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**REQUEST FOR PROPOSALS (RFP)  
GREATER MIAMI SPORTS COMMISSION, INC.  
(HOST COMMITTEE)**

**SPONSORSHIP ACTIVATION PARTNER**

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**ADDENDUM 1**

**April 30, 2026**

**Please see below in response to questions submitted regarding this RFP.**

**Staffing & Team**

1. Is the Service Provider responsible for hiring additional staff to support this scope? **Yes, as specified on points 1 and 4 of "services required"**
2. Does MHC have an existing volunteer pool we would manage, or do we need to source volunteers? **No, you need to source it as it was communicated on the RFP.**
3. Regarding "ongoing daily visits" - does this require onsite presence every day for the hours specified? Could you elaborate on the expected cadence and scope? **Yes, it requires onsite presence as communicated on #4 of "services required".**
4. Is a dedicated team expected for each venue, or a shared pool? **There is only one overlapping event, so a shared pool is acceptable.**

**Vendors & Production**

5. Who is securing vendors for photo, video, and drone services? Should our team include these services in our pricing? **You don't need additional vendors for photo and video documentation of deliverables. This is simply for recap purposes and can be done by a PA or a coordinator.**

6. For events produced by LMG (Events #1, #3, and #4), will there be a single LMG point of contact across all three events, or a separate contact per event? **The contact person for each event will be provided.**
7. Do you have an existing master asset tracker, or should we build one?  
Is there an existing master deliverables tracker, or do we need to create one from scratch?  
Bing a project management program.  
**We have an existing tracker using Excel - one per client.**
8. Since we are managing guests, will we also be responsible for tracking and communicating dietary restrictions and similar guest needs? **No.**
9. Who does the invite list entail - is this VIP only, or broader? Does MHC already have the list of potential invitees, or does the Service Provider need to assist with VIP guest list creation? **This is a VIP list only. MHC has a list, but Service Provider will coordinate edits from clients in order to maintain an updated database.**
10. Do you have a guest management platform currently in use, or one in mind? Do you currently use a guest management platform, or do you have one in mind? **Not at the moment. Considering <https://rsvpify.com/>.**
11. Who does the invite list entail - is this VIP only, or broader? Does MHC already have the list of potential invitees, or does the Service Provider need to assist with VIP guest list creation? **VIP only. As communicated, teams and player registration will be responsibility of Plei and Miami Host Committee.**
12. How are the invitations being deployed? Will this be via email? **They may be deployed by Email but we are considering <https://rsvpify.com/>.**

### **Budget & Logistics**

13. Is there a budget allocated for this scope of work? **No. We are looking for the right experience, methodology and team proposal.**
14. How is parking being handled for our onsite team - will it be provided or reimbursed? **No**
15. How will meals, including dinner, be handled for our onsite team? **The Service Provider is responsible for handling their own meals, as well as all per diems.**  
Will a meal stipend be provided? **No**
16. We understand some onsite teams have been offered hotel accommodations depending on the event. Is that something MHC will offer for this scope? **No.**

17. For the elements listed under Copa del Sol, Launch Concert, and Reefline, are these already locked in, have preliminary conversations occurred, or are all of these elements expected to be brought in by the Service Provider? **They are all locked in and they are all produced by another production company (listed on each event). We need support with sponsors specifically for what's listed on "services required", including the Additional Service listed in the RFP for Copa Del Sol.**
18. Will there be a centralized command center or designated decision-making hub during event operations? **There will be a designated decision-making person at every event.**
19. When will the activation partner received the complete project timeline? **We will have an onboarding meeting after selection of the service provider. The project timeline will be discussed at that time.**
20. In the event of installation or execution issues, who is responsible for implementing corrective actions? **Each event production company.**
21. Are there specific training or certification requirements (e.g., FIFA protocols)? **No.**
22. What are the main risks identified by MHC so far? **We have not identified risks. Flawless execution within VIP areas and partner activations are critical.**
23. Are there established contingency plans for weather, crowd capacity, technical failures, or sponsor non-compliance? **This will be handled by the event production company.**

### **VIP Dinner**

24. Can you please share the confirmed sponsor for the VIP Dinner? **The event sponsors will be provided after contract execution.**
25. Invite list management, invite deployment, RSVP coordination and guest
  - Will we be responsible for on going list management and communications prior to the dinner? **Yes as specified on the RFP.**
  - Are you working with an existing platform or you would need us to manage this process turnkey? Or are we just providing on-site check-in staff? **We are considering working with RSVPify.com which would be procured by the Miami Host Committee. We expect the Service Provider to own and manager the RSVP process.**
  - Should we also manage the design of the said invite and registration platform for VIPs? **The Miami Host Committee is responsible for design of the invitation. Service Provider is expected to handle the registration platform and RSVP.**

- ROS coordination - will we be in charge of calling the show, wrangling talent? Or what does the coordination entail? Run of show is not the responsibility of the Service Provider. It is the responsibility of the event production company.

