



**GRAMBLING**  
STATE UNIVERSITY®

## Request for Qualifications

**SUBMIT BID TO: Grambling State University**  
**Purchasing Department**  
[purchasingbids@gram.edu](mailto:purchasingbids@gram.edu)

To maintain the integrity of the bid process, please **do not cc** any other University email address when submitting your bid.

**Bid Number: 50018-260035**      **DATE: JUNE 23, 2026**

**TITLE: Talent Acquisition, Entertainment Programming, and Event Support Services**

**Purchasing Department Contacts: Erin Walker (318-274-3280)**  
[walkere@gram.edu](mailto:walkere@gram.edu)

**RFQ Release Date: June 23, 2026**

**Deadline for Written Inquiries: June 30, 2026, by 2:00 PM CST**

**Responses to Written Inquiries Issued: July 3, 2026**

**Statement of Qualifications Due Date and Time (Electronic Submission Only):**

**July 14, 2026, by 2:00 PM CST**

1. Grambling State University reserves the right to reject any or all Statements of Qualifications, waive informalities, request clarifications, and accept the response deemed to be in the best interest of the University.
2. Hard-copy submissions will not be accepted. All Statements of Qualifications must be received electronically by the date and time specified in this RFQ to be considered.
3. Statements of Qualifications for furnishing the services specified herein are hereby solicited and shall be received electronically at the "Submit Response To" email address listed in this RFQ no later than the specified submission deadline. The Respondent is solely responsible for ensuring timely delivery of its submission. The Purchasing Office is not responsible for transmission delays, failed deliveries, spam filtering, or other electronic delivery issues. A response will be considered late if it is not received at the designated email address by the stated deadline.
4. The maximum email attachment size accepted is 125 MB. If a response exceeds this limit, the Respondent shall submit the response in multiple emails. Each email shall be clearly labeled. Example:
  - RFQ 50018-26XXXX – Talent Management Services – Submission 1 of 3
  - RFQ 50018-26XXXX – Talent Management Services – Submission 2 of 3
  - RFQ 50018-26XXXX – Talent Management Services – Submission 3 of 3

Only documents received by the submission deadline will be considered. Late submissions will not be accepted.

5. Responses must be signed by a person authorized to bind the Respondent. In accordance with La. R.S. 39:1594, the person signing the response must meet the applicable statutory requirements regarding signature authority.
6. When submitted by email, the subject line must clearly identify the RFQ number and title. Responses must be received by the submission deadline.
7. Respondents are responsible for reviewing the entire RFQ, including all instructions, terms, conditions, attachments, specifications, and addenda.
8. All information submitted must be complete and accurate. Any corrections or revisions made to submitted documents should be clearly identified and initialed by the Respondent's authorized representative.
9. Any fees, commissions, reimbursements, or other compensation proposed by the Respondent shall include all costs associated with the performance of services unless otherwise stated in the response.

10. Payment terms shall be Net 30 after receipt of a properly executed invoice and acceptance of services by the University.
11. By submitting a response, the Respondent certifies compliance with all instructions, terms, conditions, and requirements contained in this RFQ and further certifies that the submission is made without collusion, fraud, or other improper conduct.
12. The University's requirements for services, events, and programming activities are estimates only and are not guaranteed. Grambling State University reserves the right to increase, decrease, modify, or discontinue services based upon institutional needs, available funding, and other operational considerations.

## SECTION I: ADMINISTRATIVE & GENERAL INFORMATION

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### 1.1 Grambling State University

Grambling State University is a public, comprehensive, historically Black university in Grambling, Louisiana, and a member of the University of Louisiana System. Founded on November 1, 1901, as the Colored Industrial and Agricultural School, the University grew from the vision of the North Louisiana Colored Agriculture Relief Association, organized in 1896 by Black farmers seeking to expand educational opportunity in their communities. At the Association's request, Booker T. Washington sent Charles P. Adams of Tuskegee Institute to help establish the school; Adams became its founding president.

For more than a century, that founding commitment has guided Grambling State's growth and service. The institution moved to its present location in 1905 and evolved through successive stages as the North Louisiana Agricultural and Industrial School, the Louisiana Negro Normal and Industrial Institute, and Grambling College. Following the expansion of graduate education, the institution became Grambling State University in 1974. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Through its academic colleges and Office of Graduate Studies, Grambling State offers a broad range of undergraduate, graduate, and certificate programs. In 2024, the University opened the Digital Library and Learning Commons, the first digital library at a historically Black college or university in the United States and the only facility of its kind in Louisiana. This landmark investment strengthens learning, research, and collaboration. Building on this momentum, the University continues to invest in learning environments, technology, and services that expand opportunity and support achievement.

Grounded in a legacy of access, excellence, and service, Grambling State University advances social and economic mobility by preparing graduates to lead with purpose, serve their communities, and make a meaningful impact. The University remains true to its enduring motto: "Where Everybody is Somebody."

### 1.2 Request for Qualifications (RFQ)

You are invited to submit a proposal to provide Talent Acquisition, Entertainment Consulting, and Event Programming Services for Grambling State University in accordance with the Louisiana Revised Statute 39:1595: The Scope of work is provided in Section II of this document.

### 1.3 Goal

The goal of this Request for Qualifications (RFQ) is to identify and establish a contractual relationship with a qualified firm capable of providing talent management, entertainment programming support, booking assistance, and event consulting services that enhance student engagement and support the mission of Grambling State University.

The University seeks a strategic partner that can assist in the planning, development, coordination, and execution of high-quality programming and signature events while promoting student involvement, leadership development, campus engagement, and a positive student experience.

### 1.4 Objectives

The selected firm shall assist the University in achieving the following objectives:

1. Provide access to a diverse network of entertainers, speakers, performers, influencers, and other talent suitable for University-sponsored events and programs.
2. Support the planning and execution of student-focused programming, including Homecoming, Spring Fest, Yard

- Fest, Speaker Series, Welcome Week activities, and other campus events.
3. Assist in developing balanced and engaging event lineups that align with student interests, event goals, and available budgets.
  4. Provide strategic guidance regarding entertainment trends, audience engagement, cultural programming, and emerging opportunities within higher education and HBCU environments.
  5. Assist the University with talent negotiations, contract coordination, logistical planning, and event support services.
  6. Ensure transparency, professionalism, accountability, and fiscal responsibility throughout the talent acquisition and event planning process.
  7. Support programming that reflects and respects the University's mission, values, traditions, and the cultural significance of Historically Black Colleges and Universities (HBCUs).
  8. Assist the University in identifying programming opportunities that contribute positively to student success, leadership development, community engagement, and institutional advancement.
  9. Provide recommendations and services that comply with applicable University policies, State of Louisiana procurement requirements, and all contractual and vendor registration procedures.
  10. Enhance the overall student experience by providing high-quality, engaging, and memorable campus programming opportunities.

### 1.5 Right to Investigate

The University reserves the right to investigate the qualifications of all firms under consideration and to confirm any part of the information furnished by a Contractor or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of a contract.

### 1.6 Definitions

- A. Agency - Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this State authorized to participate in any contract resulting from this solicitation.
- B. Artist – Any musician, band, performer, entertainer, spoken-word artist, comedian, DJ, or other individual or group engaged to provide entertainment services.
- C. Booking Assistance – Services provided by the Contractor to identify, recommend, coordinate, negotiate, and facilitate the engagement of talent on behalf of the University.
- D. Contractor – Any person having a contract with a governmental body. For sections of this RFP outlining required actions of a Contractor, the Contractor should be understood to refer to the successful Proposer responding to this RFP.
- E. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
- F. DOA – Division of Administration
- G. Entertainment Programming – Activities, performances, appearances, presentations, and events designed to engage students and enhance campus life.
- H. Event Support Services – Professional services related to the planning, coordination, scheduling, logistics, and execution of University-sponsored events.
- I. GSU – Grambling State University Purchasing Office
- J. HBCU – Historically Black College or University.
- K. Key Personnel – Individuals identified by the Respondent who will be primarily responsible for providing services under the resulting contract.
- L. May - The term “may” denotes an advisory or permissible action.
- M. Must - The term “must” denotes mandatory requirements.
- N. Programming Strategy – Recommendations and planning efforts designed to enhance student engagement through talent selection, event development, and audience participation.

- O. Proposal or Statement of Qualifications (SOQ) – The complete response submitted by a Respondent in response to this RFQ.
- P. Respondent – Any firm, agency, organization, or individual submitting a Statement of Qualifications in response to this RFQ.
- Q. RFQ– Request for Qualifications
- R. Shall – The term “shall” denotes mandatory requirements per La. R.S. 39:1556 (52).
- S. Speaker – Any lecturer, presenter, author, motivational speaker, public figure, influencer, educator, or guest invited to participate in a University event.
- T. Student Programming – Activities, events, workshops, performances, lectures, and initiatives designed to support student engagement, leadership development, educational enrichment, and campus involvement.
- U. Talent – Artists, performers, speakers, influencers, entertainers, hosts, public figures, and other individuals or groups recommended or secured by the Contractor for University events.
- V. Should – The term “should” denotes a desirable action.
- W. State- Grambling State University.
- X. University or GSU- Grambling State University
- Y. University Marks – The University's name, logos, trademarks, service marks, athletic marks, mascot, trade dress, insignia, and other intellectual property owned or controlled by Grambling State University.
- Z. Vendor Registration – The process by which an individual or entity completes all required documentation necessary to conduct business with Grambling State University and receive payment through the University's financial system.

## 1.7 Contract Administration

The Contract Administrator shall be responsible for monitoring the performance of the resulting contract, reviewing deliverables, coordinating services, and serving as the primary point of contact between Grambling State University and the Contractor.

The Contract Administrator for this solicitation shall be:

**Division of Campus Life & Holistic Development**  
 Grambling State University  
 403 Main Street  
 Grambling, Louisiana 71245

The University reserves the right to designate another representative to administer the contract at any time during the term of the agreement.

The Contract Administrator shall have the authority to:

- Coordinate services under the contract;
- Review and approve deliverables;
- Monitor contractor performance;
- Request status updates and reports;
- Coordinate event-related activities;
- Serve as the primary communication liaison between the University and the Contractor.

The Contract Administrator does not have authority to amend the contract, authorize additional compensation, modify contract terms, or otherwise obligate the University beyond the scope of the executed agreement.

## 1.8 Proposer Inquiry Periods

Grambling State University shall not permit an open-ended inquiry period, as doing so may unnecessarily delay the procurement process and the University's operational needs. The University expects all interested Respondents to conduct a thorough review of the RFQ documents and submit any questions or requests for clarification in a timely manner.

An inquiry period is hereby established to allow Respondents the opportunity to review the RFQ and submit written inquiries. All inquiries must be submitted in writing by an authorized representative of the Respondent and should clearly reference the applicable section of the RFQ.

All inquiries must be received by the Inquiry Deadline identified in Section 1.3, Schedule of Events. Questions received after the stated deadline may not be considered.

Responses to inquiries that result in a change to the RFQ requirements or provide clarification deemed necessary by the University will be issued through a written addendum and posted in accordance with University procurement procedures. Verbal responses or informal discussions shall not be considered binding.

All inquiries regarding this RFQ shall be directed to:

**Erin Walker**  
Director of Purchasing  
Grambling State University  
403 Main Street  
Campus Box 4269  
Grambling, Louisiana 71245  
Phone: (318) 274-3280  
Email: [walkere@gram.edu](mailto:walkere@gram.edu)

Respondents are prohibited from contacting any other University employee, department, committee member, or representative regarding this solicitation during the inquiry period unless otherwise authorized by the University. Failure to comply with this requirement may result in disqualification of the Respondent's submission.

