



217 Elm St., Oil City, PA 16301-1412 / 814.677.3152 / OilRegion.org

Request for Proposals (RFP)
Event Coordinator (Contracted Position)
Issued October 9, 2025

1) Organization Background

The Oil Region Alliance of Business, Industry and Tourism (ORA) is a 501(c)(3) nonprofit that manages the Oil Region National Heritage Area (ORNHA) and fosters prosperity throughout the region. ORA works to attract all people to work, live, learn, and play in “the Valley that Changed the World” by preserving, promoting, developing, and supporting historical, educational, natural, recreational, residential, commercial, and industrial destinations.

ORA administers both the Pennsylvania Oil Heritage Area and the federally designated Oil Region National Heritage Area. It also serves as a major economic development agency and the official tourist promotion agency for Venango County. The ORNHA encompasses all of Venango County as well as the City of Titusville, Hydetown Borough, and Oil Creek Township in the southeastern corner of Crawford County. As a rural development hub, ORA also partners with organizations beyond its boundaries on projects that positively impact the Oil Region.

2) Project Overview

Event Title: The Epic Allegheny Odessey – *“Paddling Through 250 Years of American History”*

Event Window: July 26 – approx. August 8, 2026 (Contract begins in December 2025 and concludes September 30, 2026)

Compensation: Not to exceed \$20,000 (milestone-based)

Location: Remote (home/office) with required site visits and on-site coordination during the event

Reports To: Event Committee Chair and Co-Chair

ORA seeks a dynamic and experienced Event Coordinator, or a coordination team, to plan and deliver a 10–12-day sojourn covering approximately 200 miles of the Allegheny River with a maximum of 100 participants. The Sojourn will highlight the river’s historical and cultural

significance from Indigenous history and the French and Indian War to the Industrial Revolution, through today, and serve as a model framework for future Allegheny River sojourns. A volunteer committee will support outreach, logistics, fundraising, and community partnerships. *(An event description is provided as an attachment.)*

3) Scope of Services

The selected Contractor will provide end-to-end event planning and execution, including:

3.1 Planning & Partnerships

- Collaborate with the event committee to develop the overall event plan, timeline, and budget.
- Build community contacts and partnerships across river towns and counties.
- Assist Committee with securing funding, sponsorships, and in-kind support; assist with sponsor recognition/fulfillment.
- Work with the Committee to plan the kick-off event, daily river stops (rest/lunch/interpretation), and evening programs (e.g., historical reenactments).

3.2 Operations & Logistics

- Coordinate meals, lodging, shuttles/gear transport, comfort facilities (restrooms/showers), and supplies.
- Lead registration/ticketing; manage rosters, waivers, and communications.
- Serve as the primary point of contact for vendors, partners, participants, and volunteers. Assist with directing media to the correct person(s) who speak on behalf of the event.
- Maintain schedule adherence; manage on-water and on-land transitions and daily briefings.

3.3 Compliance, Risk & Reporting

- Ensure compliance with all permits, permissions, safety requirements, and contracts (permit fees covered by ORA).
 - Prepare a Safety & Emergency Action Plan with the committee (including river conditions, weather, evacuation, medical, and communications protocols).
 - Coordinate liability waivers and incident documentation; maintain vendors' Certificates of Insurance.
 - Collect and organize documentation required for grant/funder reports (attendance, demographics, media, invoices, match/in-kind logs).
 - Prepare reports of accomplishments and a list of items to be accomplished in the upcoming reporting period. Participate in committee meetings, scheduled at least monthly, with more frequent meetings as the event nears.
 - Post-event activities include preparing thank yous for signatures and conducting a follow-up survey with participants.
 - Deliver a final post-event report.
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4) Proposal

4.1 Requirements

The proposal shall include at least the following:

1. Demonstration of Understanding the Project Purpose
2. Organization of the Consulting Team
3. Work Plan including Proposed Project Schedule
4. Samples of Prior Related Work/References—provide samples and contact information (company name, name and title of contact, address, telephone number, and email address) for at least two (2) prior related projects.
5. Personnel Assigned to this Project—including % of time on project, title, names, resumes, and include licensing or certification that the consultant meets the required qualifications and experience.
6. Cost and Price Analysis (including all information requested in this RFP). Include any Exceptions on a separate sheet that is clearly marked “Exceptions.”

4.2 Criteria for Selection

All completed proposals received before the deadline will be reviewed and evaluated by a committee appointed by the ORA. These reviewers will recommend to the ORA Board of Directors the selection of the proposal that most closely meets the requirements of this RFP and satisfies the needs of the funders.

The following factors will be considered in making the selection among proposals:

- A. Understanding of the Project
- B. Soundness of Approach
- C. Contractor Qualifications/Experience
- D. Work Sample Quality
- E. Client Contacts as References
- F. Personnel Qualifications/Experience, including related projects
- G. Cost Reasonableness while staying within the maximum funding available
- H. Price Analysis in relation to the Scope of Work
- I. Contractor Assurances
- J. Insurance Policies

Proposals must be received by Thursday, October 30, 2025 by 4 p.m. Proposals can be mailed or delivered in person to:

Oil Region Alliance
217 Elm Street
Oil City, PA 16301

Or emailed to kharris@oilregion.org.

5) Payment

The Oil Region Alliance and the selected contractor will determine the payment schedule. Payment of each invoice is usually made within thirty (30) days of receipt by the ORA of accepted invoices. If subcontractors or multiple firms are utilized, ORA will only issue payments to the lead firm.

6) Reservation of Rights

The ORA reserves the right to award zero, partial, multiple, or complete orders for the scope of work contained in this RFP, or to negotiate separately with competing proposing entities. Issuance of this RFP does not require the ORA to execute any contract(s) whatsoever.