### **Copa Del Sol**

26. Who are the confirmed sponsors for Copa del Sol? There are anticipated to be seven sponsors, but activation is expected by three sponsors. The event sponsors will be provided after contract execution.
27. Is Plei the confirmed registration platform for Copa del Sol and are we using the same platform for VIP guest list management and invite deployment/checkin? Plei is planned to be used for team registration. Registration of children's teams will be handled by the Miami Host Committee. VIP guest list management and invite deployment will be separate and will be the responsibility of the Service Provider.
28. Would we manage the registration process turnkey? Any design services needed? Or are we just providing check-in staff for the Opening Ceremony? Teams registration will not be the responsibility of the Service Provider. There are no design services needed. The Service Provider will be responsible for VIP invitee list, RSVPs, and VIP arrivals and coordination at opening ceremony.
29. Event Production coordination - what specific production services are needed from our team? Coordination of three stakeholders (Street Soccer USA (production of tournament), Plei (registration, promotion, on-site check in) and Miami Host Committee, to ensure flawless execution.
30. ROS coordination - will we be in charge of calling the show, wrangling talent? What production services are needed? The service Provider will be responsible for the Run of Show including coordination of Street Soccer USA (production of tournament), Plei (registration, promotion, on-site check in) and MHC.

### **Concert**

31. Is it only happening if a sponsor comes on board? No. The Concert is confirmed. If there is no sponsor, the Service Provider is responsible for flawless execution within VIP areas.
32. What services would be needed from our team in addition to ensuring sponsor assets are delivered as contracted? The Service Provider is responsible for flawless execution within VIP areas.

### **Fan Fest**

33. Should we have a lead per each sponsor on site? [The proposer is responsible for providing proposed team structure and operational methodology.](#)

### **Extra Time Club**

34. The end date is listed as July 31 which is post World Cup Finals. Is this date accurate? [Yes, it is accurate.](#)

35. Do we need to provide coverage at this location daily? Or once it is up and running, daily coverage is not needed? [This is a VIP area that requires daily supervision. The proposer is responsible for providing proposed team structure and operational methodology.](#)

36. Are there any confirmed sponsors? [Yes, one.](#)

### **Reefline**

37. Who are the confirmed sponsors? [There is one confirmed sponsor at this time.](#)

38. What services would be needed from our team in addition to ensuring sponsor assets are delivered as contracted? [Daily checks are needed. The Service Provider is responsible for flawless execution within VIP areas. The proposer is responsible for providing proposed team structure and operational methodology.](#)

### **Legacy Dog Park**

39. Please confirm the date. Is it from June 10-July 19? (the document says and, assuming this is a typo). [The event dates are Jun 10 and July 19 – a preview event and a grand opening.](#)

40. Who is the confirmed sponsor? [There is one proposed sponsor.](#)

41. Same question as above regarding RSVP and guest list management. [The Service Provider will be responsible for VIP invitee list, RSVPs, and VIP arrivals and coordination at preview event and a grand opening.](#)

42. Coordination of long-term upgrades to dog park infrastructure and amenities -Please provide more details on services needed. [The Service Provider will need to procure vendors for various elements of the park, e.g. water fountains and benches. The cost of these elements should not be included in your proposal.](#)

### **Insurance**

43. Since the agency is hired in a supervisory role do we need a certificate of insurance? [Yes. The insurance requirements are specified in the RPF.](#)

44. We currently have comprehensive Insurance of \$5M. RFP lists \$10M. Is this a requirement or \$5M will be acceptable since we would not be in charge of a large production build? We have the required coverage for the rest of the insurance type (workers comp, media and employer liability and auto so we are in compliance). The General Liability requirement is revised as follows.

(a) comprehensive commercial general liability insurance, on an occurrence form, with a combined single limit for bodily injury and property damage, including products liability (including completed operations coverage), coverage for contractual liability, independent contractors, broad form property damage, personal and advertising injury in an amount of at least ~~\$10,000,000~~ \$5,000,000 in the aggregate with no exclusion for liability arising from food-borne illness, and no exclusion for sexual abuse and/or molestation, and assault & battery. If umbrella/excess limits are utilized, then it should be follow-form or not stricter than that of the underlying policy.

### **Other**

45. Scope Dates are May 7-August 7. Is that to account for the recapping period? **Yes.**

46. Are there any sponsors that have assets across various events? **Yes.**

47. Would our team be in charge of trafficking media sponsor assets too or just activation assets? **No.**

48. Should we include any T&E costs in our budget (staff meals, staff uniforms, transportation, parking?) **Yes. This will be part of a lump sum payment.**

49. Will we be in charge of securing videographer and photographer? If so, is there a budget for this cost? Or are we just managing the content capture, creating the shot list and ensuring the said content is what the sponsors required and delivered to them timely? **There is no need for securing videographer and photographer professional services for recap purposes in connection to the services. The Service Provider needs to manage the content capture, creating the shot list and ensuring the said content is what the sponsors required and deliver to them timely.**

a. Is the content just for archive or also to be used in social or promos? **Archive only.**

b. Do we need to secure a professional crew or our BAs to handle? **No.**

50. Is it possible to bid only on some parts or the RFP or are you looking for a unique partner for all the events?

**No. The proposer must bid on the entire RFP to be considered responsive.**