Only the individual identified above, or their designated representative, has the authority to officially respond to Respondent inquiries on behalf of Grambling State University, including during the Blackout Period. Any communication from other University employees, representatives, consultants, or agents shall not be binding upon Grambling State University.

An addendum will be issued, when necessary, to address inquiries received during the inquiry period and to communicate any changes, revisions, or clarifications to this RFQ. All addenda will be posted on the Louisiana Procurement and Contract Network (LaPAC) website. Upon issuance of an addendum, all solicitation documents, including but not limited to the specifications, scope of services, terms, conditions, and requirements, shall be considered modified accordingly.

No negotiations, decisions, commitments, interpretations, or actions shall be based upon any oral discussions or unofficial communications with University employees or representatives. Only written information provided through an official addendum shall be considered binding.

It is the Respondent's responsibility to monitor the LaPAC website for the issuance of addenda and other procurement-related information. Grambling State University shall not be responsible for a Respondent's failure to obtain or review any addendum issued in connection with this RFQ.

Any person aggrieved in connection with this solicitation or the specifications contained herein may protest in accordance with Louisiana Revised Statute 39:1671. Any such protest shall be submitted in writing to the Director of Purchasing for Grambling State University and received no later than two (2) business days prior to the deadline established for the receipt of Statements of Qualifications.

**Note:** LaPAC is the state's online electronic bid posting and notification system resident on the Office of State Procurement website [www.doa.louisiana.gov/osp]. In that LaPAC provides an immediate e-mail notification to subscribing bidders/proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting.

To receive the e-mail notification, vendors/proposers must register in the LaGov portal and pay the vendor registration fee. Registration is intuitive at the following link:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/Vendor/VndPubMain.cfm?tab=2>

### **1.9 Contract Type**

The resulting contract shall be a professional services agreement for talent management, entertainment programming support, booking assistance, event consulting, and related services as described in this RFQ.

The University anticipates utilizing the selected Contractor on an as-needed basis to provide talent recommendations, programming support, event planning assistance, contract negotiation support, and related services for student engagement activities and special events.

The scope and level of services requested may vary throughout the term of the agreement based on the University's programming needs, event schedules, available funding, and institutional priorities. Any significant changes to the scope of services shall be subject to review and approval by Grambling State University.

Nothing in this RFQ or any resulting contract shall be construed as guaranteeing a minimum volume of work, number of events, or level of compensation. Services shall be requested and authorized by the University as needed and in accordance with the terms of the resulting agreement.

### **1.10 Availability and Submission Requirements**

This RFQ is available electronically through the Louisiana Procurement and Contract Network (LaPAC). Interested Respondents may obtain the solicitation documents and any related addenda directly from the LaPAC website.

It is the Respondent's responsibility to monitor the LaPAC website regularly for the issuance of addenda, updates, or other procurement-related information. Grambling State University shall not be responsible for a Respondent's failure to obtain or review any addendum issued in connection with this RFQ.

#### **Electronic Submission Only**

Grambling State University will accept Statements of Qualifications electronically only. Hard copy, printed, faxed, hand-delivered, or emailed submissions will not be accepted.

All responses must be submitted electronically through the method identified in this RFQ and must be received no later than the date and time specified in the Schedule of Events.

Respondents are solely responsible for ensuring that their electronic submission is successfully received by the University prior to the submission deadline. Late submissions will not be considered.

Failure to submit all required documents by the deadline may result in the response being deemed non-responsive and removed from further consideration.

### **1.11 Proposal Response Format**

Statements of Qualifications (SOQs) submitted for consideration should follow the format and order of presentation described below.

#### **1.11.1 Cover Letter**

The Cover Letter shall demonstrate the Respondent's understanding of the services requested and its ability to successfully provide talent management, entertainment programming support, booking assistance, and event consulting services as described in this RFQ.

The Cover Letter shall include a statement confirming that the Respondent is willing and able to perform the services described herein and enter into a contract with Grambling State University under the terms and conditions set forth in this RFQ.

#### **Signature Authority**

Please indicate in the Cover Letter which of the following applies to the individual signing the Statement of Qualifications. Evidence of signature authority shall be provided upon request by the University.

1. The signer is a corporate officer listed on the Respondent's most current filing with the applicable Secretary of State or is a member of a partnership, limited liability company, or other business entity authorized to bind the organization.
2. The signer is a representative of the Respondent authorized to submit the Statement of Qualifications and contractually bind the organization through a corporate resolution, certification, delegation of authority, or similar documentation. Supporting documentation should be attached to the Cover Letter.
3. The signer has been designated as an authorized representative through official organizational records or other legally recognized documentation. Supporting documentation shall be provided upon request.

#### **The Cover Letter shall also include:**

- a. The legal name of the Respondent and any DBA (Doing Business As) name;
- b. Federal Tax Identification Number (FEIN);
- c. Business address, telephone number, and website (if applicable);
- d. Name, title, telephone number, and email address of the primary contact person;
- e. Name, title, telephone number, and email address of the individual authorized to contractually obligate the Respondent;
- f. A brief summary of the Respondent's qualifications, experience, and capabilities relevant to the services requested in this RFQ;
- g. A statement acknowledging receipt of all addenda issued in connection with this RFQ; and
- h. A statement certifying that the information contained in the Statement of Qualifications is true and correct to the best of the Respondent's knowledge.

### **1.11.2 Statement of Qualifications Response Form**

The Respondent shall submit a Statement of Qualifications (SOQ) organized in the format outlined below. Responses should be concise, complete, and provide sufficient detail to allow the University to evaluate the Respondent's qualifications, experience, and ability to perform the requested services.

#### **1.11.2.1 Company Information and Qualifications**

1. Company name, headquarters address, website, and primary contact information.
2. General description of the company, including years in business, areas of expertise, and services offered.
3. Description of the firm's experience providing talent management, entertainment programming, artist booking, speaker procurement, event consulting, or related services.
4. Description of the firm's experience working with colleges, universities, Historically Black Colleges and Universities (HBCUs), student affairs divisions, campus activities programs, or comparable organizations.
5. Description of the firm's experience coordinating large-scale events, concerts, speaker series, student engagement activities, festivals, or similar programs.
6. Professional biographies or resumes of key personnel who will be assigned to support Grambling State University.
7. Identification of the primary account manager and any additional personnel expected to oversee, advise, and support the University throughout the contract term.

#### **1.11.2.2 Work Organization and Approach**

1. Description of the firm's organizational structure and the personnel assigned to support the University.
2. Description of the firm's approach to talent sourcing, artist recommendations, speaker identification, and event programming support.
3. Description of the firm's process for evaluating talent opportunities and developing balanced event lineups that align with student interests, institutional values, and budget considerations.
4. Description of the firm's contract negotiation process, including coordination of talent agreements, riders, logistics, and performance requirements.
5. Description of the firm's approach to event planning support, risk management, contingency planning, and event execution.
6. Description of the firm's communication practices and methods for providing recommendations, updates, and status reports to the University.
7. Description of any subcontractors, strategic partners, talent agencies, or affiliated organizations that may assist in providing services under the resulting contract.

#### **1.11.2.3 Talent Network and Industry Relationships**

1. Overview of the Respondent's talent network, including artists, entertainers, speakers, influencers, cultural presenters, and other talent categories.
2. Description of industry relationships, agency partnerships, speaker bureaus, management companies, and other resources available to support University programming.
3. Description of the firm's ability to secure talent at varying budget levels, including premium, mid-tier, and emerging talent options.
4. Examples of successful programming recommendations or events coordinated for higher education institutions or similar organizations.

### **1.11.2.3 Technical Response**

Each Respondent shall address how the firm will meet the requirements of this RFQ, with particular attention to the following:

#### **1.11.3.1 Service Delivery Approach**

Describe the Respondent's approach to providing talent management, entertainment programming support, artist booking assistance, event consulting, and related services. Include the process for identifying talent, developing recommendations, coordinating negotiations, and supporting event execution.

#### **1.11.3.2 Implementation and Onboarding Plan**

Describe the Respondent's proposed approach for initiating services, establishing communication protocols, understanding University programming objectives, and coordinating with the Division of Campus Life & Holistic Development and other University stakeholders.

#### **1.11.3.3 Training and Knowledge Transfer**

Describe any training, orientation, resources, or educational tools the Respondent will provide to assist University personnel in understanding talent acquisition processes, industry trends, event planning considerations, and entertainment programming opportunities.

#### **1.11.3.4 Student Engagement, Community Impact, and Supplier Diversity**

Describe the Respondent's approach to supporting student engagement, leadership development, cultural enrichment, and community impact through programming recommendations. Respondents may also describe efforts to utilize diverse suppliers, minority-owned businesses, small businesses, and other community partners where appropriate.

#### **1.11.3.5 Customer Service and Account Management**

Describe the Respondent's customer service model, including primary points of contact, communication methods, response times, escalation procedures, and availability during event planning and event execution.

#### **1.11.3.6 Key Personnel**

Provide resumes, biographies, or professional summaries for the proposed account manager, primary University contact, and any key personnel who will be assigned to support Grambling State University under the resulting contract.

#### **1.11.3.7 References**

Provide references for at least three (3) colleges, universities, government agencies, nonprofit organizations, or private entities for whom similar services have been provided. Include the organization name, contact person, title, telephone number, email address, and a brief description of the services provided.

### **1.11.3.8 Financial Stability**

Provide information demonstrating the Respondent's financial stability and ability to perform the services contemplated by this RFQ. Acceptable documentation may include audited financial statements, annual reports, financial summaries, or other documentation from the past three (3) years.

### **1.11.3.9 Understanding of University Needs**

Describe the Respondent's understanding of the University's goals, the scope of services requested, HBCU culture and traditions, student engagement objectives, and the unique considerations associated with providing entertainment programming and talent management services in a public higher education environment.

### **1.11.3.10 Additional Information**

Provide any additional information, value-added services, strategic partnerships, innovative ideas, or other information that the Respondent believes would be beneficial to the University's evaluation of its qualifications and capabilities.

## **1.11.4 References**

Respondents shall provide a minimum of three (3) references that can attest to the firm's qualifications, experience, performance record, and ability to successfully provide talent management, entertainment programming, artist booking, speaker procurement, event consulting, or similar services.

For each reference, provide:

- Organization Name
- Contact Person
- Title
- Telephone Number
- Email Address
- Description of Services Provided
- Contract Term or Project Dates

### **1.11.4.2**

At least one (1) reference should be from a college, university, Historically Black College or University (HBCU), student affairs division, campus activities program, or other organization with event programming needs similar in scope and complexity to those anticipated by Grambling State University.

The University reserves the right to contact any reference provided by the Respondent and may consider information obtained from references when evaluating qualifications and determining the most advantageous respondent.

## **1.12 Industry Partnerships and Strategic Relationships**

Respondents shall provide information regarding any industry partnerships, agency affiliations, speaker bureau relationships, talent representation agreements, management company affiliations, production partnerships, sponsorship relationships, or other strategic arrangements that may support the services contemplated under this RFQ.

The response should include:

1. A description of any exclusive or preferred relationships that may affect the Respondent's ability to recommend, procure, or negotiate with talent on behalf of the University.
2. A description of any partnerships with talent agencies, management companies, speaker bureaus, promoters, production companies, or other organizations that may provide value to the University.
3. A statement regarding whether any such relationships could create actual or potential conflicts of interest when recommending talent, speakers, entertainers, or programming opportunities.
4. A description of any sponsorship, promotional, marketing, or branding agreements that may impact the Respondent's services under the resulting contract.

