

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS (RFQ)
CONCERT PROMOTIONAL & PRODUCTION SERVICES**

RFQ: # 5942

DUE: April 5, 2012 @ 12:00 NOON

Town of Trumbull seeks a qualified firm or individual to provide and perform services in promoting and producing an annual Town concert to be held in September of 2012. The individual or firm will be responsible for contracting the talent to perform at the venue and produce the show on the day of the event.

Qualifications for the Concert Promoter are as follows:

1. Minimum of five years of experience producing shows in the State of Connecticut.
2. A demonstrated history of similar services with a minimum of at least five (5) produced public concert events in the state of Connecticut on a per year basis.
3. Experience in producing and promoting events in at least three performing arts centers and municipally owned facilities in the state of Connecticut and should produce at least 5 references attesting to the same.

Responses to this request shall include but not be limited to

1. a proposed scope of services and project approach
2. detailed information of the firm's background and experience
3. key staff assigned with resumes

No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The Town reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or opened.

It is the responsibility of the responder to verify, prior to final submittal, of its response, if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov (Purchasing Department – Bid Invitations). Responders may also call the Purchasing Department directly 203.452.5031 for inquiries and regarding addenda.

The deadline for submittal of response is **April 5, 2012 by 12:00 NOON**. Proposals arriving after that time will not be considered. The Town reserves the right to accept or reject any or all responses if it is deemed to be in the best interest of the Town.

Sealed proposals shall include one original and two(2) copies and delivered to:

**Robert Chimini
Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611**