



Request for Proposal

Page 1 of 2

Release Date: 7/14/2021

Response Due: 7/30/2021

PROJECT DETAILS

Music or Entertainment for Vermont Day at the Big E.

Vermont Agency of Agriculture, Food and Markets (VAAFAM) is seeking a band for the Vermont Building at the Big E on Saturday, September 25, 2021.

Agency/Department:

Name: Agency of Agriculture, Food, and Markets

Contact: Mary Annino

Address: 116 State Street
Montpelier, VT 05620

Contact Phone: 802-522-3742

Contact E-mail: mary.annino@vermont.gov

TIMELINE*

Release Date: 7/12/2021

Responses Due: 7/30/21

Contract Start Date: 9/25/2021

Contract End Date: 9/25/2021

**to be finalized after proposals are received and contractor selected*

BUDGET

Maximum budget for project: \$2,000

OTHER BUDGET COMMENTS / RESTRICTIONS / INCENTIVES

None.



Request for Proposal

Page 2 of 2

PROJECT BACKGROUND

The Vermont Building is one of multiple attractions available to visitors at the annual Eastern States Exhibition – The Big E – located in West Springfield, Massachusetts. The Vermont Building serves as both a marketing and sales vehicle for Vermont products and services, as well as the larger “Vermont Brand”.

Vermont Day is set aside to celebrate Vermont and is traditionally the busiest day of the entire event. Typically, the Governor, Secretary of Agriculture, Vermont Trustees, and other officials are in attendance.

SCOPE OF WORK

VAAFAM is looking for two acts to entertain the crowds that come from all over New England.

10:00am – 12pm

1:00pm – 3:00pm

1. Contractor is responsible for bringing all necessary equipment. Electricity will be provided.
2. Contractor should arrive for set up a minimum of 2 hours before event start.
3. We will be looking for family friendly, upbeat music.

SUBMISSION REQUIREMENTS

The following materials must be submitted via email to mary.annino@vermont.gov no later than midnight on 7/30/21 for consideration. Materials must be submitted via a single pdf or single clickable link to a full online package.

REQUIRED CONTENT

1. Point of Contact. Please provide a single point of contact for clarification of information if needed.
2. Experience. Please provide your background and credentials.
3. Proposed song list.
4. Budget. Please submit a budget, not to exceed \$2000.00 that is both realistic and reasonable to complete the scope of services. Proposal shall include all expenses, relevant costs to complete work as detailed in Scope of Work, and all travel requirements.
5. **A Certificate of Insurance** which meets the criteria as outlined in [Attachment C](#)
6. A **W9** signed within the last 6 months.