



Paramedic Chiefs
of Canada

Chefs Paramédics
du Canada

**REQUEST FOR PROPOSAL
FOR
SUMMIT/EVENT COORDINATION SERVICES**

SUMMARY OF KEY INFORMATION

ISSUE DATE: October 10th, 2018

CLOSING DATE FOR PROPONENT RESPONSE:

October 31st 2018 AT 1:30p.m. Mountain Standard Time

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PLEASE READ THE RFP VERY CAREFULLY TO ENSURE ALL REQUIREMENTS ARE MET.

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2.0 ADMINISTRATIVE REQUIREMENTS

The following definitions will apply to this Request for Proposal and to any subsequent contract.

2.1 DEFINITIONS

BUSINESS DAY	Any day other than Saturday, Sunday or statutory holiday in the Province of Ontario.
RFP	Request for Proposal.
PROPONENT	A Company that submits, or intends to submit, a proposal in response to this “Request for Proposal” . The Successful Proponent to this RFP is the organization which enters into a written contract with Paramedic Chiefs of Canada (PCC)
MUST/REQUIRED/SHALL/WILL	A requirement which <u>must</u> be met in order for the Proposal to receive consideration.
SHOULD/DESIRABLE/MAY	A requirement having a significant degree of importance to the objectives of the Request for Proposal.

3.0 GENERAL CONDITIONS

3.1 STANDARD TERMS AND CONDITIONS

This Request for Proposals is subject to, and conducted in accordance with the Procurement policy for goods and services tenders for PCC, and is overseen by the Executive Director and the PCC Board of Directors.

3.2 MANDATORY REQUIREMENTS

This Request for Proposal may contain mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration.

3.3 CONDITIONS RIGHT TO AMEND

PCC reserves the right to amend or supplement the RFP, giving equal information and cooperation by way of issued addendum to all Proponents as a result of any such amendment.

3.4 PROPOSAL INFORMATION

Material, data and information accessed or provided by PCC and used in the preparation of the proposals is confidential and the property of PCC.

3.5 CHANGES TO PROPOSAL WORDING

There will be no changes in the wording of the proposal after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by the Executive Director for purposes of clarification.

3.6 PROPONENT INCURRED COSTS

All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the Proponent.

3.7 INDEMNITY

Unless otherwise expressly negotiated by the parties, the Proponent will indemnify and save harmless the PCC from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the PCC at any time

or times (either before or after the expiration or sooner termination of this RFP) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Proponent or by any servant, employee, officer, director or sub-contractor of the Proponent pursuant to the contract.

3.8 EVALUATION OF PROPOSALS

A Committee formed for that purpose will evaluate all acceptable proposals. The right is reserved to make an award based directly on the proposals submitted or to negotiate further with the preferred proponent.

The PCC reserves the right to negotiate pricing, value added and other savings opportunities with the successful proponent at time of award and throughout the duration of the contract.

3.9 ACCEPTANCE OF PROPOSALS

The PCC is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria.

Subsequent to the submission of proposals, interviews and negotiations may be conducted with some of the Proponents, but there shall be no obligation on the PCC part to receive further information, whether in writing or oral, from any Proponent. The PCC shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

3.10 ADDITIONAL INFORMATION

Proposals may contain additional information. If alternative solutions are offered, submit the information in the same format as a separate proposal.

3.11 ACCEPTANCE OF TERMS AND CONDITIONS

Unless otherwise stated by the Proponent, all terms and conditions of this RFP document are assumed to be accepted and incorporated in the Proponent's submission.

3.12 VALIDITY PERIOD

Proposals must be open for acceptance for at least 90 days after the closing date. Upon acceptance, pricing as defined in will be firm for the entire contract period unless otherwise specified.

3.13 PROPOSAL SELECTION

Once a decision has been made, the successful Proponent will be notified by PCC. The committee will treat all proposals with strict confidentiality and comparative information on proposals will not be divulged. A Purchase of Service Contract may be signed with the Proponent once final approval of the proposal is determined.

3.14 CONFIDENTIALITY AND SECURITY

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

The Proponent must agree to maintain strict security standards that include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

Information pertaining to PCC obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from PCC.

