

ACPE NW.ORG

*a nonprofit organization serving
Oregon & Washington*

~ ASSOCIATION FOR COMPUTER PROFESSIONALS IN EDUCATION ~



REQUEST FOR PROPOSAL

Conference Coordinator Services

For

**Association for Computer Professionals in Education
(ACPE)**

Issued by: ACPE
<http://www.acpenw.org/>

May 9, 2008

Overview

The Association for Computer Professionals in Education (ACPE) is seeking proposals from conference service providers that would result in a contract for a Conference Coordinator to provide planning, coordination and overall management of the association's annual 3-day technology conference. The conference attendance is approximately 400, includes keynote speakers and approximately 30 sessions, panels and breakout groups. This conference includes social activities and networking venues. The conference budget is approximately \$225,000.

Association Profile

ACPE is a non-profit association that serves information technology leaders in school districts and public education agencies primarily in Oregon and Washington. The organization is an affiliate of the International Society for Technology in Education (ISTE). The governance of ACPE is by an elected board of directors. The primary activity of the organization is to plan and conduct an annual conference on current topics and issues relating to technology in education.

The association was established in 1965, has a current membership that exceeds 300 and a mailing list of over 400 computer professionals. The Board consists of volunteer officers and directors who oversee the following activities:

- Plan and conduct an annual 3 day conference
- Maintain a membership and mailing list data base
- Maintain an association web site and member listserv
- Offer scholarships for graduating high school seniors who are planning to pursue studies in a technology related field.

Contract Service Requirements

The primary purpose for the proposed contract is to provide planning, coordination and implementation of all conference activities. This would include but not be limited to the following activities. (A scope of work and timelines is appended.)

Conference Preparation:

Coordinate conference preparation aligning activities of the Board, vendors, conference facility and other required resources to ensure a successful conference experience for all participants.

- Meet with the Board no more than 6 times per year for pre-conference planning activities, review and revision of the current year planning and management
- Under the direction of the Treasurer coordinate the conference budget including cash flow reports as needed
- Under the direction of the Treasurer finalize contracts for facility, equipment, and supplies
- Negotiate with conference facility for conference arrangements
- Create and distribute conference mailings, brochures and marketing materials
- Prepare all conference packet materials and name badges
- Coordinate all rooms, meals and services required for the conference which may include off site properties
- Arrange all audio/video/telecomm services required for the conference
- Provide information and proactive assistance to vendors
- Submit Vendor status reports to the Board
- Solicit ideas and order approved give-away items
- Maintain database of active membership and vendors
- Collect and "post" all vendor company materials for distribution or collect company icons (web or publications)
- Arrange housing, food and assist with theme
- Arrange for facility "social activities" contracts, such as golf and croquet

Conference Management:

Coordinate all conference logistics and provisions serving as host responsible for a positive vendor and member conference experience.

- Manage registration process, for all activities, including pre-registration and on-site registration
- Collect and account for all conference fees including credit and invoicing
- Coordinate all vendor activities from arrival to end of conference
- Arrange for necessary signage
- Under the direction of the treasurer, enter, manage and maintain conference financial transactions and reports in the association's financial database.
- Provide electronic financial reports on conference financial transactions as requested by the board.

Post Conference:

Coordinate the collection and summarization of feedback, information and financials as directed by the Board to evaluate Conference logistics and effectiveness.

- Manage vendor invoicing and fee collections and conference-related billings and reimbursements
- Present bills and reimbursements for payment and reconcile all conference finances with the Treasurer
- Provide Board with all registration and membership update information
- Meet with Board to evaluate the conference and conference coordination services

Other Conference Coordinator Requirements:

- Proof of bonding for \$50,000 must be submitted prior to annual contract signing

Expectations for Performance

The ACPE board will be responsible for the design of the conference program, securing speakers, identifying vendors and providing the information necessary for the timely preparation of conference mailings and the conference program. The ACPE board also retains responsibility for the approval of all physical arrangements and financial commitments.

The Conference Coordinator contractor will be responsible for conference logistics, active communication with the Board regarding planning activities, and securing the approval of the Treasurer for financial obligations. During the conference, at least three individuals will be required to manage registration and to meet speaker and attendee requests. The Conference Coordinator will assume responsibility for hiring, supervising, and making payment to any hired staff from the conference coordination fees paid by ACPE to fulfill the conference coordination contract.

Prospective Conference Coordinators should be able to demonstrate successful prior experience with the management of a complex event and to provide references that can attest to organizational skills, effective communications, and a positive, client-centered approach to event management.

Evaluation

The Conference Coordinator service bid providing the greatest prices to performance for all services will be awarded the contract. Other highly weighted factors contributing to the award will include the following as listed by weight:

- Price - 40%
- Documented Experience – 30%
- Services Covered - 10%
- References and personal characteristics - 20%

Reservations

ACPENW herein expressly reserves the right:

1. To reject any or all proposals
2. To waive any or all irregularities in the proposals submitted.
3. To waive any or all requirements when found to be in the best interest of the Association to do so.
4. To evaluate each proposal with respect to the Association's best interests and to award accordingly.
5. To utilize the services, systems and materials covered by these specifications as they have been selected as a standard because of quality, particular suitability or record of satisfactory performance. It is not intended to preclude the inclusion of additional services, systems or materials.
6. The Association is not bound to consider substitutions for specified services, systems or materials during the Request for Proposal period unless written request has been submitted to the Association for approval at least ten (10) days prior to the date for receipt of proposals unless otherwise noted here within.
 - a. Requests will be submitted to sandy@sandy-nelson.com
 - b. Each such request shall include a complete description of the proposed substitution.
 - c. Incomplete submittals will not be evaluated.
 - d. If the Association approves any substitution, such approval will be set forth in an addendum.

Attachments

See additional documents:

Attachment A: Summary of Work - This summary is representative of the tasks to be undertaken and will be modified as a result of the initial and ongoing review of conference needs by the ACPE Board and conference coordinator.

Attachment B: Summary of Work in detail. This list is representative of the tasks to be undertaken and will be modified as a result of the initial and ongoing review of conference needs by the ACPE Board and conference coordinator.

Attachment C: 2008 Program

ACPE URL: <http://www.acpenw.org/>

Vendor Response:

Vendor Name _____

Address: _____

City, State, Zip: _____

Phone: _____ FAX: _____

Contact Person: _____

Vendor profile: (description, size, location, financial status, time in business, etc.)

Vendor experience in conference coordination

Service standards, methods, or characteristics that would be important to us

Would you provide your own computer and/or conference management software for the membership database? If yes, describe software used and data base capabilities.

Additional services you would provide, not listed in our Contract Service Requirements

Indicate services requested which would not be practical or cost effective for you to perform

Which services would be sub-contracted to other vendors? e.g. printing, mailing, etc.

Cost or fee structures of Service(s) (Please enclose copy of a sample contract or agreement):

We are interested in the simplest fee structure possible, allowing us to predict conference expenses. Please indicate contract fees, variable unit costs such as postage, copying etc., and a breakout of any services that you may consider optional.

Vendors intending to respond to this RFP must register by sending an email message to sandy@sandy-nelson.com no later than May 26, 2008.

Please send the Vendor Response form, current references, and a sample contract electronically to sandy@sandy-nelson.com.

Consideration of proposals for conference management services will begin on June 9, 2008 and will continue until the position is filled.