



PURCHASING DEPARTMENT

July 10, 2026

Addendum #1

50018-260035

Talent Acquisition, Entertainment Programming, and Event Support Services

Addendum #1 Summary

This Addendum is issued to provide responses to vendor questions received regarding RFQ No. 50018-240038 – Talent Acquisition. The responses clarify requirements related to the scope of services, anticipated events, proposal submission, evaluation process, compensation, insurance requirements, contractual terms, and administrative procedures.

This Addendum becomes part of the Request for Qualifications (RFQ). All Respondents shall acknowledge receipt of this Addendum in accordance with the solicitation requirements. All other terms, conditions, and requirements of the RFQ remain unchanged.

Scope of Work & Anticipated Events

1. Historical Spending Data: Section 1.9 states that services will be requested on an as-needed basis. Can the University provide historical data on the total annual budget or typical spending allocated to talent procurement and event support services over the past two fiscal years? **The University is unable to provide historical spending information. Services under this RFQ are provided on an as-needed basis, and no minimum contract value or annual spending is guaranteed.**

2. Pre-Approved Talent Networks: Section II.IV lists various talent categories under "Talent Sourcing and Booking". Does the University maintain a pre-approved list of preferred talent agencies or bureaus that the selected Contractor must work with, or is the Contractor completely free to leverage their own network? **The University does not have a required list of talent agencies or booking companies. Respondents may use their own network to provide the requested services.**

3. Event Scale and Venues: Regarding Section II.V (Anticipated Events), what is the typical venue capacity and production scale (e.g., arena, outdoor yard, theater) for major signature events like the Homecoming Week Concert and Spring Fest? **For major signature events such as the Homecoming Week Concert and Spring Fest, Grambling State University typically utilizes the Fredrick C. Hobdy Assembly Center, an indoor arena located on campus with a seating capacity of approximately 7,600. Depending on the event, the university may also utilize outdoor venues, including The Yard/Main Street, for large-scale student engagement activities and festivals, as well as theaters and other campus facilities for smaller programs. Production scale varies by event and may include concert staging, professional sound and lighting, LED video support, barricades, and other event production elements appropriate for audiences ranging from several hundred attendees to full-capacity arena events.**

4. On-Site Staffing Support: Section II.IV.D mentions "Day-of-event talent relations and management". Will the University provide dedicated staff, campus security, or student volunteers to assist the Contractor's on-site event management team during large-scale events? **Yes. Grambling State University will provide comprehensive on-site support for large-scale events. The University Police Department will conduct a security sweep of the venue prior to the event and will provide security personnel throughout the venue to ensure the safety of the artist(s), attendees, and event staff. University Police will also coordinate artist escorts and facilitate transportation through traffic to and from the venue. Additionally, professional staff from the Office of Campus Activities and Student Engagement, along with trained student staff and volunteers, will assist the Contractor's on-site event management team with event operations, artist hospitality, guest services, credentialing, crowd flow, and other logistical support to help ensure the successful execution of the event.**

5. Student Collaboration Process: The RFP references "curated student experiences" and student-focused programming. Is there an active Student Advisory Board or specific student committee that the Contractor will collaborate with directly to gauge student interest before talent sourcing? **Yes. The selected Contractor will collaborate with the Favrot Student Union Board (FSUB), Grambling State University's official student programming board. FSUB is the primary student organization responsible for planning and implementing major campus events, including Welcome Week, Homecoming, Spring Fest, and other signature student engagement programs. The Contractor will work closely with FSUB, the Office of Campus Activities and Student Engagement, and other designated University representatives to assess student interests, review programming trends, gather feedback, and recommend talent that aligns with the University's vision, student preferences, and budget. This collaborative approach ensures that entertainment selections are student-centered while maintaining institutional values and strategic programming goals.**

Submission & Administrative Requirements

6. Proposal File Separation: Section 1.10 specifies electronic submission only to the email address listed in the RFQ. Does the University require separate PDF files for the Technical

