheet that the RFP Panel was required to use in its evaluation of the proposals submitted on or before September 10. On or about September 14, Mr. Romero provided each Panel member copies of the proposals for their review and scoring. On September 23, the RFP Panel convened to discuss both the technical and pricing aspects of the submitted proposals. During the meeting, it was determined that Argus Staffing Services was the preeminent contractor and the unanimous choice of all the Panel members. Consequently, on October 1, 2010, Mr. Romero submitted the award letter to Argus Staffing Services (and copied T&A members of the Panel).

For additional information, contact Tad Bowman at (720) 865-4244, Megan Reyes at (720) 865-4224, or Michael Romero at (720) 913-8122.