3.15 NEGOTIATION DELAY

If a written contract cannot be negotiated within thirty (30) days of notification to the designated Proponent, PCC may, in its sole discretion, with not less than two (2) business days' notice, terminate negotiations with that Proponent and either negotiate a contract with another Proponent of its choice or choose to terminate the RFP process and not enter into a contract with any of the Proponents.

3.16 CONTRACT FOR SERVICES

Written notice of acceptance of a proposal by PCC, and the subsequent full execution of a written contract will constitute a contract for the services. No Proponent will acquire any legal or equitable rights or privileges relative to the services until the occurrence of both such events.

3.17 COMPLIANCE WITH LAWS

The Proponent shall give all the notices and obtain all the licenses and permits required to perform the work. The Proponent shall comply with all the laws applicable to the work or the performance of the contract.

3.18 NO LOBBYING

Proponents should not initiate any communication or contact with officials of PCC or their staff, or any other persons connected in any way with this Request for Proposals

who have not been named as designated contacts, with the intent of influencing the RFP process. PCC reserves the right, in its absolute discretion, to disqualify any Proponent that fails to comply with this procedure.

3.19 PROPRIETARY RIGHTS

All proposals, plans, drawings, specifications, technical data, designs, computer program reports or other information (hereinafter referred to as “data”) produced by the Proponent in tangible form in the performance of the work to be provided under this contract, shall be the property of PCC. The Proponent shall be provided with copies of such data for its own use as may be required for the purposes of this contract. Proposals prepared by the Proponent at its expense shall remain the property of PCC.

3.20 CONTRACT CANCELLATION

The contract may be cancelled for, but not limited to, the following reasons.

If the Proponent:

- Defaults in the observance of any of the conditions contained in the contract or specifications
- Has become insolvent
- Has committed an act of bankruptcy

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4.0 SUBMISSION OF PROPOSALS

4.1 NUMBER OF COPIES

Each proponent should submit two (2) copies of their proposal. The original hard copy will be retained by the Paramedic Chiefs of Canada. It is the responsibility of the Proponent to ensure that the original and all copies are identical.

4.2 DELIVERY OF PROPOSALS

All proposals must be received by:

Paramedic Chiefs of Canada

Attn: Executive Director

Paramedic Chiefs of Canada
4 Florence Street, Suite 201
Ottawa, Ontario
K2P 0W7

Postmarked on or before October 31st, 2018 at 1:30 p.m. (Mountain Standard Time)

Late proposals will not be accepted and will be returned to the proponent.

The Proponent will not change the wording of its proposal after closing and no words or comments will be added unless requested by PCC for purposes of clarification.

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5.0 QUESTIONS AND INQUIRIES

5.1 QUESTIONS AND INQUIRIES

All inquiries related to this RFP are to be directed in writing to the Procurement Manager, at the following address:

Paramedic Chiefs of Canada
Attn: Kelly Nash
Executive Director
4 Florence Street, Suite 201
Ottawa, Ontario
K2P 0W7
Tel:(403) 463-1210
ed@paramedicchiefs.ca

Proponent should include a contact name, a mailing address and email address on all correspondence.

All questions and responses will be made available to all Proponents, by way of email.

All other information obtained from alternate sources cannot be considered official and/or accurate.

In order to offer an opportunity to all vendors to ask questions and review any process or sample data required to bid, PCC will be holding an open conference call meeting. Questions asked and answered during the session will not be documented and shared with all vendors.

The open conference call meeting will be on Friday November 2nd at 1:30 pm MST. All vendors interested in attending are welcome.

If you plan to attend, please register by emailing ed@paramedicchiefs.ca with the names of all attending.

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6.0 Background Information

6.1 GENERAL OVERVIEW

Successful conferences need careful advance planning. Clear objectives, a good overall plan, organized resources to implement the plan and sound financial administration are essential to the execution of a conference. A good strategy must take into account the many details that need to be provided for and anticipated. Given the many intricacies planning a conference of this magnitude, securing the services of an experienced event planner is essential to ensure the success of the annual Leadership Summit. Planning is very much a team effort; the successful candidate will be working closely with the Executive Director, National Summit committee and the host city providing a significant amount of volunteers.