If no such partnerships or agreements exist, the Respondent shall so state.

The University reserves the right to review and evaluate any partnerships, affiliations, or relationships that may influence the Respondent's recommendations, objectivity, or ability to act in the best interest of Grambling State University.

### **1.13 Number of Response Copies**

Respondents shall submit one (1) complete electronic Statement of Qualifications (SOQ) in PDF format.

Hard copy, printed, faxed, hand-delivered, or USB submissions will not be accepted.

All responses must be received electronically no later than the date and time specified in the Schedule of Events. The Respondent is solely responsible for ensuring that its submission is successfully received prior to the submission deadline.

Late submissions will not be considered.

The electronic submission shall include all required forms, certifications, attachments, and supporting documentation identified in this RFQ.

Failure to provide all required information may result in the response being deemed non-responsive and removed from further consideration.

### **1.14 Legibility/Clarity**

Responses to the requirements of this RFQ should be prepared in the format requested and provide sufficient detail to allow the University to evaluate the Respondent's qualifications, experience, capabilities, and overall approach to providing the requested services.

The Statement of Qualifications should clearly demonstrate the Respondent's understanding of the University's objectives, the scope of services, student engagement needs, and the requirements contained in this RFQ.

Responses should be organized, concise, and straightforward while providing adequate information to address each requirement. Unnecessarily lengthy submissions are discouraged; however, Respondents should provide enough detail to fully explain their qualifications, experience, proposed approach, and ability to successfully perform the requested services.

Each Respondent is solely responsible for the accuracy, completeness, and clarity of its submission. The University reserves the right to request clarification of any information submitted; however, the University is not obligated to seek clarification and may evaluate responses solely on the information provided.

### **1.15 Confidential Information, Trade Secrets, and Proprietary Information**

For purposes of this procurement, the provisions of the Louisiana Public Records Act, La. R.S. 44:1 et seq., shall apply. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this RFQ shall be subject to public inspection, except as otherwise provided by law.

Respondents are advised that trade secrets and other proprietary information submitted in connection with this RFQ may be protected from disclosure only to the extent permitted by Louisiana law. Any claim of confidentiality must be asserted by the Respondent at the time of submission of its Statement of Qualifications.

Any Statement of Qualifications that is copyrighted, marked confidential, proprietary, or trade secret in its entirety may be rejected without further consideration. Blanket designations of confidentiality are discouraged and may not be honored.

The Respondent must clearly designate any information claimed to be a trade secret or privileged or confidential proprietary information by marking the applicable pages or sections as "CONFIDENTIAL." The Respondent shall also identify the specific sections for which protection is requested and provide a written justification supporting the request.

The cover page of the submission shall contain the following statement, if applicable:

"The data contained in pages \_\_\_\_ of this Statement of Qualifications have been submitted in confidence and contain trade secrets and/or privileged or confidential proprietary information and such data shall only be disclosed for evaluation purposes. If a contract is awarded as a result of this solicitation, Grambling State University shall have the right to use or disclose such information to the extent provided in the resulting contract. This restriction does not limit Grambling State University's right to use or disclose information obtained from any source without restriction."

Additionally, each page containing confidential information shall be clearly marked "CONFIDENTIAL."

Respondents must be prepared to defend any claim that information should remain confidential. If a competing Respondent or other party seeks access to information designated as confidential, Grambling State University will notify the owner of the information of the request. If the owner of the information objects to disclosure, it shall indemnify and hold harmless Grambling State University, its officers, employees, and agents from any claims, damages, costs, or legal actions, including attorney fees, arising from the University's refusal to disclose such information. If the owner declines to provide such indemnification, the University may disclose the information as required by law.

Grambling State University reserves the right to provide submissions, including proprietary information, to University personnel, evaluation committee members, legal counsel, the Office of the Governor, the Office of State Procurement, or other governmental entities as necessary for the evaluation and administration of this solicitation. Such individuals shall be required to protect any properly identified confidential information to the extent permitted by law.

Any Respondent that fails to comply with this section and applicable provisions of Louisiana law may be deemed to have waived any claim of confidentiality, and the information may be considered a public record.

If a submission contains information claimed to be confidential, the Respondent shall also provide a redacted copy of its Statement of Qualifications suitable for release under a public records request. The redacted version shall be clearly marked "REDACTED COPY" and identify the sections or information that have been removed. If a redacted

copy is not submitted with the original response, the University may request one, and the Respondent shall provide it within forty-eight (48) hours of notification.

### **1.16 Blackout Period**

The Blackout Period is a specified period during the competitive solicitation process in which any Respondent, prospective Respondent, contractor, or their agent or representative is prohibited from communicating with any employee or representative of Grambling State University involved in any phase of the procurement process regarding the solicitation.

The Blackout Period applies to all Grambling State University employees, evaluation committee members, consultants, contractors, and other individuals participating in the procurement process. Involvement in the procurement process may include, but is not limited to, project management, solicitation development, scope development, specification preparation, procurement administration, evaluation of Statements of Qualifications, contract review, and award recommendation activities.

All communications regarding this RFQ during the Blackout Period shall be directed solely to the designated Procurement Contact identified in this solicitation. Communications shall be conducted only through the methods authorized by Grambling State University.

The Blackout Period shall begin upon issuance of the RFQ and shall remain in effect until a contract is awarded, the solicitation is canceled, or the University otherwise formally concludes the procurement process.

In instances where a Respondent is also an incumbent contractor, communications between the University and the incumbent contractor may continue regarding the administration and performance of the existing contract. However, under no circumstances shall discussions occur regarding this RFQ or any matters related to the evaluation, selection, or award process.

Any Respondent, contractor, or representative who violates the Blackout Period may be subject to disqualification from further consideration and may be subject to any other remedies available under applicable law.

Any costs associated with cancellation, termination, or disqualification resulting from a violation of this provision shall be the sole responsibility of the Respondent.

The Blackout Period shall not apply to:

1. A protest submitted pursuant to Louisiana Revised Statute 39:1671;
2. Officially scheduled pre-submittal conferences, site visits, or meetings conducted by the University;
3. Oral presentations, interviews, demonstrations, or discussions requested by the University as part of the evaluation process;
4. Communications regarding procedural matters that are directed to the designated Procurement Contact. Procedural matters include questions regarding deadlines, submission requirements, procurement schedules, or other administrative matters. Procedural communications shall not include substantive discussions regarding the requirements of the RFQ, evaluation criteria, selection process, or the Respondent's qualifications.

### **1.17 Errors and Omissions in Proposal**

Grambling State University shall not be liable for any errors, omissions, or misrepresentations contained in a Respondent's Statement of Qualifications.

Respondents shall not be permitted to modify, supplement, or alter their submission after the deadline established for receipt of Statements of Qualifications, except as specifically authorized by the University.

The University reserves the right to request clarifications, additional information, or supporting documentation from any Respondent for the purpose of clarifying or verifying information contained in the submission. Such requests shall not be construed as an opportunity for the Respondent to revise, modify, or materially alter its response.

The University also reserves the right to correct patent errors, obvious clerical mistakes, or administrative inaccuracies identified in a submission when such corrections do not affect the substance of the Respondent's qualifications or provide a competitive advantage.

Failure of a Respondent to provide accurate, complete, and responsive information may result in the submission being deemed non-responsive and removed from further consideration.

### **1.18 Changes, Addenda, Withdrawals**

Grambling State University reserves the right to revise the Schedule of Events, issue addenda to this RFQ, or cancel and reissue the RFQ at any time when it is determined to be in the best interest of the University.

All addenda issued by the University shall become part of this RFQ. It is the responsibility of each Respondent to monitor the LaPAC website and obtain any addenda issued in connection with this solicitation.

Prior to the submission deadline, a Respondent may modify, supplement, clarify, or withdraw its Statement of Qualifications by submitting a written request signed by an authorized representative of the Respondent. Any such request shall clearly identify the RFQ number and Respondent name and shall be received by the University prior to the deadline established for receipt of responses.

Modifications or withdrawals received after the submission deadline will not be accepted unless otherwise permitted by law or specifically authorized by the University.

Following the submission deadline, Statements of Qualifications may not be altered, amended, or withdrawn except as may be requested by the University for clarification purposes. Any clarification requested by the University shall not provide the Respondent an opportunity to materially revise its submission.

The University reserves the right to request additional information, clarifications, or supporting documentation from any Respondent as necessary to facilitate the evaluation process.

### **1.19 Withdrawal of Proposal**

A Respondent may withdraw its Statement of Qualifications at any time prior to the submission deadline established in the Schedule of Events.

To withdraw a submission, the Respondent shall submit a written request signed by an authorized representative of the Respondent. The request shall clearly identify the RFQ number, Respondent name, and the intent to withdraw the submission.

Withdrawal requests must be received by the Grambling State University Purchasing Office prior to the submission deadline. Once the submission deadline has passed, Statements of Qualifications may not be withdrawn for a period of ninety (90) days unless otherwise authorized by the University or required by law.

A Respondent whose submission has been properly withdrawn may submit a new or revised Statement of Qualifications at any time prior to the submission deadline.

### **1.20 Material in the RFQ**

Responses shall be based solely upon the information contained in this RFQ and any official addenda issued by Grambling State University.

This RFQ includes all official instructions, requirements, specifications, responses to written inquiries, addenda, and other information issued by the University in connection with this solicitation. Respondents shall not rely upon verbal statements, informal discussions, interpretations, or representations from any University employee, consultant, or representative that are not confirmed through an official written addendum.

Should a Respondent identify any ambiguity, inconsistency, discrepancy, or error in this RFQ, the Respondent shall promptly notify the University's designated Procurement Contact during the established inquiry period.

Only information communicated through an official addendum issued by Grambling State University shall be considered binding and may be relied upon by Respondents in preparing their Statements of Qualifications.

### **1.21 Waiver of Administrative Informalities**

Grambling State University reserves the right, at its sole discretion, to waive minor administrative informalities, irregularities, or technical deficiencies contained in a Respondent's Statement of Qualifications when such waiver is determined to be in the best interest of the University and does not prejudice the rights of other Respondents.

Examples of administrative informalities may include minor clerical errors, formatting issues, or other immaterial defects that do not affect the substance of the submission, the Respondent's qualifications, or the evaluation process.

The waiver of any administrative informality shall not obligate the University to waive the same or similar informalities in any other submission. The University reserves the right to request clarification of any information contained in a Statement of Qualifications and to determine, in its sole discretion, whether a deficiency is material or administrative in nature.

### **1.22 Rejection of Responses**

Issuance of this RFQ in no way constitutes a commitment by Grambling State University to award a contract. The University reserves the right to accept or reject any or all Statements of Qualifications, to waive minor informalities and irregularities, to request clarifications, or to cancel this RFQ if it is determined to be in the best interest of the University.

Grambling State University further reserves the right to cancel, postpone, reissue, modify, or withdraw this RFQ at any time and reserves the right to decline to enter into a contract with any Respondent, including the highest-ranked Respondent, prior to final contract execution and approval.

The University reserves the right to reject any Statement of Qualifications that is incomplete, non-responsive, submitted after the deadline, contains false or misleading information, or otherwise fails to comply with the requirements of this RFQ.

In accordance with the provisions of La. R.S. 39:2192, Grambling State University may reject a response or decline to award a contract to a business in which any individual with an ownership interest of five percent (5%) or more has been convicted of, or entered a plea of guilty or nolo contendere to, any state felony or equivalent federal felony committed in connection with the solicitation, award, or performance of a public contract.

Additionally, all corporations, limited liability companies, partnerships, and other business entities doing business in Louisiana shall be in good standing with the Louisiana Secretary of State and possess all licenses, registrations, and authorizations required by law at the time of contract award and throughout the term of the resulting agreement.