Response and the Cost Structure (Attachment A), or should they be submitted as a single, combined PDF file? **Submit your proposal as one PDF if possible. If the file is larger than 125 MB, you may send it in multiple emails. Label each email as shown in the RFQ (for example, Submission 1 of 3, Submission 2 of 3, etc.).**

7. Multiple Email Labeling: Section 1.4 states that the maximum email attachment size is 125 MB. If a respondent submits their proposal across multiple emails as permitted, is there a preferred naming convention beyond the example provided in Section 1.4 to ensure the emails are compiled correctly? **Please follow the naming format in Section 1.4 of the RFQ (Submission 1 of X, Submission 2 of X, etc.). No other naming format is required.**

8. Inquiry Addenda Timeline: Section 1.8 outlines the inquiry period deadline. Will the University compile all submitted questions into a single addendum posted on LaPAC, and is there an estimated date for when that addendum will be issued? **Yes. The University plans to issue one addendum with responses to all questions received by the deadline.**

9. Signature Authority Placement: Section 1.11.1 mentions providing evidence of signature authority. If a corporate resolution or certification is required, should this be attached as an appendix within the same electronic submission, and does it count toward any unstated page limits? **If needed, include documentation showing that the person signing the proposal has the authority to do so. The RFQ does not have a page limit for the proposal.**

10. Redacted Copy Submission: Section 1.15 requires a redacted copy of the Statement of Qualifications for public records requests. Should the redacted version be sent simultaneously with the main proposal email, or only upon explicit request by the University? **If your proposal contains confidential information, submit a redacted copy with your proposal. If you do not include it, the University may request it later.**

Compensation & Fee Structure

11. Cost Scoring Criteria: Section 3.1 states that selection will be based primarily on qualifications, but requests a flexible pricing methodology in Attachment A. Can the University clarify if the proposed fee structures (e.g., booking fees or event management fees) will be heavily weighted or scored as a separate component within the 20 points assigned to the Technical Proposal Response? **Compensation information will be considered during the evaluation. However, this is a Request for Qualifications (RFQ), so the University will place more emphasis on the Respondent's qualifications, experience, technical approach, and ability to provide the requested services than on price alone.**

12. Hybrid Pricing Flexibility: Attachment A outlines multiple compensation options (e.g., retainer, commission, flat fee). Is the University open to a hybrid pricing model combining a monthly retainer for strategic consulting with individual flat fees per talent booking? **Yes. Respondents may propose the payment method they believe works best for the requested services. The University reserves the right to negotiate the final pricing and payment structure with the highest-ranked Respondent.**

13. Direct Talent Payments: Section 1.31 notes that the University reserves the right to pay approved talent providers directly. In these instances, does the Contractor invoice the University for their booking/commission fee separately, and what documentation is required to release that payment? **The University pays the talent directly, the Contractor should submit a separate invoice for any booking, management, or consulting fees due under the contract. Payment will be made after receipt of a properly completed invoice, required supporting documentation, and acceptance of the services, in accordance with the terms of the resulting contract and University procedures.**

14. Travel Policy Caps: Under Section 3.1, "reimbursable expenses" and "travel-related charges" are mentioned. Does the University follow standard State of Louisiana travel policies and spending caps (e.g., PPM 49) for Contractor travel reimbursements? **Respondents should submit an all-inclusive proposal that includes all anticipated travel, reimbursable expenses, and other costs associated with providing the requested services. Separate reimbursement for travel expenses is not anticipated unless specifically negotiated and included in the resulting contract.**

15. Financial Stability Substitutes: Section 1.11.3.8 requests audited financial statements or annual reports from the past three years. If a private firm does not possess audited financial statements, will reviewed financial statements or federal tax returns be accepted as sufficient proof of financial stability? **If you do not have audited financial statements, you may submit other documents that show your company's financial stability, such as financial summaries or reviewed financial statements.**