The purpose of the annual Leadership Summit is intended to provide members of the association and other parties interested in advancing and aligning EMS Leadership. To network and work through issues of significant interest, and prepare to meet the challenges of the future. A dynamic and robust program would feature both keynote and plenary sessions that address today's leading issues and discuss initiatives relevant to the Paramedic Leadership Community. The accompanying tradeshow showcases Paramedic related technology and products. The Summit also offers delegates the opportunity to network, meet old and new colleagues, and explore and enjoy the hospitality of the host community.

6.2 SCOPE OF WORK

The services required below are intended as a guideline. The event planner may perform all of the duties listed below or only a portion; subject to review from the RFP decision committee. In certain host cities, more volunteer assistance is available and thus will reduce the role of the event planner.

MEETING CO-ORDINATION

- Manage and monitor venue contract and deadlines such as, cut-off dates, payment deadlines, cancellation and attrition clauses, final food guarantee date, etc.

VENUE

- Conduct site inspection(s) at the venue to ensure the space is sufficient and make contact with logistics personnel at the venue.

- Negotiate the venue contract on behalf of the Paramedic Chiefs of Canada with approval from the Executive Director and Treasurer.
- Manage the venue contract and space to ensure that it meets all required criteria with approval from the Executive Director and Treasurer.
- Walk through the venue with key suppliers to ensure it meets all of the requirements of the event, i.e. floor plans, room set-up, audio visual, staging, lighting & production, storage, loading, etc.

EXHIBIT SALES & LOGISTICS

- Sell exhibit space to all past exhibitors, new potential exhibitors, and Summit sponsors.
- Create an exhibitors floor plan.
- Make follow up calls to ascertain exhibitor's requirements.
- Liaise with exhibitors and provide a fact sheet outlining all details to facilitate shipping, set-up and teardown, etc.
- Create shipping labels.
- Coordinate advance shipping, loading and storage logistics.

SPONSORSHIP LOGISTICS

- Support client(s) to facilitate logistics for current preferred association sponsors
- Ensure that sponsors are acknowledged on all pertinent collateral, website, and on-site.
- Obtain logos for sponsorship acknowledgements

BUDGET AND BILLING RECONCILIATION

- Assist with the creation of a conference budget and help manage throughout the planning to ensure costs remain within approved parameters with final approval from the Executive Director and Treasurer
- Submit comments and suggestions to committee for future events.

SUPPLIERS

- Interview, obtain and evaluate quotes from all suppliers, for approval from Executive Director and Treasurer.
- Contract all suppliers and negotiate best possible costs for all contracted services, such as Audiovisual, Show Services, Décor, etc.,
- Sign off of ALL contracts must be from the appropriate executive member of PCC board. The proponent has no signing authority on behalf of the PCC.
- Walk through venue space with key suppliers to ensure all elements are addressed, in order to have a seamless delivery of production elements.
- Develop production schedule for all supporting suppliers to include all requirements.

SIGNAGE

- Determine signage needs and coordinate the costing, development and production.

FOOD AND BEVERAGE

- Plan menus and accompanying beverages for approval from Executive Director and Treasurer
- Monitor quantity, quality, and flow of food

SPEAKER COORDINATION

- Coordinate speaker's letter of agreement.
- Book hotel accommodations and flight arrangements, where necessary.
- Obtain speaker's biography, picture, and course outline.
- Obtain audiovisual requirements for their presentations.
- Manage speaker's deadlines for rough drafts of presentations.
- Obtain presentations and distribute to webmaster to post on-line once conference concludes, if required.
- Source and coordinate speaker gifts.

PRE-REGISTRATION

- Obtain meal requirements of all Speakers, Sponsors and Exhibitors.
- Production of name badges for all Summit Attendees, Speakers, Sponsors, and Exhibitors.