Failure to satisfy any legal, regulatory, licensing, registration, financial responsibility, or contractual requirement may result in rejection of the Respondent's submission or cancellation of any resulting award.

### **1.23 Use of Subcontractors**

The selected Contractor shall serve as the single prime contractor and shall be responsible for all services, deliverables, obligations, and performance requirements arising under the resulting contract.

Nothing contained herein shall prohibit a Respondent from utilizing subcontractors, consultants, strategic partners, speaker bureaus, talent agencies, production companies, or other third parties to assist in providing services under the contract. However, the prime Contractor shall remain fully responsible for the performance of all services and the actions of its subcontractors.

If subcontractors or third-party partners are proposed, the Respondent shall identify such entities in its Statement of Qualifications and describe the nature of the services to be performed by each.

Grambling State University encourages the use of Louisiana businesses, including certified Small and Emerging Businesses (SEBs), Hudson Initiative businesses, Veteran Initiative businesses, minority-owned businesses, and other local service providers whenever practical and consistent with the needs of the University.

Any subcontractor, consultant, agency, or third-party partner utilized under the resulting contract shall comply with all applicable contract requirements, University policies, State of Louisiana procurement requirements, insurance requirements, and vendor registration requirements.

The Contractor shall ensure that all subcontractors, consultants, and third-party partners are bound by the same terms, conditions, confidentiality requirements, and performance standards applicable to the Contractor. The Contractor shall assume full responsibility and liability for the acts, omissions, and performance of any subcontractor or third party utilized in connection with the contract.

The University reserves the right to request additional information regarding any proposed subcontractor, consultant, agency affiliation, talent representative, or strategic partner and to reject the use of any subcontractor deemed unacceptable by the University.

### **1.24 Written or Oral Discussions/Presentations, Evaluation and Selection**

Statements of Qualifications submitted in response to this RFQ shall be evaluated by a University Evaluation Committee in accordance with the evaluation criteria contained herein.

Grambling State University reserves the right, at its sole discretion, to request written clarifications, conduct interviews, require oral presentations, or engage in discussions with one or more Respondents whose submissions are determined to be reasonably susceptible of being selected for award.

The purpose of such discussions, interviews, or presentations shall be to enhance the University's understanding of the Respondent's qualifications, experience, proposed approach, talent network, industry relationships, and ability to

successfully provide the services described in this RFQ.

The University reserves the right to award a contract based solely on the Statements of Qualifications received without conducting interviews, presentations, or further discussions.

Any commitments, representations, or assurances made by a Respondent during interviews, presentations, discussions, or written clarifications may become part of the resulting contract.

## **Evaluation and Selection**

All Statements of Qualifications received in response to this RFQ are subject to review and evaluation by the University's Evaluation Committee for the purpose of identifying the Respondent whose qualifications and experience are determined to be most advantageous to Grambling State University.

The Evaluation Committee shall utilize a consensus-based evaluation process and may consider factors including, but not limited to:

- Qualifications and relevant experience;
- Talent network and industry relationships;
- Experience supporting higher education institutions and HBCUs;
- Understanding of the University's objectives and programming needs;
- Proposed service approach and methodology;
- References and past performance; and
- Any other factors identified in the evaluation criteria.

The Evaluation Committee may determine a shortlist of Respondents for interviews, presentations, demonstrations, or additional discussions.

Following completion of the evaluation process, the Evaluation Committee shall make a recommendation for award to the Director of Purchasing. The University may negotiate final contract terms, compensation structure, and service requirements with the highest-ranked Respondent prior to contract execution.

The University reserves the right to reject any or all Statements of Qualifications if doing so is determined to be in the best interest of the University.

In summary:

- A multi-disciplinary University Evaluation Committee will review all Statements of Qualifications.
- The Committee will evaluate submissions based upon the criteria established in this RFQ.
- The University may establish a shortlist of the most qualified Respondents.
- Shortlisted Respondents may be invited to participate in interviews, presentations, demonstrations, or discussions.
- Final contract terms may be negotiated with the highest-ranked Respondent prior to award.

### **1.25 Best and Final Offers (BAFO)**

Grambling State University reserves the right to conduct Best and Final Offer (BAFO) discussions with one or more Respondents determined by the Evaluation Committee to be reasonably susceptible of being selected for award. If conducted, selected Respondents will receive written notification identifying the specific areas requiring clarification, modification, or additional information, along with instructions for submitting a BAFO response.

The BAFO process may be used to:

- Clarify the Respondent's qualifications, experience, and proposed service approach;
- Refine the scope of services;
- Clarify staffing, subcontractor, or resource commitments;
- Discuss compensation structures, fees, and pricing methodologies;
- Address contractual terms and conditions; and
- Obtain the most advantageous overall solution for Grambling State University.

Participation in the BAFO process shall not obligate Grambling State University to award a contract, enter into negotiations, or execute an agreement with any Respondent.

Following review of BAFO submissions, if requested, the University may revise evaluation scores and rankings and may enter into contract negotiations with the highest-ranked Respondent.

The University reserves the right to award a contract without conducting BAFO discussions if it determines that doing so is in the best interest of the University.

### **1.26 Contract Negotiations**

Following completion of the evaluation process and issuance of a Notice of Intent to Award, Grambling State University may enter into contract negotiations with the highest-ranked Respondent.

If, for any reason, the University and the highest-ranked Respondent are unable to successfully negotiate a contract that is acceptable to both parties, the University reserves the right to terminate negotiations and enter into negotiations with the next highest-ranked Respondent, or to take any other action deemed to be in the best interest of the University.

Contract negotiations may include, but are not limited to:

- Clarification of the scope of services;
- Service delivery expectations and performance requirements;
- Staffing and resource commitments;
- Compensation structures, fees, and pricing methodologies;
- Contract terms and conditions;
- Insurance requirements;
- Reporting requirements;
- Subcontracting arrangements; and
- Other matters necessary to finalize a mutually acceptable agreement.

Negotiations shall not result in a material change to the requirements of the RFQ or the basis upon which the Respondent was selected.

The issuance of a Notice of Intent to Award does not constitute a binding contract. No contractual relationship shall exist until a written agreement has been fully executed by all required parties and all necessary approvals have been obtained.

Grambling State University reserves the right to discontinue negotiations at any time and to reject all responses if doing so is determined to be in the best interest of the University.

### **1.27 Contract Award and Execution**

Grambling State University reserves the right to award a contract based solely upon the Statements of Qualifications received and evaluated in response to this RFQ without conducting additional discussions, interviews, presentations, or negotiations.

This RFQ, including any addenda issued by the University, and the Statement of Qualifications submitted by the selected Respondent may become part of the resulting contract.

Respondents are discouraged from submitting standard contract terms and conditions with their submissions. Respondents may identify exceptions, deviations, or proposed modifications for the University's consideration; however, mandatory contract provisions, statutory requirements, and University requirements are not subject to negotiation.

Following the evaluation process, the University may enter into contract negotiations with the highest-ranked Respondent. If contract negotiations are unsuccessful, if the selected Respondent declines to enter into a contract, or if the parties are unable to reach mutually acceptable terms within a reasonable period of time, the University reserves the right to terminate negotiations and enter into negotiations with the next highest-ranked Respondent.

If the selected Respondent fails to execute the contract within the timeframe established by the University, Grambling State University reserves the right to withdraw the award and proceed with another qualified Respondent or take any other action deemed to be in the best interest of the University.

Award shall be made to the Respondent whose Statement of Qualifications is determined to be the most advantageous to Grambling State University based upon the evaluation criteria contained in this RFQ and any subsequent negotiations.

Grambling State University intends to award a contract to one (1) qualified Respondent. However, the University reserves the right to establish a pool or list of qualified Respondents if it determines that such action is in the best interest of the University and would better support the University's programming, event, and operational needs.

No contractual relationship shall exist until a written agreement has been fully executed by the Contractor and all required University, State, and regulatory approvals have been obtained.

### **1.28 Notice of Intent to Award**

Upon completion of the evaluation process and approval of the Evaluation Committee's recommendation, Grambling State University will issue a Notice of Intent to Award to the apparent successful Respondent(s).

The Notice of Intent to Award serves as notification of the University's intent to enter into a contract; however, it does not constitute a binding agreement. Any award shall be contingent upon successful contract negotiations, execution of a written agreement, and receipt of all required University, State, and regulatory approvals.

If the selected Respondent fails to execute the contract within the timeframe established by the University, or if contract negotiations are unsuccessful through no fault of Grambling State University, the University reserves the right to withdraw the Notice of Intent to Award and proceed with negotiations with the next highest-ranked Respondent or take any other action deemed to be in the best interest of the University.

The University will notify all Respondents of the outcome of the evaluation process. Following issuance of the Notice of Intent to Award, evaluation results, scoring summaries, committee recommendations, and other procurement records shall be made available in accordance with applicable Louisiana public records laws and University procedures.

Any person aggrieved in connection with the proposed award may submit a written protest in accordance with Louisiana Revised Statute 39:1671. Such protest shall be submitted to the Director of Purchasing, Grambling State University, within fourteen (14) days following the issuance of the Notice of Intent to Award.

The issuance of the Notice of Intent to Award shall commence the protest period.

Should the University determine that it is in its best interest to establish a pool of qualified Respondents, the Notice of Intent to Award may identify multiple qualified firms eligible to provide services under the resulting agreement(s).

### **1.29 Indemnification and Limitation of Liability**

Neither party shall be liable for any delay or failure in performance resulting from acts of God, force majeure, natural disasters, governmental actions, labor disputes, pandemics, or other causes beyond the reasonable control of the affected party. The affected party shall promptly notify the other party and shall use reasonable efforts to minimize the impact of such events.

The Contractor shall be fully responsible for the acts and omissions of its employees, agents, representatives, subcontractors, consultants, talent agencies, performers, speakers, entertainers, and other parties utilized in the performance of services under the resulting contract.

The Contractor shall indemnify, defend, and hold harmless Grambling State University, the Board of Supervisors for the University of Louisiana System, the State of Louisiana, and their officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including reasonable attorney fees, arising out of or resulting from the negligent acts, errors, omissions, misconduct, or willful acts of the Contractor, its employees, agents, subcontractors, or representatives in the performance of the contract.

The Contractor shall not be required to indemnify Grambling State University for any loss or damage arising solely from the negligence or willful misconduct of the University.

The Contractor shall also indemnify and hold harmless the University from claims alleging infringement of any copyright, trademark, trade secret, intellectual property right, publicity right, performance right, licensing right, or other proprietary interest arising from services, materials, content, performances, presentations, or promotional materials provided by the Contractor.

Except for obligations to indemnify, obligations relating to confidentiality, intellectual property infringement claims, fraud, gross negligence, or willful misconduct, neither party shall be liable to the other for indirect, incidental, consequential, special, punitive, or exemplary damages, including lost profits, lost revenue, or loss of business opportunity.

The Contractor shall maintain all insurance coverage required under the resulting contract and shall provide evidence of such coverage upon request by the University.

Nothing contained herein shall be construed as a waiver of any rights, defenses, immunities, or limitations of liability available to Grambling State University, the University of Louisiana System, or the State of Louisiana under applicable law.

### **1.30 Insurance Requirements**

In addition to the Contractor's indemnification obligations, and without limiting or superseding such obligations, the Contractor shall obtain and maintain, at its sole expense and throughout the term of the resulting contract, insurance

coverage meeting the requirements set forth below.

