

Procurement Managed Services Request for Proposals

KC2026 Background, Goals and Stakeholders

In 2022, Kansas City was named a Host City for the FIFA 26™. KC2026 is the 501(c) 4 non-profit entity that has been incorporated to lead strategy, planning and activation of the FIFA World Cup 26™ and perform obligations under the Host City agreement, including but not limited to, transportation, fan engagement, safety and security and marketing. KC2026 is governed by a Board of Directors comprised of leaders from across the region. The purpose of the entity is to maximize the positive momentum created by FIFA World Cup 26™ to unite, strengthen and elevate our region, while propelling us to new heights in the nation and the world.

In support of these goals, KC2026 receives funding from private entities as well as multiple government jurisdictions, including but not limited to the states of Kansas and Missouri and the city of Kansas City, MO.

Each government funding source has different terms and conditions with allowable expenses and reporting requirements. Additionally, KC2026 could have donors of “in-kind” services as part of promotional or other sponsorship arrangements.

It is crucial to develop and manage procurement services which assure the Board of Directors and stakeholders that KC2026 is managing the funds effectively and adhering to legal and regulatory requirements.

This RFP has a compressed timeline, with proposals due in two weeks. As KC2026 works to quickly scale up operations and projects, it must also deliver required reporting to funding jurisdictions by the end of 2024. Additionally, project planning is underway, and procurement needs with compressed timelines have already been identified.

Purpose of RFP and Scope of Work

The purpose of this RFP is to seek qualified proposals for the outsourced development, management and implementation of KC2026 procurement, including the following core functions in an accelerated timeline:

1. **Review Procurement Requirements:** Review board-directed and contractual requirements and goals for procurement.
2. **Policy Development:** Develop and recommend revised purchasing policies for board adoption.
3. **Planning and Forecasting:** Collaborate with the KC2026 project team to assess current needs and forecast future product and service requirements. Utilize existing data to develop procurement plans and timelines.
4. **Risk Management:** Conduct procurement risk assessments, identifying potential compliance, financial, and operational risks, and develop mitigation strategies.
5. **Supplier Engagement:** Identify and recommend a diverse pool of suppliers, prioritizing local, regional, and diverse-owned businesses. Conduct outreach to ensure awareness of procurement opportunities. Manage the publication and administration of RFX processes as required.
6. **Selection Mechanisms:** Develop and implement compliant selection processes based on board and funding jurisdiction requirements. Provide documented justifications for vendor selections.
7. **Contract Negotiation and Management:** Negotiate favorable terms and pricing while ensuring all contracts meet compliance standards. Monitor vendor performance against contract deliverables.

8. **Performance:** Oversee and ensure that product and service deliverables meet contract standards, while coordinating purchases with accounts payable to maintain alignment and accuracy.
9. **Purchasing & Reimbursement Policy:** Collaborate with all stakeholders to ensure that purchasing aligns with budget targets and event needs, and, if necessary, develop a consistent, equitable, and responsible third-party reimbursement policy.
10. **Compliance and Reporting:** Develop robust procurement compliance reports validating KC2026’s adherence to legal, governmental, and regulatory standards. Produce regular procurement reports and provide actionable insights to senior leadership and the Board of Directors.

RFP Timeline

Milestone	Date
RFP Release	October 7, 2024
Questions Due	October 11, 2024
Q&A Published	October 16, 2024
Proposal Due	October 21, 2024
Selection Notification	October 25, 2024
Project Start	October 29, 2024

Selection Criteria

This is a qualifications-based selection. After the selection, the selected proposer will engage in a final scope development and fee negotiation with KC2026. Please include the following in the proposal:

1. Firm and Personnel qualifications and experience
 - a. In addition to demonstrating experience in government procurement compliance, please include relevant qualifications and experience in procurement in:
 - i. Transportation
 - ii. Safety and Security
 - iii. Marketing, advertising and promotion
 - iv. Sports or Event management and operations
 - v. Temporary infrastructure and overlay
 - vi. Licensed merchandise
2. Project Approach/Way of Working with KC2026
 - a. Given the start-up nature of KC2026, explain the approach to ensuring KC2026 goals and direction are reflected in the procurement process while alleviating the need for significant time investment from the staff. (e.g., embedded staff member). Demonstrate the capability to provide services efficiently and to a high standard within the minimal timeframe available.
 - b. Describe your proposed deliverable review process for drafts and final documents with multiple stakeholders.
 - c. Describe how you would ensure that supplier diversity and/or local supplier goals would be met.
3. Past Performance
 - a. Describe past performance with respect to the ability to meet project schedules, quality of work and ability to control cost on similar complex and/or highly-visible projects with compressed timeframes. Demonstrate knowledge of local and regional stakeholder processes and systems.
 - b. Share any past performance in working with a non-profit that received both government and private fundraising and how procurement goals were established and managed.

Instructions for Proposal

1. Please email a single PDF of the proposal to procurement@kansascityfwc26.com by 5 p.m. Central Time on the due date in the RFP Timeline. In the email, please include a single name, email address and telephone number for a Point of Contact for any follow-up questions or information.
2. We ask that you limit the PDF to 10MB.
3. The proposal PDF file name should read “KC2026 Procurement Services Firm Name.”
4. Please structure the proposal as follows:
 - a. Table of Contents
 - b. Optional Cover Letter
 - c. Qualifications and Experience
 - i. Optional Case Studies and/or Resumes
 - d. Project Approach
 - e. Past Performances
 - f. Additional Attachments

Questions & Answers

Questions are to be submitted via email to procurement@kansascityfwc26.com by 5 p.m. Central Time on the Questions Due Date in the RFP Timeline. Answers will be published no later than the date indicated in the RFP Timeline. All documents related to the RFP will be published here: <https://kansascityfwc26.com/business-opportunities/>

Interviews (if required)

Interviews, if required, will be conducted the week of October 21, 2024.

KC2026 Preliminary Procurement Policy

See the KC2026 Business Opportunities page (<https://kansascityfwc26.com/business-opportunities/>) for the KC2026 Procurement statement and policy regarding the use of diverse-owned businesses and vendors.