

ADVERTISEMENT – REQUEST FOR PROPOSAL



DETROIT REGIONAL CONVENTION
FACILITY AUTHORITY
One Washington Blvd
Detroit, MI 48226
(313) 877-7974

RFP Description: Marketing Content Creator Services (Indefinite Scope-Indefinite Delivery)	RFP No.: 31.2425
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Notice is hereby given that the Detroit Regional Convention Facility Authority (DRCFA) is soliciting proposals for **Marketing Content Creator Services** per the terms and conditions of the Request for Proposal (RFP).

Bid documents may be obtained on or after **July 3, 2025** at the following website: <https://www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority> Prospective bidders must first log in to the site and search the "Open Solicitations" tab for this project. Bidnet Direct's customer service and support phone number is 800-835-4603 to help you navigate the site and register your entity (at no cost) if needed.

Bidders are highly encouraged to attend the pre-bid meeting and site visit on **July 15, 2025 at 9:30 a.m. EST at Huntington Place Convention Center**, One Washington Blvd, Detroit, MI 48226 and via TEAMS. Meet in Conference Room 350 on the 3rd floor. Bidders are responsible for understanding the RFP and service requirements prior to the meeting. Questions may be directed to the Purchasing Department via email at purchasing@drcfa.org until **July 16, 2025**.

Proposals shall be prepared in accordance with specifications outlined in the RFP. Proposals shall be on forms furnished in this RFP. Bidders must provide Iran Linked Business disclosure in compliance with Public Act 517 of 2012 and attach this information to the bid proposal. Proposal must be accompanied by a sworn and notarized statement that their business is NOT an Iran Linked Business. A bidder will be permitted to withdraw his proposal, unopened, after it has been submitted, if so requested prior to the time specified above for opening of bids.

Bid submittals must be received on or before **July 24, 2025 at 2:00 p.m. EST** via email to purchasing@drcfa.org or mailed to Detroit Regional Convention Facility Authority, One Washington Blvd, 3rd Floor Administrative Offices, Detroit, MI 48226, Attention: Purchasing Department. No allowance will be made for late delivery for any reason. Late bids shall not be opened nor returned to bidder.

Proposals will be publicly opened on **July 24, 2025 starting at 2:00 p.m. EST**, by the DRCFA, at Huntington Place Convention Center, One Washington Blvd, Detroit, MI 48226. Interested parties may join in person in Conference Room 350. RFP evaluation and award subsequently will be made by the Board of Directors at the DRCFA. The successful bidder shall be required to enter into a contract with the DRCFA.

The DRCFA reserves the right to reject any or all proposals, either in whole or in part, to split the award, to award to other than the low-cost bid, to waive any informalities or irregularities, and to accept bid alternates. The DRCFA also reserves the right to award a contract in any manner deemed by the DRCFA, in the DRCFA's sole discretion, to be in DRCFA's best interests.

Date:

7/3/2025

Authorized Signature:

Laura M. Harrington

Laura Harrington CPPO, CPPB
Purchasing Director