All insurance policies shall be issued by insurance companies authorized to do business in the State of Louisiana and having an A.M. Best rating of A- or better. Such insurance shall be primary to and non-contributory with any insurance maintained by Grambling State University.

Certificates of Insurance and required endorsements shall be furnished to the University prior to commencement of services and upon renewal thereafter.

### **Commercial General Liability Insurance**

Commercial General Liability Insurance covering bodily injury, personal injury, property damage, contractual liability, independent contractors, and products/completed operations liability with limits of not less than:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate

Grambling State University, the Board of Supervisors for the University of Louisiana System, and the State of Louisiana shall be named as Additional Insureds.

Coverage shall include a waiver of subrogation in favor of the University.

### **Sexual Abuse, Molestation, and Misconduct Liability**

Because services may involve interaction with students, campus guests, performers, speakers, entertainers, volunteers, and event attendees, the Contractor shall maintain Sexual Abuse, Molestation, and Misconduct Liability Insurance with limits of not less than:

- \$100,000 Each Occurrence
- \$250,000 Aggregate

The University shall be named as an Additional Insured where permitted by the policy.

The Contractor shall disclose any sexual abuse, molestation, harassment, or misconduct claims, settlements, judgments, or administrative findings involving the Contractor within the past ten (10) years.

### **Business Automobile Liability Insurance**

Business Automobile Liability Insurance covering owned, non-owned, leased, and hired vehicles with limits of not less than:

- \$1,000,000 Combined Single Limit per Occurrence

### **Workers' Compensation and Employer's Liability Insurance**

Workers' Compensation coverage shall be maintained in accordance with Louisiana statutory requirements. Employer's Liability Insurance shall have limits of not less than:

- \$1,000,000 Each Accident
- \$1,000,000 Disease Each Employee
- \$1,000,000 Disease Policy Limit

### **Professional Liability (Errors and Omissions)**

The Contractor shall maintain Professional Liability (Errors and Omissions) Insurance covering negligent acts, errors, omissions, and professional services associated with talent management, event consulting, contract negotiation support, and related services with limits of not less than:

- \$1,000,000 Per Claim
- \$1,000,000 Aggregate

### **Notice of Cancellation**

All policies shall provide that coverage may not be canceled, materially modified, or allowed to expire without thirty (30) days prior written notice to Grambling State University.

Failure to maintain required insurance coverage throughout the contract term may result in suspension of services, contract termination, or other remedies available to the University.

### **1.31 Payment**

Grambling State University shall compensate the Contractor in accordance with the terms of the resulting contract and any negotiated fee structure.

The Contractor may submit invoices for services rendered in accordance with the contract. Unless otherwise specified in the resulting agreement, invoices may be submitted monthly and shall be sent to the billing address or electronic payment processing location designated by the University.

All invoices shall include, at a minimum:

- Contract number (if applicable);
- Purchase Order number (if applicable);
- Description of services performed;
- Dates of service;
- Invoice number and invoice date; and
- Any supporting documentation reasonably required by the University.

Invoices submitted without the required documentation may be returned or delayed until all necessary information is provided.

Payment shall be made in accordance with Louisiana law and University procedures following receipt of a properly completed invoice and approval of the services by the University. Payments are generally processed within approximately thirty (30) days after receipt and approval of a valid invoice.

The University reserves the right to pay approved speakers, performers, entertainers, artists, agencies, or other talent providers directly through approved University payment methods, including ACH or check, in accordance with State of Louisiana procurement requirements and University policies.

Unless specifically authorized by applicable law, University policy, and the resulting contract, advance payments, deposits, or prepayments are not permitted.

Interest on late payments, when applicable, shall be governed by La. R.S. 39:1695 and La. R.S. 13:4202.

### **1.32 Termination of the Contract for Cause**

Grambling State University may terminate the resulting contract for cause upon the failure of the Contractor to comply with any term, condition, requirement, or performance obligation of the contract.

Prior to termination, the University shall provide written notice to the Contractor specifying the nature of the default or deficiency. If the Contractor fails to cure the deficiency within thirty (30) calendar days after receipt of such notice, or if the deficiency cannot reasonably be cured within thirty (30) days and the Contractor fails to promptly commence corrective action and diligently pursue completion of such corrective action, the University may declare the Contractor in default and terminate the contract effective on the date specified in the notice.

Events that may constitute cause for termination include, but are not limited to:

- Failure to perform services in accordance with the contract;
- Failure to comply with applicable laws, regulations, or University policies;
- Failure to maintain required licenses, registrations, or insurance coverage;
- Misrepresentation of qualifications or experience;
- Breach of confidentiality obligations;
- Failure to comply with State procurement requirements; or
- Any other material breach of the contract.

The Contractor may exercise any rights available under Louisiana law to terminate the contract for cause upon the University's failure to comply with the material terms and conditions of the contract, provided the Contractor gives the University written notice describing the alleged breach and a reasonable opportunity to cure the deficiency.

Termination for cause shall not limit any other rights or remedies available to Grambling State University under the contract or applicable law.

### **1.33 Termination of the Contract for Convenience**

Grambling State University reserves the right to terminate the resulting contract, in whole or in part, at any time for its convenience by providing the Contractor with thirty (30) days written notice.

The University and the Contractor may mutually agree upon an alternative effective date for termination.

In the event of termination for convenience, the Contractor shall be entitled to payment for satisfactory services performed and accepted by the University prior to the effective date of termination. Payment shall be limited to those services actually rendered and approved by the University.

The Contractor shall not be entitled to payment for lost profits, anticipated revenues, unperformed services, termination costs, consequential damages, or any other compensation arising from the termination.

Upon receipt of a notice of termination, the Contractor shall immediately cease all work except as otherwise directed by the University and shall take all reasonable steps to minimize additional costs associated with the termination.

Termination of the contract under this provision shall not relieve either party of any obligations incurred prior to the effective date of termination.

### **1.34 Fiscal Funding Clause**

The continuation of any contract resulting from this RFQ is contingent upon the appropriation and availability of funds sufficient to fulfill the University's obligations under the contract.

If the Louisiana Legislature fails to appropriate sufficient funds, if appropriated funds are reduced by gubernatorial veto or otherwise made unavailable, or if funding is reduced for any lawful purpose such that sufficient funds are no longer available to support the contract, Grambling State University may terminate the contract without penalty.

In the event of such termination, the contract shall terminate on the date specified by the University, which may include the beginning of the first fiscal year for which funds are not appropriated or otherwise become unavailable.

The University shall provide written notice to the Contractor as soon as reasonably practicable upon becoming aware of the funding reduction or unavailability.

In the event of termination pursuant to this provision, the Contractor shall be entitled to payment for satisfactory services performed and accepted by the University prior to the effective date of termination. The University shall not be obligated to pay for services not rendered, anticipated profits, unearned fees, or other costs associated with the termination.

### **1.35 Governing Law**

This RFQ and any resulting contract shall be governed by and construed in accordance with the laws of the State of Louisiana.

All activities associated with this RFQ process, including the submission and evaluation of Statements of Qualifications, contract negotiations, and contract administration, shall be interpreted under Louisiana law.

Respondents are advised that this RFQ and any resulting contract are subject to all applicable provisions of Louisiana law, including but not limited to La. R.S. 39:1551 through 39:1755 (Louisiana Procurement Code), applicable purchasing rules and regulations, executive orders, University policies, and the terms, conditions, and requirements contained herein.

Any contract resulting from this RFQ shall be subject to all applicable State of Louisiana procurement requirements in effect at the time of award and throughout the term of the contract.

Venue for any action, claim, or dispute arising out of or relating to this RFQ or any resulting contract shall be exclusively in the Nineteenth Judicial District Court for the Parish of East Baton Rouge, State of Louisiana.

The Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and University policies in the performance of services under the resulting contract.

### **1.36 Assignment**

The Contractor shall not assign, transfer, convey, delegate, or otherwise dispose of any interest in the resulting contract, in whole or in part, whether by assignment, transfer, merger, acquisition, novation, or otherwise, without the prior written consent of Grambling State University.

Any attempted assignment or transfer without the University's prior written consent shall be null and void and may constitute grounds for termination of the contract.

This provision shall not be construed to prohibit the Contractor from assigning monies due or to become due under the contract to a bank, trust company, or other financial institution, provided that such assignment does not alter the Contractor's obligations under the contract.

The Contractor shall promptly provide written notice to Grambling State University of any approved assignment, transfer, merger, acquisition, change in ownership, or other transaction that may affect the Contractor's ability to perform its obligations under the contract.

The Contractor shall remain fully responsible for the performance of all obligations under the contract unless otherwise approved in writing by Grambling State University.

### **1.37 No Guarantee of Quantities**

The services requested under this RFQ are anticipated to support various University programs, events, and activities, including but not limited to Homecoming, Spring Fest, Speaker Series, Student Programming, Yard Fest, and other special events as determined by the University.

The University does not guarantee any minimum number of events, engagements, assignments, service requests, bookings, revenue, compensation, or contract value under the resulting agreement.

The actual volume of services requested during the contract term may vary based upon University needs, event schedules, student interests, available funding, operational priorities, and other factors.

Neither Grambling State University nor the State of Louisiana obligates itself to utilize any minimum level of services or expend any specific amount of funds under the resulting contract. Services shall be requested on an as-needed basis and shall be subject to the availability of appropriated funds and all applicable University and State requirements.

The University reserves the right to increase, decrease, modify, suspend, or discontinue services based upon institutional needs and funding availability.

### **1.38 Audit of Records**

The Contractor shall maintain all books, records, documents, accounting procedures, practices, and other evidence pertaining to costs incurred and services performed under the resulting contract.

The Louisiana Legislative Auditor, federal auditors, internal auditors of Grambling State University, the University of Louisiana System, the Division of Administration, and any other auditors or representatives authorized by the State of Louisiana shall have the right to audit, inspect, and review all records directly related to the resulting contract.

Such records shall be maintained and made available during normal business hours for a period of five (5) years following final payment under the contract, or for such longer period as may be required by applicable federal or state law, regulation, grant requirement, litigation hold, audit finding, or records retention policy.

The Contractor shall provide reasonable access to all requested records, documents, personnel, and supporting information necessary to conduct such audits, inspections, or reviews.

Failure to maintain or provide access to required records may constitute a breach of the contract and may result in the recovery of funds, termination of the contract, or other remedies available to Grambling State University under applicable law.

### **1.39 Civil Rights Compliance**

The Contractor agrees to comply with all applicable federal, state, and local laws, regulations, executive orders, and policies relating to equal employment opportunity, nondiscrimination, and civil rights, including but not limited to:

- Title VI and Title VII of the Civil Rights Act of 1964, as amended;
- The Equal Employment Opportunity Act of 1972;
- Executive Order 11246;
- The Rehabilitation Act of 1973, as amended;
- The Vietnam Era Veterans' Readjustment Assistance Act of 1974;
- Title IX of the Education Amendments of 1972;
- The Age Discrimination Act of 1975;
- The Americans with Disabilities Act of 1990, as amended; and
- Any other applicable federal or state civil rights laws and regulations.

The Contractor shall not discriminate against any employee, applicant for employment, student, participant, performer, speaker, vendor, subcontractor, or other individual on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other classification protected by applicable law.

The Contractor further agrees that all services performed under the resulting contract shall be provided in a nondiscriminatory manner and in compliance with all applicable civil rights requirements.

Failure to comply with this provision or any applicable civil rights law may constitute a material breach of contract and may result in suspension of services, termination of the contract, or other remedies available to Grambling State University under applicable law.

### **1.40 Non-Discrimination**

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, student, participant, subcontractor, vendor, performer, speaker, or other individual on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by applicable federal, state, or local law.

