



Project Management Institute of South Florida, Inc.

4737 N. Ocean Drive, #148

Ft. Lauderdale, FL 33308

<http://www.southfloridapmi.org>

***PMI SOUTH FLORIDA CHAPTER
2011 PROFESSIONAL DEVELOPMENT DAY
REQUEST FOR PROPOSAL***

August 10, 2010



2011 PDD REQUEST FOR PROPOSAL

<i>About the Organization</i>	3
<i>Objective of RFP</i>	3
<i>Event Description</i>	3
<i>Meeting Space Requirements</i>	3
<i>Seminar Date and Time</i>	4
Attendance	4
<i>Catering Requirements</i>	4
<i>Audio Visual (A/V) Requirements</i>	4
Hotel Guest Room Requirements	5
<i>Proposal Requirements</i>	5
I) Hotel Contact Information	6
II) Pricing Matrix	6
III) References	6
IV) Proposed Timeline.....	6
V) Respondent Questions	7
VI) Submittal Procedure	7

Recipients shall treat this document as Confidential Information of the PMI South Florida Chapter, Inc. Recipients shall not disclose the Confidential Information to any person, firm or enterprise, except its own employees, independent contractors, attorney or accountants, on a need to know basis and only for the purpose of responding to this issue. Further transmission or disclosure of this information without the permission of the addressee is strictly prohibited.



About the Organization

The Project Management Institute (PMI) is the leading membership association for the project management profession with more than 260,000 members in over 171 countries. PMI is actively engaged in advocacy for the profession, setting professional standards, conducting research and providing access to a wealth of information and resources. PMI also promotes career and professional development and offers certification, networking and community involvement opportunities.

The PMI South Florida Chapter was chartered in 1986 and currently has over 1,400 members. The Chapter is a non-profit organization dedicated to promoting project management professionalism in the South Florida region serving Palm Beach, Broward, and Miami-Dade counties. We host approximately 16 dinner meetings, a job fair, and several executive breakfast meetings.

The author of this RFP is this Chapter's Education Department, which is responsible for all PMI credentialing prep courses; all project management training and seminars; turnkey training for the community at-large and professional mentoring.

Objective of RFP

The primary objective of this RFP is to identify and contract the event location for the 2011 Professional Development Day to be held on April 29, 2011.

Event Description

The Professional Development Day (PDD) is 8 ½ hours, is an educational event by-and-large for Project Managers and those interested in project management. It consists of seminars in workshop type sessions for our attendees whereby we host a number of speakers. For the 2011 PDD event four sessions will be held, and will include a Premier Sponsor and several Vendor Showcase.

Meeting Space Requirements

All reference space will be required for the duration of the event only:

- Seating for 200 with option of increasing to 250 during breakfast, keynote speaker, lunch and snacks (designated as ballroom)
 - Set with rounds of 10
 - Includes a small stage with podium
 - This room will also be the location of the Sponsor Showcase consisting of approximately ten (10), 6-foot tables to be setup along the perimeter walls allowing for min 2-feet seating space and two chairs per table.



2011 PDD REQUEST FOR PROPOSAL

- Four (4) meeting rooms capable of holding 60 people each for Speaker-led breakout/workshop sessions, a podium (designated at breakout rooms)
 - Set up in classroom style
 - Each room to contain a podium and small table with one chair at the back of the room
- One (1) small seating room (lounge) to accommodate a minimum of 12 people for Speakers and their guests to relax with refreshments during breaks.
- Registration area with three (3), six (6) foot tables and chairs to be outside the main room where breakfast is to be held

Seminar Date and Time

Friday April 29, 2011 7:00 am until 5:30 pm. Option to set-up earlier (6:00 am) for the registration process.

Attendance

We are targeting approximately 200 - 250 attendees from the Dade, Broward and Palm Beach tri-county area. Attendees come from the PMI South Florida Chapter member base and local area company employees interested in Project Management. We also host a Sponsor Showcase where local companies demonstrate and showcase their products. The Sponsor Showcase is generally held in the same room as meals and snacks are available.

