

Los Angeles County Logistics Contractor Request for Proposal

Contract Type: Independent Contract

Project Estimated Hours: approximate 160 hours (estimated hours only)

Contract Range: \$5,000 - \$7,000

Regions Covered: Los Angeles County

Introduction

Hispanas Organized for Political Equality (HOPE) is a nonprofit, nonpartisan organization committed to ensuring political and economic parity for Latinas through leadership, advocacy, and education to benefit all communities and the status of women. We are seeking proposals from a qualified logistics contractor to assist in planning and executing our upcoming events aimed at furthering our mission in California.

Purpose:

The Regional Logistics Contractor will support the successful delivery of HOPE's Regional Leadership Institute sessions in Los Angeles County by handling on-the-ground logistics for up to six in-person sessions (approx. 25-35 participants). This includes pre-session support such as securing training venues, coordinating food and space setup, as well as in-session support including hands-on coordination during each in-person training day, and post-session support as needed.

Key Dates:

*Please note that you will be asked to arrive early for set up and stay for post event wrap up.

- **Orientation** – Saturday, April 25th 9am- 5:30pm
- **Session 1: Education** – Friday, May 29th 9am-4:00pm
- **Session 2: City Governance** – Friday, July 17th 9am-4:00pm
- **Session 3: County Governance** – Friday, August 7th 9am-4:00pm
- **Session 4: Special Districts** – Friday, October 2nd 9am-4:00pm
- **Closing and Graduation** – Saturday, October 3rd 10am-3:00pm

(Contract term anticipated: March 2026- October 2026)

Key Responsibilities:

- Venue Coordination:

- Prospect and secure appropriate training space for each session in collaboration with HOPE staff. *Contractor will coordinate vendor logistics.* .
- Coordinate venue amenities (AV, tables, chairs, accessibility, parking).
- As needed, schedule walk-through prior to event (only expected for orientation and graduation).
- **Note:** HOPE will contract directly with venues and pay venue invoices.
- Catering Oversight:
 - Select local caterers and order/manage food orders for in-person training days (light breakfast, lunch, beverages, coffee/snacks).
 - Ensure food is delivered on time, and dietary preferences are considered.
 - **Note:** HOPE will contract/pay caterers directly whenever possible; otherwise, use HOPE's purchase process.
- Session Setup & Support:
 - Arrive early and set up the training room (materials, signage, AV equipment, name placards, etc.). Set up will usually begin at 7:30am.
 - Coordinate on-site logistics and troubleshoot any venue or vendor issues.
 - Coordinate attendee check-in processes and event materials.
 - Support with speaker check-in process and communications.
 - Remain present throughout full in-person training days (approximately 8-10 hours per day, 7:30am-4:30pm).
 - Take photos of session as needed.
- Materials Assembly Support:
 - Work with Senior Managers to prepare session materials including participant bio sheets, speaker bio sheets, and power point presentations.
 - Collaborate with HOPE office to pick up printed materials and binders.
 - Help assemble participant packets and signage on-site (materials will be prepared in advance).
- Post-Session Wrap-Up:
 - Ensure the venue is left in good condition according to the host guidelines.
 - Return any leftover supplies or documents to HOPE staff as instructed.
 - As needed, complete any post training follow-up and communications with venue host.

Qualifications:

- Experience with event or training logistics preferred.

- Strong organizational and communication skills.
- Ability to work independently and troubleshoot under pressure.
- Must be based in LA County or familiar with the assigned region.
- Reliable transportation is required.

Submission Guidelines:

Please submit proposals by **Friday, February 13, 2026**, to Monica Medina at mmedina@latinas.org and Lauren Salaiz at lsalaiz@latinas.org with the subject line *Los Angeles Regional Contractor: [Entity Name]*. Proposals should include a total cost estimate for the 7-month contract, beginning of March to October 3rd.