The Contractor shall take all reasonable actions necessary to ensure equal employment opportunity and a workplace free from unlawful discrimination, harassment, and retaliation.

The Contractor certifies that it shall conduct its activities in compliance with the Americans with Disabilities Act (ADA), Title IX, and all other applicable federal, state, and local laws relating to equal opportunity, accessibility, and nondiscrimination.

The Contractor further agrees that all services provided under the resulting contract shall be performed in a manner that promotes equal access and nondiscriminatory treatment for all participants, attendees, students, employees, and guests of Grambling State University.

Failure to comply with this provision may constitute a material breach of the contract and may result in termination of the agreement or other remedies available to Grambling State University under applicable law.

#### **1.41 Contract Changes**

No changes, modifications, amendments, enhancements, or extensions to any contract resulting from this RFQ shall be effective unless approved in writing by Grambling State University and executed by all parties authorized to approve such changes.

Contract changes may include, but are not limited to:

- Compensation, fees, commissions, or pricing structures;
- Contract term, renewal periods, or termination dates;
- Scope of services or deliverables;
- Event support requirements;
- Key personnel assignments;
- Subcontracting arrangements;
- Contractor ownership or organizational changes;
- Assignment or transfer of the contract; and
- Any other material term or condition of the contract.

The Contractor shall not perform services outside the approved scope of work or incur additional costs on behalf of the University without prior written authorization from Grambling State University.

Any approved change shall be documented through a written contract amendment, change order, or other authorized contract modification executed in accordance with applicable University and State of Louisiana procurement requirements.

No verbal agreement, email correspondence, course of dealing, or informal communication shall be construed as authority to modify the contract.

#### **1.42 Prohibition of Discriminatory Boycotts of Israel**

In accordance with La. R.S. 39:1602.1, for any contract with a value of \$100,000 or more and for any Contractor employing five (5) or more employees, the Contractor certifies that neither it nor any of its subcontractors is currently engaged in a boycott of Israel.

The Contractor further certifies that, for the duration of the resulting contract, neither the Contractor nor any subcontractor shall engage in a boycott of Israel.

For purposes of this provision, the term "boycott of Israel" shall have the meaning assigned by La. R.S. 39:1602.1. Grambling State University reserves the right to terminate the contract if the Contractor or any subcontractor is found to be in violation of this provision during the term of the contract.

#### **1.43 Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries**

In accordance with La. R.S. 39:1602.2, this provision shall apply to any resulting contract with a value of One Hundred Thousand Dollars (\$100,000) or more involving a for-profit company with fifty (50) or more full-time employees.

Unless otherwise exempted by law, by submitting a Statement of Qualifications in response to this RFQ or entering into a resulting contract, the Respondent certifies the following:

1. The Respondent does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely upon the entity's or association's status as a firearm entity or firearm trade association.
2. The Respondent will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely upon the entity's or association's status as a firearm entity or firearm trade association.
- 3.

For purposes of this provision, the terms "firearm entity" and "firearm trade association" shall have the meanings assigned by La. R.S. 39:1602.2.

Grambling State University reserves the right to reject any Statement of Qualifications or terminate any resulting contract if this certification is determined to be false or if the Respondent fails to comply with this provision during the term of the contract.

#### **1.44 Cybersecurity Training**

This requirement shall apply only if the Contractor is provided access to University or State information technology assets during the performance of the contract.

In accordance with La. R.S. 42:1267(B)(3) and applicable State of Louisiana Information Security Policies, if the Contractor, its employees, agents, subcontractors, consultants, or representatives are granted access to Grambling State University or State of Louisiana information technology assets, such individuals shall complete annual cybersecurity awareness training and provide evidence of compliance upon request.

For purposes of this provision, access to information technology assets includes, but is not limited to:

- State-issued computers, laptops, tablets, or mobile devices;
- University or State network credentials;
- VPN access;
- Access to University or State information systems, applications, databases, or cloud services;
- Access to telecommunications infrastructure, server rooms, data closets, or network equipment; and
- Any authorization permitting the maintenance, administration, modification, or support of University or State information technology resources.

The Contractor may utilize cybersecurity awareness training provided by the Louisiana Department of State Civil Service at no additional cost or may utilize an alternative training program approved in writing by the Louisiana Office of Technology Services (OTS).

The Contractor shall maintain records demonstrating compliance with this requirement and shall provide such documentation to Grambling State University upon request.

Final determination regarding whether the Contractor's services require access to University or State information technology assets shall be made by Grambling State University and/or the Louisiana Office of Technology Services.

The University does not anticipate that the Contractor will require access to State information technology assets as part of the normal performance of services under this contract; however, this provision shall apply if such access is later granted.

#### **1.45 Substitution of Personnel**

Grambling State University expects the Contractor to assign the key personnel identified in its Statement of Qualifications and any subsequent interviews, presentations, or negotiations.

If, during the term of the contract, the Contractor determines that a substitution of key personnel is necessary, the Contractor shall provide written notice to the University as soon as practicable and shall submit the qualifications of the proposed replacement for review and approval.

Any proposed replacement personnel shall possess qualifications, experience, and expertise that are equal to or greater than those of the individual being replaced and shall be capable of performing the assigned duties under the contract.

The Contractor shall provide a résumé, professional biography, or other documentation demonstrating the qualifications and experience of the proposed replacement, together with a written explanation for the substitution.

No substitution of key personnel shall occur without the prior written approval of Grambling State University.

The Contractor acknowledges that the qualifications and experience of proposed personnel may have been a factor in the University's evaluation and selection process and agrees to make every reasonable effort to retain and assign the personnel identified in its Statement of Qualifications throughout the term of the contract.

#### **1.46 Claims or Controversies**

Any claim, controversy, dispute, or protest arising out of or relating to this RFQ, the evaluation process, the award of a contract, or any resulting contract shall be resolved in accordance with the Louisiana Procurement Code, including but not limited to La. R.S. 39:1671 through 39:1691, as applicable.

The rights and remedies available to Respondents and Contractors shall be governed by the Louisiana Procurement Code and other applicable provisions of Louisiana law.

Nothing contained herein shall be construed as a waiver of any rights, remedies, immunities, or defenses available to Grambling State University, the University of Louisiana System, or the State of Louisiana under applicable law.

#### **1.47 Certification of No Federal Suspension or Debarment**

By submitting a Statement of Qualifications in response to this RFQ, the Respondent certifies that neither the Respondent, its principals, affiliates, nor any proposed subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise prohibited from participating in federal or state procurement or non-procurement programs.

The Respondent further certifies that it is not listed on any state or federal debarment, suspension, or exclusion list, including but not limited to those maintained by:

- The Louisiana Office of State Procurement;
- The Louisiana Secretary of State, as applicable;
- The U.S. General Services Administration (SAM.gov); and
- Any other federal agency maintaining exclusion or debarment records.

The Respondent agrees to notify Grambling State University immediately if, at any time during the solicitation process or the term of any resulting contract, the Respondent, any principal, affiliate, or subcontractor becomes suspended, debarred, excluded, or otherwise ineligible to participate in federal or state contracting opportunities.

Grambling State University reserves the right to reject any Statement of Qualifications, terminate negotiations, or terminate any resulting contract if it determines that the Respondent has made a false certification or is subject to suspension, debarment, or exclusion.

This certification shall apply to contracts subject to federal or state funding requirements, including the requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), as amended.

#### **1.48 Compliance with Applicable Labor Laws**

The Contractor shall comply with all applicable federal, state, and local labor laws, employment laws, wage and hour requirements, and workplace regulations in the performance of services under the resulting contract.

The Contractor shall not engage in any unlawful employment practices and shall be solely responsible for compensation, benefits, taxes, insurance, and all other obligations relating to its employees, agents, subcontractors, consultants, and representatives.

The Contractor shall ensure that all personnel performing services under the contract are compensated in accordance with applicable law and shall not require any employee or worker to relinquish compensation or benefits to which they are legally entitled.

Failure to comply with applicable labor laws may constitute a material breach of the contract and may result in termination of the agreement or other remedies available to Grambling State University.

#### **1.49 Code of Ethics**

The Contractor acknowledges that the Louisiana Code of Governmental Ethics, La. R.S. 42:1101 et seq., applies to the Contractor, its employees, agents, representatives, subcontractors, and consultants in connection with the performance of services under the resulting contract.

The Contractor agrees to conduct all activities related to the contract in compliance with applicable provisions of the Louisiana Code of Governmental Ethics and shall avoid any action that could create an actual or perceived conflict of interest.

The Contractor shall immediately notify Grambling State University in writing of any actual, potential, or perceived violation of the Louisiana Code of Governmental Ethics that may arise during the solicitation process or the term of the contract.

The Contractor further acknowledges that violations of the Louisiana Code of Governmental Ethics may constitute grounds for contract termination, suspension of services, contract cancellation, or other remedies available under applicable law.

Nothing contained herein shall be construed to relieve the Contractor of its obligation to comply with all applicable federal, state, and local laws, regulations, and ethical standards.

#### **1.50 Personnel and Background Checks.**

The Contractor shall be responsible for the conduct, supervision, and performance of all employees, agents, representatives, consultants, subcontractors, talent coordinators, event personnel, and other individuals utilized in the performance of services under the resulting contract.

Upon request by Grambling State University, the Contractor shall provide a current list of personnel assigned to provide services under the contract, including key personnel, subcontractors, and event support staff.

The Contractor shall ensure that all personnel assigned to perform services on University property comply with applicable University policies, safety requirements, security procedures, and conduct expectations while on campus.

The Contractor shall conduct appropriate background screening procedures consistent with industry standards and applicable law for personnel who will have direct interaction with students, minors, University employees, guests, performers, speakers, or event attendees.

The Contractor shall not knowingly assign any individual to perform services on University property who has a history of criminal conduct that would reasonably present a risk to the safety, security, or well-being of students, employees, guests, or University property.

Grambling State University reserves the right to require the removal of any Contractor employee, subcontractor, representative, or agent from University property if the University determines that such individual's presence is not in the best interest of the University.

The Contractor shall promptly notify the University of any changes to key personnel assigned to perform services under the resulting contract and shall comply with the personnel substitution requirements set forth elsewhere in this RFQ and any resulting contract.

#### **1.51 Respondent Cooperation**

Each Respondent shall fully cooperate with Grambling State University throughout the solicitation process and during the term of any resulting contract.

Upon request, the Respondent or Contractor shall promptly provide any information, records, documentation, reports, certifications, or other materials reasonably necessary for the University to evaluate the Statement of Qualifications, administer the contract, verify compliance, conduct audits, investigate complaints, respond to public records requests, or otherwise fulfill its legal and contractual obligations.

This obligation shall survive the expiration, cancellation, completion, or termination of the contract and shall remain in effect for the applicable records retention period.

The Respondent or Contractor shall not impede, restrict, or interfere with the University's rights to inspect records, conduct audits, review supporting documentation, verify compliance with contract requirements, or obtain access to University-owned records and information.

Failure to cooperate with the University or provide requested information in a timely manner may be considered a material breach of the resulting contract and may result in termination, suspension of services, withholding of payments, disqualification from future procurements, or other remedies available under applicable law.

#### **1.52 E-Verify Compliance**

The Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and all applicable federal laws and regulations pertaining to the use of the E-Verify program in the performance of services under the resulting contract.

The Contractor certifies that it is registered with and participates in the federal E-Verify program or will become registered and participate as required by applicable law.

The Contractor further agrees that all subcontractors utilized in connection with the performance of services under the contract shall comply with the requirements of La. R.S. 38:2212.10 and applicable federal E-Verify requirements.

