



J Economic Development &
Upward Mobility Coalition



www.thepicd.org

2026 Sound Tech Vendor RFP for Three Conference in Niagara Falls, NY (USA)

Release: April 20, 2026

Due: April 30, 2026 at 5:00pm EST



**Partners in Community Development Inc.
45 Maxson Street, Rochester, NY 14609
Sara I. Taylor – Deputy Director
(585) 305-4094**

Release: April 20, 2026

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Re: Sound/Tech Vendor RFP

Final RFP submissions must be received by 5:00 PM ET on April 30, 2026 to Len and Sara at sarabipocpk@thepicd.org

Overview of the Organization

Partners in Community Development Inc. (PICD) was founded in 1993 and incorporated in 1994 as a grassroots organization focused on developing a sense of community in low-income housing developments in Upstate, NY. Our mission is Nurturing Neighborhoods and Caring for Kids through various activities within neighborhoods that promote tolerance and empowerment. Our services focused on childcare, prevention supports, afterschool educational supports, senior nutrition services, economic self sufficiency/job development services, health, and wellness activities. Based on the increased need to address the social and emotional health of children within the low income communities, in 2020, additional services were added to include referrals to behavioral health services, caregiver mental health education and peer support. The initiative of Black, Indigenous People of Color (BIPOC) PEEEEEEK was launched with BIPOC Parent/Caregiver Ambassador board leading strategies and activities to address mental health in children and families in BIPOC Communities. As BIPOC PEEEEEEK continued to expand and amplify the need to diversify the Peer workforce in 2024 and PICD collaborated with community partners to lead a workforce learning collaborative and address pay equity and disparities experienced in the workforce by those who often face barriers to obtaining and retaining employment. As a result, the organization was engaged to lead the North American Economic and Upward Mobility Collation, a network founded to convene stakeholders including providers,

employers, workforce networks, educational institutions and pay equity advocates interested in creating career pathways for individuals from low-income communities to advance Economic and Upward Mobility.

SCOPE OF WORK

Background/Sound/Tech Needs

PICD leads three major summit/conferences each year at the Double Tree Hilton Niagara Falls, NY 401 Buffalo Ave, Niagara Falls, NY 14303 and desires to have one vendor for all three events.

The [DoubleTree by Hilton Hotel Niagara Falls New York](#) (401 Buffalo Ave) offers over 16,000 sq. ft. of total event space, with the largest space being the 7,353 sq. ft. River's Edge Ballroom, which features 20-foot ceilings and fits up to 1,000 people. The venue includes 5 main meeting rooms, with smaller options like the Cascade rooms available. [DoubleTree Niagara Falls, NY Wedding and Event Venue](#)

Conference 2026 Dates:

Peer Summit – May 19-20 (150) (Audience – Peer with Lived experience, Mental Health, Recovery, Justice Involved, Veterans, Youth and Family). Direct front line staff and managers. www.bipocarentvoice.org

Women of Color Summit June 3-4 (250) (Audience- Professional Women of Color and Allies) www.thepicd.org

Housing Conference Nov 17-18 (200) (Audience- Supportive and affordable housing providers, outreach workers, case workers, and developers).

Standard Event time frames:

Day one 8:00am -8:00pm

Day two 8:00am-3:00pm

****Day one of event will have some form of entertainment – DJ or, Jazz Artist, Karaoke and Game show.*

We are seeking sound/tech vendor for the following:

1. Manage sound and tech in main ballroom
2. Manage side show and music play list during the events
3. Assist keynote and workshop presenter with setting up laptops to lcd projectors in 3 breakout rooms

Hotel provided equipment:

3 Breakout room LCD projectors and 3 screens for breakout rooms

- 1 main ballroom LCD projector
- 1 large screen for main ballroom
- 1 cordless microphone and general ballroom sound

PICD will provide:

- ✓ 20% Retainer for services and payments in aligned after each event.
- ✓ Up to two nights hotel at the conference site -standard king or two queens
- ✓ Meals for two staff included with conference and event activities
- ✓ Staff liaison and project manager as contact for playlist and event tech flow and event schedule
- ✓ Communication with Doubletree staff to coordinate set up and breakdown
- ✓ **Total budget for all three events: \$10,000-11,000.**
- ✓ Stage design staffing and vendor

Desired vendor equipment and staffing:

Speakers w/Stand, 1 laptop with slide remote for main ballroom, 1-2 wireless, Lavalier mics 1-2, Wireless 3-4 handheld mic, ipad with sound management capabilities, No more than 2 Dedicated Sound Technician or staff onsite. Optional large screen and lighting for stage. Floor mics and stands for audience participation.

FORMAT OF YOUR PROPOSAL Based upon the specifications of this RFP:

An introductory statement which reflects your understanding of this project and target audiences. A statement detailing the availability of services and understanding of total budget. A list of no less than two (2) professional references; customers who have used your services within the last six (6) months. Capacity and credentials of your organization, including relevant experience managing similar events and proof of liability insurance.

Scope of Work Deliverables

We are seeking sound/tech vendor for the following:

1. Manage sound and tech in main ballroom- organize, manage and operate sound and technology during events as outline by tech flow and program schedule.
2. Manage side show and music play lists during the events according to schedule, play list and slide shows will be provided 3-5 days in advance of each event via email. Manage floor mics/stands for audience participation.
3. Assist keynote and workshop presenter with setting up laptops to lcd projectors in 3 breakout rooms and main ballroom.

4. High quality Customer service and friendly communication and business casual attire or vendor branding attire.
5. Onsite in main ballroom 45 minutes before start of program and ready with music and slideshow 15minutes before doors open.
6. Up to two 30min Zoom planning calls with project manager and director one week before event and upon signing of contract.
7. Capacity to set up evening before the events aligned with hotel schedule and staffing.
8. Flexibility and ability to trouble shoot in collaborative manner.
9. Assist staff and stage designer as needed with small set up tasks and suggestions
10. Vendors should factor in travel cost and other expenses into the total budget.

Thank You!