Evaluation & Initiative Points

16. Initiative Point Allocation: Section 3.0 sets a maximum score of 100 points, with 10 points reserved for the Veteran and Hudson Initiatives (Section 3.4). If a prime Respondent is not certified but partners with a certified subcontractor, what specific percentage of contract

expenditure must be allocated to the subcontractor to receive the full 10 points? **The RFQ does not require a minimum percentage of work to be subcontracted to receive Veteran or Hudson Initiative points. Points will be awarded based on the evaluation criteria listed in Section 3.4 of the RFQ.**

17. HBCU Preference Weighting: Section II.IX notes that proposers may receive "additional consideration" for demonstrated HBCU experience. How will this additional consideration be factored into the scoring matrix out of the 100 maximum possible points? **Experience working with HBCUs will be considered during the evaluation. However, no additional points will be awarded beyond the evaluation criteria listed in the RFQ.**

18. Shortlist Scoring Dynamics: Section 1.24 states the University may establish a shortlist of qualified Respondents for interviews or presentations. If interviews are conducted, will the Evaluation Committee re-score the short-listed firms based entirely on the presentation, or will the interview scores be added to the initial proposal scores? **If interviews or presentations are held, they will be conducted as described in the RFQ. The University may adjust evaluation scores based on the information provided during that process.**

19. Unresponsive Reference Impact: Under Section 3.0, "References and Past Performance" accounts for 5 points. If a reference fails to respond to the University's inquiry within the evaluation window, will the Respondent receive a score of zero for that reference, or will alternative references be requested? **The University will evaluate references using the information available. The RFQ does not require the University to request additional or replacement references.**

20. Mock Programming Requests: The evaluation criteria include 20 points for "Programming Strategy and Student Engagement Approach". Should this section of the response include a mock programming proposal or line-up for a hypothetical university event to demonstrate our approach? **No. Respondents should address the requirements in the RFQ. A sample event proposal is not required but may be included as additional information if the Respondent chooses.**

Contractual, Legal, & Insurance Requirements

21. Marketing Use of University Marks: Section II.VIII strongly protects University Marks and prohibits commercial exploitation. If the Contractor wishes to feature Grambling State University as a client case study on their corporate website or marketing decks post-award, what is the formal approval process? **Any use of the University's name, logo, or other University marks must receive prior written approval from Grambling State University, as stated in the RFQ. The approval process, if applicable, will be coordinated by the University.**

22. Key Personnel Substitution Timeline: Section 1.45 states that no substitution of key personnel shall occur without prior written approval. What is the expected turnaround time for the University to review and approve a replacement personnel request to avoid operational project delays? **The RFQ does not set a specific review time. The University will review requests as quickly as possible.**

23. Misconduct Liability Coverage Scope: Section 1.30 outlines insurance requirements, including Sexual Abuse, Molestation, and Misconduct Liability Insurance (\$100,000/\$250,000). Does this coverage need to extend to the individual talent/performers secured by the Contractor, or is it strictly required for the Contractor's direct employees? **The required insurance applies to the Contractor as outlined in the RFQ. Any additional insurance requirements for performers or subcontractors will be addressed during contract negotiations, if applicable.**

24. IT Asset Access Requirements: Section 1.44 notes that Cybersecurity Training applies if the Contractor is granted access to University or State IT assets. Will the selected Contractor be required to use a GSU network credential or email address to execute their booking and consulting services? **The University does not expect the Contractor to need access to University or State IT systems. If access is needed later, the Contractor must follow the required cybersecurity requirements.**

25. Pool Distribution Mechanics: Section 1.27 states that Grambling State University intends to award a contract to one qualified Respondent but reserves the right to establish a pool. If a pool is established, how will individual task orders or specific event assignments be distributed among the qualified firms? **If the University creates a pool of qualified firms, work will be assigned based on the University's needs.**