Upon request by Grambling State University, the Contractor shall provide documentation demonstrating compliance with E-Verify requirements.

Failure to comply with the requirements of this provision may constitute a material breach of the contract and may result in contract termination, suspension of services, withholding of payments, or other remedies available under applicable law

## SECTION II: SCOPE OF WORK/SERVICES

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### I. Purpose

Grambling State University ("GSU" or "University") is soliciting proposals from qualified firms, agencies, and entertainment service providers to serve as a strategic partner in the planning, sourcing, booking, negotiation, and execution of student-focused entertainment programming and signature campus events.

The University seeks a partner capable of identifying and securing high-quality talent aligned with student interests, institutional values, budgetary considerations, and the University's educational mission. The selected proposer will provide strategic guidance on programming trends, audience engagement, and event development while supporting the successful execution of large-scale campus events and curated student experiences for the Division of Campus Life & Holistic Development.

### II. HBCU Mission, Culture, and Institutional Values

Grambling State University is a Historically Black College and University ("HBCU") with a distinguished legacy of academic excellence, leadership development, cultural enrichment, and service. The University seeks partnerships that recognize, respect, and support the unique mission, traditions, values, and cultural significance of HBCUs.

Proposers shall demonstrate an understanding of the educational, cultural, and community impact of HBCUs and shall describe their experience, if any, working with HBCUs, diverse student populations, and culturally relevant programming.

All programming, talent recommendations, marketing activities, and event-related services shall be designed and delivered in a manner that promotes student success, educational enrichment, leadership development, community engagement, and a positive representation of the University and the HBCU experience.

The University expects partners to provide programming that is responsive to student interests while remaining consistent with institutional values, student conduct expectations, and the University's educational mission.

Nothing in this RFQ or any resulting agreement shall be construed as granting any proposer the right to commercially exploit, market, monetize, or otherwise capitalize upon the University's status as an HBCU, its history, traditions, reputation, student body, alumni network, or cultural significance without the University's prior written approval. Any references to the University as an HBCU in promotional, advertising, sponsorship, fundraising, or commercial materials shall require the University's prior written consent.

The University reserves the right to reject any proposed talent, programming, sponsorship, marketing initiative, or promotional activity that, in its sole discretion, is inconsistent with the University's mission, values, reputation, strategic objectives, or responsibilities as a public HBCU.

### III. Objectives

The University seeks a partner that can:

- ✓ Secure high-quality talent aligned with student interests and institutional values;
- ✓ Provide strategic advising regarding entertainment programming, industry trends, and audience engagement;
- ✓ Support the planning and execution of large-scale signature events and curated campus experiences;
- ✓ Operate with professionalism, transparency, accountability, and fiscal responsibility;

- ✓ Assist the University in maximizing student engagement while maintaining appropriate risk management and operational controls;
- ✓ Provide diverse entertainment options that reflect the interests of the University's student population and campus community.

#### **IV. Scope of Services**

The selected proposer may be requested to provide one or more of the following services:

##### **A. Talent Sourcing and Booking**

1. Identification and procurement of musical artists, spoken-word performers, DJs, comedians, entertainers, speakers, and other performers;
2. Identification and procurement of hosts, influencers, content creators, cultural figures, and public personalities;
3. Access to both emerging and established talent;
4. Talent recommendations based on event objectives, audience demographics, and budget considerations.

##### **B. Strategic Programming Support**

1. Advising the University on entertainment trends, student interests, and emerging cultural programming opportunities;
2. Assisting in the development of balanced event lineups, including headlining and supporting talent;
3. Recommending talent and programming aligned with specific institutional themes, celebrations, and initiatives;
4. Providing insight into entertainment programming that supports student engagement and campus life.

##### **C. Contract Negotiation and Talent Management**

1. Negotiation of talent fees, performance terms, riders, and related contractual provisions;
2. Assistance with drafting, reviewing, and managing talent agreements;
3. Coordination of talent logistics and performance requirements;
4. Risk mitigation, contingency planning, and event support services.

##### **D. Event Execution Support**

1. Coordination with production vendors and service providers, including sound, staging, lighting, hospitality, and security partners;
2. Day-of-event talent relations and management;
3. Travel and accommodation coordination for performers and guests;
4. Event operations support as requested by the University.

##### **E. Budget Planning and Financial Management**

1. Development of talent recommendations within established University budgets;
2. Presentation of multiple talent options at varying price points, including premium, mid-tier, and emerging talent categories;
3. Assistance with budget forecasting and event cost management;
4. Transparent disclosure of fees, commissions, and other compensation arrangements.

## **V. Anticipated Events**

Services may be utilized for, but are not limited to:

1. Homecoming Week Concerts and Yard Fest Activities;
2. Spring Fest, Campus Fest, and Student Appreciation Events;
3. Student Engagement Programming throughout the academic year;
4. Speaker Series and Distinguished Guest Presentations;
5. Cultural Celebrations and Heritage Programs;
6. Institutional Celebrations and Special Events;
7. New Student Orientation and Welcome Week Activities;
8. Other events as identified by the University.

## **VII. University Rights**

Nothing in this RFQ shall be construed as granting any proposer exclusive rights to provide entertainment, booking, programming, consulting, sponsorship, or event services to the University. The University reserves the right to engage multiple vendors, agencies, promoters, artists, consultants, or service providers as necessary to meet institutional needs and objectives.

## **VIII. University Name, Trademarks, and Intellectual Property Protection**

The name "Grambling State University," "GSU," the University's logos, trademarks, service marks, trade dress, athletic marks, mascot, indicia, and all other University-owned intellectual property (collectively, "University Marks") are and shall remain the exclusive property of the University. Submission of a proposal, participation in this solicitation, selection as a contractor, or execution of a contract shall not grant any proposer, contractor, agent, sponsor, promoter, talent representative, or third party any ownership interest in, license to, or right to use the University Marks except as expressly authorized in writing by the University. The selected contractor shall not use, reproduce, distribute, display, publish, advertise, promote, or otherwise exploit the University Marks, the University's name, likeness, reputation, facilities, students, employees, athletic programs, or institutional affiliation in any advertising, marketing, sponsorship, publicity, press release, social media post, promotional material, website, or commercial activity without the University's prior written approval in each instance. Any approved use of University Marks shall be limited to the specific purpose authorized by the University and shall comply with all University branding, trademark licensing, and visual identity requirements. The University reserves the right to revoke any approval at any time. The selected contractor shall not represent that it is the University's exclusive entertainment partner, exclusive booking agent, exclusive talent provider, agent, representative, sponsor, affiliate, or official partner unless expressly authorized in writing by the University. All intellectual property owned or developed by the University prior to the contract, including educational materials, curricula, branding assets, trademarks, service marks, copyrights, and institutional content, shall remain the sole and exclusive property of the University. Any unauthorized use of University Marks or intellectual property shall constitute a material breach of the resulting contract and may result in termination, disqualification from future opportunities, and any other remedies available under law or contract.

## **IX. HBCU Experience and Cultural Competency**

Proposers may receive additional consideration for demonstrated experience working with Historically Black Colleges and Universities, minority-serving institutions, student engagement programming, culturally relevant entertainment, leadership development initiatives, and programs that positively contribute to student success and institutional advancement.

## **Term of Agreement**

The initial term of any agreement resulting from this RFQ shall commence on September 1, 2026, and shall continue through June 30, 2027, unless otherwise specified in the final executed contract.

The University anticipates the following procurement timeline:

- ✓ RFQ issuance date: June 23, 2026
- ✓ Proposal submission deadline: July 14, 2026
- ✓ Evaluation and selection period: July 20, 2026
- ✓ Notice of intent to award / contract negotiation: August 7, 2026
- ✓ Anticipated contract start date: September 1, 2026

The University may, at its sole discretion and subject to all required approvals, renew or extend any resulting agreement for one (1) additional Fiscal Year 2027–2028, beginning July 1, 2027, and ending June 30, 2028, under the same or mutually agreed-upon terms and conditions.

Any renewal or extension shall be contingent upon satisfactory performance, availability of funds, continued institutional need, and execution of a written agreement by both Parties.

**Grambling State University requires the use of its standard contract language for all resulting agreements. Submission of a proposal constitutes Respondent's acceptance of these terms. Any attempt to modify or replace standard contract provisions may result in rejection of the proposal.**

### SECTION III: EVALUATION

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3.0 The Evaluation Committee shall evaluate and score each Statement of Qualifications based upon the criteria set forth below. The maximum possible score is 100 points.:

<b>Evaluation Criteria</b>	<b>Possible Points</b>
Talent Network and Industry Relationships (Section 3.1):	<i>20 points</i>
Technical Proposal Response (Section 3.2):	<i>20 points</i>
Programming Strategy and Student Engagement Approach	<i>20 points</i>
Event Management and Execution Capabilities	<i>15 points</i>
Understanding of University Needs and Scope of Services	<i>10 points</i>
References and Past Performance	<i>5 points</i>
Veteran and Hudson Initiative (Section 3.3)	<i>10 points</i>
<b>Total Possible Points</b>	<b><i>100 points</i></b>

Statements of Qualifications will be evaluated based on the information submitted by the Respondent and any additional information obtained through references, interviews, presentations, or clarifications, if requested by the University.

The Evaluation Committee shall evaluate submissions based upon the material provided and the substantiating evidence presented by the Respondent. Scores shall be based upon the contents of the Statement of Qualifications and not upon information that may be assumed or inferred.

The University may, at its sole discretion, conduct interviews, presentations, demonstrations, or discussions with one or more Respondents determined to be reasonably susceptible of being selected for award.

Following completion of the evaluation process, the Respondent receiving the highest overall score and determined to be most advantageous to Grambling State University may be recommended for contract negotiations and award.

The University reserves the right to establish a pool of qualified Respondents if such action is determined to be in the best interest of the University.

#### 3.1 Cost Structure and Compensation Approach

Respondents shall describe their proposed compensation structure and any fees associated with the services contemplated under this RFQ.

The response should include, as applicable:

- Retainer fees;
- Event management fees;
- Talent booking fees;
- Commission structures;
- Administrative fees;

- Reimbursable expenses;
- Travel-related charges;
- Any other costs associated with the provision of services.

Because the University's event needs and annual expenditures are undetermined, Respondents are encouraged to provide a flexible pricing methodology that can accommodate a variety of programming types and event sizes.

The University will evaluate the reasonableness, transparency, and flexibility of the Respondent's proposed compensation approach. However, selection under this RFQ will be based primarily on qualifications, experience, talent network, programming capabilities, and overall ability to meet the University's needs.

The University reserves the right to negotiate final pricing, compensation structures, and contract terms with the highest-ranked Respondent prior to contract award.

### **3.2 Qualifications Technical Response**

The Evaluation Committee will evaluate each Statement of Qualifications based on the Respondent's demonstrated experience, qualifications, organizational capacity, and ability to successfully provide talent management and event programming services to Grambling State University.

Factors that may be considered during the evaluation include, but are not limited to, the following:

#### **3.2.1 Qualifications and Experience**

- Experience providing talent management, artist procurement, speaker engagement, entertainment booking, and event programming services;
- Experience supporting colleges, universities, HBCUs, student affairs divisions, athletics programs, alumni organizations, or comparable entities;
- Qualifications, education, certifications, and experience of key personnel assigned to the University;
- Organizational capacity and ability to support multiple events and programming initiatives throughout the year.

#### **3.2.2 Talent Network and Industry Relationships**

- Strength and diversity of the Respondent's talent network;
- Relationships with artists, speakers, entertainers, influencers, agencies, management firms, and production companies;
- Ability to secure talent that aligns with the University's programming goals and budget constraints;
- Demonstrated success in negotiating talent agreements and coordinating event logistics.

