

State Contract #: ADSPO13-044293

**AZ Developmental Disabilities Planning Council  
Employment First Regional Forums  
Various Dates and Locations (Flagstaff, Lake Havasu City,  
Phoenix, Sierra Vista, Tucson, and Yuma)**

- MCS will assist with securing a location for the 6 Regional Forums. This includes meeting room rental, audio visual rental, sleeping rooms, etc. MCS will negotiate and sign contracts for each forum. MCS acknowledges that the client has provided guidelines for each meeting. (Estimated hours: 8)
- MCS will review and sign the event orders for each location once the client has approved. (Estimated hours: 6)
- MCS will assist in hiring a company to transcribe forum. We will include their final invoice with our invoice. (Estimated hours: 6)
- MCS will assist in booking the staff and speaker rooms as needed. (Estimated hours: 6)
- MCS will review the final invoices and submit to the client for payment for each location. Once payment is received a check will be sent to the hotel. (Estimated time: 6)
- Our rate, as listed with Procurement, is \$75 per hour. *We will only bill for actual hours worked.*
- Total estimated hours are 32 (\$2,400).
- MCS will follow state procurement rules.

*Karolyn A Kiburz*

Karolyn Kiburz, CMP  
Meetings & Concierges Source

\_\_\_\_ May 5 \_\_\_\_\_, 2014  
Date

## Employment First Regional Forums

### Addendum to Meetings & Concierges Source, L.L.C. Proposal dated May 5, 2014

The Employment First Core Team will coordinate a series of six (6) Regional Forums during the summer of 2014 in the communities of Flagstaff, Lake Havasu City, Phoenix, Sierra Vista, Tucson, and Yuma.

The purpose of the Regional Forums is to:

- Acquaint people with the issues and to gather input from Arizona stakeholders to develop and support a sustainable strategic plan that can contribute to greater employment opportunities;
- Develop a shared statewide understanding of the goals of the Employment First Initiative at the local level, communicate state goals and priorities, and identify local priorities;
- Hear from individuals, families, advocates, and other stakeholders and to gather their input for development of a strategic plan;
- Each region is unique in its attitudes towards integrated community-based employment due to variations in economic conditions and availability of resources;
- Recruit and engage high schools and transition specialists, with a focus on transition from high school to the world of work;
- Forums will be formatted to encourage dialogue;
- Incorporate data and information collected from the Regional Forums and convene the strategic planning group to develop a sustainable plan that is outcome oriented.

#### **Please Note:**

1. Meetings & Concierges Source, L.L.C. estimated hours are 32 at \$75 for an estimated total of \$2,400 for their services;
2. This amount does not include room rental, AV (screen & microphone), and refreshments for each Regional Forum, approximate total for each location is estimated to be \$1,000, estimated total is \$6,000;
3. Total for Employment First Regional Forums is \$8,400.