Direct Clarification on Talent Deposits & Day-of-Show Payments

26. Section 1.10 (Item 10) states that payment terms are Net 30 after receipt of a properly executed invoice and acceptance of services. However, Section 1.31 notes that the University reserves the right to pay approved speakers, performers, and entertainers directly. Given that industry standards for major talent strictly require an advance deposit (typically 50%) to secure a booking and the remaining balance on the "day of show" before performance, will the University establish an expedited or alternative payment process to accommodate these mandatory talent contract requirements? **For approved performers, speakers, and entertainers, the University will have payment ready at the time of the event, in accordance with the terms of the contract.**

27. Section 1.31 states that "advance payments, deposits, or prepayments are not permitted" unless specifically authorized by applicable law or University policy. Does Grambling State University have an existing legal exception or institutional policy specifically for student programming, entertainment talent, or national routing acts that allows for the processing of advance deposits and day-of-show checks? **The University does not make advance payments or deposits unless permitted by applicable law or University policy. For approved performers and entertainers, payment may be available at the time services are provided in accordance with the executed contract and University procedures.**

28. If the University cannot accommodate advance deposits or day-of-show checks directly due to state procurement restrictions, is the Contractor permitted to front these deposits and day-of-show balances to the artists on behalf of the University, and subsequently invoice the University for reimbursement under Net 30 terms? **No. The University will make payments in accordance with the terms of the executed contract and applicable University procedures. Contractors should not assume they will be reimbursed for advance payments made on the University's behalf.**

Vendor and Production Payment Alignment

29. Major production vendors (sound, lighting, staging) often require deposits or full payment immediately upon completion of setup. Will the Net 30 payment restriction apply to these critical event support subcontractors, or can exceptions be made to ensure local and technical production staff are paid within an industry-standard window? **The University contracts separately for sound, lighting, staging, and other production services. These services are not part of this RFQ.**

30. Double checking on the proposal due date, is it tomorrow June 30th at 2:00 PM or July 14th? **Statements of Qualifications are due July 14, 2026, by 2:00 PM CST. June 30, 2026, at 2:00 PM CST is the deadline for submitting written questions.**

31. Also, the RFP states, 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. Can you please clarify what this statement means? Does it mean I have to sign the cover letter being submitted or the overall proposal? **The proposal must be signed by a person who is authorized to sign on behalf of the company. A signed cover letter will generally meet this requirement. The University may request proof of signature authority if needed.**

32. Estimated Annual Scope of Services - can you please provide an estimated annual volume of programming, speaker engagements, entertainment events, or talent booking assignments anticipated under this contract? **The University cannot provide an estimated annual volume of services. Services will be requested on an as-needed basis, and no minimum number of events or assignments is guaranteed.**

33. Engagement question - Is the University seeking a firm that will provide ongoing strategic programming and talent management support throughout the contract term, or does the University anticipate engaging the selected firm primarily on a project-by-project basis as programming needs arise? **The selected Contractor will provide services as needed. The University may request ongoing support or help with individual events, depending on its needs.**

34. Following submission of the Statement of Qualifications, does the University anticipate interviews, presentations, or negotiations with shortlisted firms prior to contract award? **The University may interview or meet with selected Respondents before making an award. However, the University may also make an award based only on the Statements of Qualifications submitted.**

35. What is the budget for talent and production for each event? If the budget for the upcoming contract is not available, do we know what the budgets have been in previous years? **The University cannot provide a budget or historical spending information for these services. Services will be requested on an as-needed basis, and no minimum amount of work or funding is guaranteed.**

36. Is the University permitted to pay deposits on artist performance contracts as well as production related contracts? **No. The University does not make advance payments or deposits unless permitted by applicable law or University policy. Production services are handled under separate contracts.**

37. Are the concerts funded directly by the University, or are they funded through related booster programs or affiliated organizations? **The concerts are funded by the University.**