ON-SITE MANAGEMENT (Manage all on-site logistics)

- Manage all on-site logistics on all elements as outlined.
- Liaise between all parties to ensure the Summit runs smoothly.
- Arrange and attend pre-event meeting with venue staff to ensure all details are in order.
- Coordinate shipped items and ensure delivery to function and exhibit space.
- Set-up: Registration Area, Conference Rooms, Meal Rooms, and Exhibit Space with all suppliers involved, i.e. Electrical, Show Services, Audiovisual, Hotel Staff, Vendors, etc.
- Monitor traffic flow of attendees, temperature, and sound/noise levels during events.
- Ensure that both meeting and meal space is set up and ready on time.
- Ensure that the audiovisual is set up and working in advance of the arrival of attendees.
- Ensure that the food and beverage is set up and ready prior to breaks.
- Ensure signage is placed in appropriate places.
- Be available to attendees, exhibitors, committee, staff, sponsors, suppliers during events, and ensure all their needs are met, and their overall satisfaction throughout the duration.
- Manage on-site registration process, i.e., nametags, distribution of literature, collect outstanding funds, etc.
- Facilitate clean up during and following events.
- Distribute and collect evaluation forms.
- Create an on-site resume for all venue and conference staff to follow.

6.4 SCHEDULE OF PROJECT AND CONSULTANT SERVICES

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7.0 PROPOSAL CONTENT & REQUIREMENTS

7.1 MANDATORY REQUIREMENTS:

- Minimum of 5 + years experience organizing large event
- Proven record of securing sponsorship at 10K and above
- A minimum of three references including contact information

7.12 Submissions **must** be received in their entirety by the time and date indicated.

7.13 Submissions **must** be signed by an official of the Consulting Institution who is authorized to sign on behalf of/and bind the Consulting Institution to statements made in their submission.

7.2 APPENDICES / ATTACHMENTS

All materials submitted as appendices / attachments to the proposal should be clearly indicated as such. Material not so documented by the Proponent will be considered as extraneous information. This list of attachments should also contain a brief description of the attached material, including what information can be gained by the evaluation team from its examination of the material.

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8.0 EVALUATION PROCEDURE

A Committee made up of PCC representatives from will evaluate all proposals. The accepted proposals will be used as the basis for selecting the successful proponent.

The process will include a review and check of the information contained in the proposals.

8.1 EVALUATION CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP.

Criteria Category	Weighting (Points)
Experience and Qualifications	40 Points
Overall Approach	30 Points
Pricing	30 Points
Total Points	100 Points

8.2 Experience and Qualifications

Provide a description of the Proponent. Clearly identify any sub consultants to be engaged by the Prime Consultant in the providing of the deliverables.

Using both narrative text and charts as appropriate, provide a comprehensive, but concise description of the Proponent's team that will be assembled to provide the Deliverables.

The following information is to be included in the Project Team description:

- Identification of all Project Team members; including project management structure and relationships among Project Team members and experience working together on comparable Projects.
- Roles, responsibilities and services to be provided by each member of the Project Team.
- Skills and experience of Consulting Team members relevant to the outlined project work.
- Relevant project experience for members of the Project Team: as well as and time committed, availability of key personnel to the Project.
- Provide a Reference Form in accordance with the instructions set out on the Form attached as Appendix E to this RFP.

8.3 OVERALL APPROACH

1. Provide a narrative demonstrating an understanding of the nature of the Project and its scope, the role of the Consultant, the timelines and an appreciation of the critical issues as perceived by the Proponent. At minimum, the narrative should outline the approach and work plan, as well as address any anticipated challenges and focus on any unique innovative and/or cost-effective approaches the Proponent may recommend to address these challenges.
2. Provide a description of the approach and methodology to be used to manage the Project including a description of the Proponent's intentions with respect to:
 - The management of the Project Team.
 - The management systems and procedures to manage the schedule and budgets for delivery of the services outlined in the Proposal.
 - The approach to Project Team communications.
3. Provide a detailed description of the approach to the Project in compliance with the scope of work and the RFP and include a schedule for each Phase of the Project.
4. On a per task/per activity basis, identify all services included in the Proponent's proposal with respect to providing the Deliverables. Identify any task/activity not included in the Proponent's proposal with respect to providing the Deliverables.

8.4 PRICING

Pricing will be scored based on a relative pricing formula.

Each Proponent will receive a percentage of the total possible point allocated to the overall budget allocated for this project.

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