#### **3.2.3 Programming and Student Engagement Approach**

- Understanding of Grambling State University's culture, traditions, and student engagement objectives;
- Approach to developing innovative and engaging programming opportunities;
- Ability to recommend talent and programming options that appeal to diverse student audiences;
- Strategies for enhancing attendance, engagement, and overall event success.

#### **3.2.4 Event Management and Execution**

- Approach to planning, coordinating, and executing events;

- Ability to manage timelines, communications, and event logistics;
- Experience coordinating large-scale events, concerts, speaker series, festivals, and special programs;
- Risk management and contingency planning capabilities.

### **3.2.5 Implementation and Service Approach**

- Proposed communication and account management structure;
- Responsiveness and customer service approach;
- Ability to collaborate effectively with University departments, student organizations, and event stakeholders;
- Overall methodology for delivering services under the resulting contract.

The Evaluation Committee may also consider interviews, presentations, demonstrations, references, and any additional information requested during the evaluation process.

- Green Initiative) and Community-Wide Economic Development

### **3.3 Quality of Services and Past Performance**

The Evaluation Committee will evaluate the quality of services historically provided by the Respondent and its demonstrated ability to successfully perform services similar to those requested in this RFQ.

Factors that may be considered during the evaluation include, but are not limited to, the following:

#### **3.3.1 References and Client Satisfaction**

- Quality and relevance of references provided;
- Client satisfaction and overall performance history;
- Demonstrated ability to maintain positive working relationships with clients, performers, speakers, agencies, and event stakeholders;
- Responsiveness, communication, and customer service capabilities.

#### **3.3.2 Relevant Experience and Performance History**

- Demonstrated experience providing talent management, artist procurement, speaker engagement, event programming, and related services;
- Experience supporting colleges, universities, HBCUs, governmental entities, student affairs divisions, athletics programs, alumni organizations, or similar clients;
- Successful execution of events similar in size, scope, and complexity to those anticipated by Grambling State University;
- Demonstrated ability to identify, secure, and manage talent that aligns with client objectives and budget requirements.

#### **3.3.3 Capacity and Ability to Perform**

- Ability to provide services in a timely and professional manner;
- Adequacy of staffing levels, organizational resources, and support personnel;
- Availability of industry contacts, talent resources, and event support capabilities;
- Ability to manage multiple projects, events, and programming initiatives simultaneously.

#### **3.3.4 Innovation and Value-Added Services**

- Ability to provide creative programming recommendations and innovative event concepts;
- Value-added services offered beyond the minimum requirements of the RFQ;

- Strategies for enhancing student engagement, attendance, and overall event success;
- Demonstrated commitment to continuous improvement and service excellence.
- The University may contact references, review publicly available information, and consider prior experience with the Respondent as part of the evaluation process.

### **3.4 Veteran and Hudson Initiative Participation**

#### **Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative)**

Ten (10) points of the total evaluation score are reserved for Respondents who are certified Hudson Initiative or Veteran Initiative small entrepreneurships, or who demonstrate meaningful participation by certified Hudson Initiative or Veteran Initiative small entrepreneurships in the performance of the resulting contract.

Reserved points shall be awarded as follows:

#### **A. Certified Small Entrepreneurship**

A Respondent that is currently certified under either the Hudson Initiative Program or the Veteran Initiative Program shall receive the full ten (10) reserved points.

#### **B. Use of Certified Small Entrepreneurships**

A Respondent that is not a certified small entrepreneurship may receive a portion or all of the reserved points by proposing the participation of one or more certified Hudson Initiative or Veteran Initiative small entrepreneurships.

Points may be awarded based upon:

- The number of certified small entrepreneurships proposed;
- The scope and significance of the work to be performed by the certified small entrepreneurship(s);
- The experience and qualifications of the certified small entrepreneurship(s);
- The estimated value of work and anticipated earnings to accrue to the certified small entrepreneurship(s); and
- The overall level of participation proposed.

Respondents proposing the participation of certified Hudson Initiative or Veteran Initiative small entrepreneurships shall include the following information in their Statement of Qualifications:

1. Name of each certified Hudson Initiative and/or Veteran Initiative small entrepreneurship;
2. A description of the services to be provided by each certified small entrepreneurship;
3. The estimated percentage or dollar value of work to be performed by each certified small entrepreneurship; and
4. Documentation demonstrating the current certification status of each proposed small entrepreneurship.

The Evaluation Committee shall evaluate the proposed participation and assign points in accordance with the University's evaluation methodology and applicable State of Louisiana requirements.

## **SECTION IV: PERFORMANCE STANDARDS**

### **4.1 Performance Requirements**

The Contractor shall provide professional talent management, event programming, artist procurement, speaker engagement, and related consulting services in accordance with the requirements set forth in Part II – Scope of Services.

The Contractor shall perform all services in a professional, timely, and efficient manner and shall maintain the personnel, resources, industry relationships, and organizational capacity necessary to successfully support the University's event and programming needs.

Performance expectations may include, but are not limited to:

#### **4.1.1 Talent Acquisition and Booking Services**

- Identify and recommend qualified speakers, entertainers, performers, artists, influencers, and other talent suitable for University events and programs;
- Maintain and leverage industry relationships to secure talent that aligns with University objectives and budget constraints;
- Assist with negotiations, scheduling, and coordination of talent engagements.

#### **4.1.2 Event Planning and Support**

- Provide consultation and recommendations regarding event programming and talent selection;
- Coordinate event-related logistics associated with contracted talent;
- Assist University personnel with planning and execution activities related to talent engagements.

#### **4.1.3 Communication and Responsiveness**

- Maintain regular communication with designated University representatives;
- Respond promptly to inquiries, requests, and event-related needs;
- Provide timely updates regarding talent availability, negotiations, scheduling, and event status.
- 

#### **4.1.4 Compliance Requirements**

- Ensure all services are performed in accordance with applicable federal, state, and local laws;
- Comply with all University policies and State of Louisiana procurement requirements;
- Ensure that all proposed talent, performers, speakers, agencies, and subcontractors comply with applicable contractual and legal requirements.
- 

#### **4.1.5 Performance Measurement**

The University may evaluate Contractor performance based upon:

- Responsiveness and communication;
- Quality of recommended talent and programming;
- Successful execution of events and engagements;
- Adherence to schedules and deadlines;

- Professionalism and customer service;
- Compliance with contractual requirements; and
- Overall satisfaction of the University.

Failure to meet performance expectations may result in corrective action, contract review, non-renewal, or termination in accordance with the terms of the resulting contract.

#### **4.2 Performance Measurement/Evaluation**

Grambling State University reserves the right to monitor and evaluate the Contractor's performance throughout the term of the contract.

The University and Contractor shall participate in periodic performance review meetings, which may be conducted quarterly, semi-annually, annually, or as otherwise determined necessary by the University, to discuss service delivery, event outcomes, performance expectations, contract compliance, and any areas requiring improvement.

Performance evaluations may include, but are not limited to, the following factors:

- Quality of talent recommendations and programming services;
- Responsiveness and communication;
- Ability to meet event timelines and deadlines;
- Professionalism and customer service;
- Successful execution of events and engagements;
- Compliance with University policies and State procurement requirements;
- Effectiveness of collaboration with University personnel and stakeholders; and
- Overall satisfaction with services provided.
- Ability to secure talent within budget and within the timelines established by the University.

The University may document performance concerns and require corrective action plans when performance deficiencies are identified.

Repeated performance deficiencies, failure to implement corrective actions, or failure to meet contractual obligations may result in contract review, non-renewal, termination, or other remedies available under the contract.

The Contractor shall cooperate fully with all performance reviews and provide information reasonably requested by the University to evaluate contract performance.

#### **4.3 Veteran Owned Businesses Reporting**

During the term of the contract and upon contract expiration, the Contractor shall report the participation of any certified Veteran-Owned, Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative), and/or Hudson Initiative Small Entrepreneurships utilized in the performance of the contract.

The Contractor shall provide reports in the format and frequency required by Grambling State University and the State of Louisiana and shall include, at a minimum:

- The name of each certified Veteran Initiative or Hudson Initiative small entrepreneurship utilized;
- The type of services performed by each certified small entrepreneurship;
- The dollar amount paid to each certified small entrepreneurship;
- The percentage of total contract expenditures attributable to each certified small entrepreneurship; and
- Any other information reasonably requested by the University or required by State reporting requirements.

The Contractor shall maintain records sufficient to document all payments made to certified Veteran Initiative and Hudson Initiative small entrepreneurships and shall make such records available upon request.

Failure to accurately report participation or maintain the level of participation proposed in the Statement of Qualifications may be considered in contract performance evaluations, renewal decisions, and future procurement opportunities.

If the Contractor is unable to maintain the proposed participation levels, the Contractor shall promptly notify the University and provide an explanation together with a proposed corrective action plan.

**SECTION V: SUPPORTING DOCUMENTS**

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**Attachment A  
Cost Structure and Compensation Schedule**

Respondents shall provide information regarding their proposed fee structure and compensation methodology for services provided under this RFQ.

Because event needs, talent requirements, and annual expenditures may vary, Respondents should provide sufficient detail to allow the University to evaluate the reasonableness and transparency of proposed fees.

**A. Firm Information**

Respondent Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**B. Compensation Structure**

Please indicate all compensation methods that may apply to services offered under this RFQ:

- Retainer Fee
- Talent Booking Fee
- Commission-Based Fee
- Event Management Fee
- Consulting Fee
- Administrative Fee
- Other (Specify): \_\_\_\_\_

**C. Proposed Fee Schedule**

Service Category	Fee Structure
Talent Booking Services	
Speaker Procurement Services	
Event Management Services	
Consulting Services	
Administrative Services	
Other Services	

**D. Reimbursable Expenses**

Identify any expenses that may be billed separately to the University:

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**E. Additional Information**

Provide any additional pricing information, discounts, value-added services, sponsorship opportunities, student development opportunities, internships, community engagement initiatives, or other benefits available to Grambling State University.

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**Certification**

I certify that the information provided herein is true and correct and that the fees proposed shall remain valid for the period specified in this RFQ.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment B**  
**Insurance Requirements for Contractors**

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

**A. MINIMUM SCOPE AND LIMITS OF INSURANCE**

1. **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. A.M. Best's insurance company rating requirement may be waived for worker's compensation coverage only.

2. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

4. **Professional Liability (Errors and Omissions)**

Professional Liability (Errors and Omissions) Insurance covering the negligent acts, errors, or omissions of the Contractor shall be maintained with limits of not less than \$1,000,000 per claim.

Coverage shall remain in effect for the duration of the contract and shall include an extended reporting period of not less than twenty-four (24) months following contract expiration or termination.

This coverage may be provided on a claims-made basis.

For purposes of this contract, Professional Liability coverage shall include services related to talent procurement, event management, consulting services, contract negotiation assistance, speaker engagement services, and other professional services performed under the resulting agreement.

**B. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

**C. OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.

- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

**D. ACCEPTABILITY OF INSURERS**

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with a A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for worker's compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

**E. VERIFICATION OF COVERAGE**

Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under

the contract.

**SUBCONTRACTORS**

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor’s Certificates at any time.

**F. WORKERS COMPENSATION INDEMNITY**

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

**G. INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

The Contractor shall be responsible for ensuring that any performers, speakers, entertainers, agents, production companies, subcontractors, or other third parties engaged by the Contractor maintain any insurance coverage required by applicable law or industry standards and shall provide evidence of such coverage to Grambling State University upon request.