Catering Requirements

- Continental Breakfast – for minimum 200 with option to increase to 250
 - Seating to be available for 200 with option to increase to 250
 - Continuous Refreshments and snacks for 200 with option to increase to 250
 - Coffee, tea, water to be available all day
 - Snacks available twice during the day – morning and afternoon break times
- Lunch for 200 with option to increase to 250 (with a vegetarian option)
 - Sit-down or Buffet for 200 with option to increase to 250

Audio Visual (A/V) Requirements

- Specify whether you can provide in-house A/V Services in all seminar rooms, you will contract this out, or that you cannot provide. If you are able to provide, specify the components available (preferably in a menu fashion).
- Consider the following features when including A/V requirements in the proposal:
 - a. Does the facility provide in-house AV Services?

Recipients shall treat this document as Confidential Information of the PMI South Florida Chapter, Inc. Recipients shall not disclose the Confidential Information to any person, firm or enterprise, except its own employees, independent contractors, attorney or accountants, on a need to know basis and only for the purpose of responding to this issue. Further transmission or disclosure of this information without the permission of the addressee is strictly prohibited.



2011 PDD REQUEST FOR PROPOSAL

- b. Does the facility allow for contracted AV Services?
- c. Wireless internet available throughout the day in all meeting rooms.
- d. Ballroom
 - a. Podium
 - b. Hand-held wireless microphone
 - c. Wireless lavalier microphone
 - d. LCD projector
 - e. 8' screen
 - f. Audio connection to sound system (from PC to be supplied by customer)
- e. For the breakout rooms this would be:
 - a. Podium
 - b. Podium microphone
 - c. Wireless lavalier microphone
 - d. LCD projector
 - e. 8' screen
 - f. Flipchart with markers
 - g. Audio connection to sound system (from PC to be supplied by customer)

Hotel Guest Room Requirements

- Special rate for a minimum of 12 hotel guest rooms. If you do not have on-premise hotel accommodations but do have a business relationship with a nearby hotel, indicate the hotel and specify the pre-arranged deal(s) you can offer.

Proposal Requirements

- Proposals must be submitted electronically as instructed in Section VI Submittal Procedures. Create your proposal in Microsoft Word, formatted for 8 ½ "by 11" paper. Proposals with figures are to be provided in matrix form, templates which are included with this RFP as a separate attachment.
- Proposals are due by August 31, 2010.
- Additional duplicate proposals may be submitted in Adobe format or in hard copy.
- Include only content requested in your response.
- A sample contract will be included with the present proposal to understand further contract terms
- Hotel vendors will include the following items, in the order listed, within their document. Each section is to be numbered as indicated below. DO NOT add any line items to the matrixes.
 - I) Hotel Contact Information
 - II) Pricing Matrix

Recipients shall treat this document as Confidential Information of the PMI South Florida Chapter, Inc. Recipients shall not disclose the Confidential Information to any person, firm or enterprise, except its own employees, independent contractors, attorney or accountants, on a need to know basis and only for the purpose of responding to this issue. Further transmission or disclosure of this information without the permission of the addressee is strictly prohibited.



2011 PDD REQUEST FOR PROPOSAL

- III) References
- IV) Proposed Timeline
- V) Respondent Questions
- VI) Submittal Procedure

I) Hotel Contact Information

I) Hotel Contact Information	
I.1	Hotel Name
I.2	Who will be our primary contact for future correspondence?
I.3	Please provide contact information (phone numbers, email, mailing address)
I.4	Please provide a standard contract

II) Pricing Matrix

II) Hotel Information	
II.1	Detailed pricing for the events to include food service, audio visual requirements, and special room rates.
II.2	Include parking costs as this must be a consideration as most attendees will drive. Parking validation is a big plus!
II.3	Cancellation policy
II.4	Rules and Regulations (and prices) with respect to the ability to increase numbers and/or space.

III) References

II) Hotel Information	
III.1	Identify three references of clients that have hosted an event in the past twelve months, which most closely match the PMI South Florida Chapter's requirements. Please include organizations name, event description, contact names and contact information.

IV) Proposed Timeline

The planned RFP process timeline is shown in the table below:

Major Tasks	Target Date
Request for Proposal distributed to Hotels	August 10, 2010
Question/Answer Period – includes visit to the hotel	August, 26-31, 2010
Written Request for Proposal response due – Closing Time	August 31, 2010
Final Selection of Hotel	September 4, 2010
Delivery of Event	April 29, 2010

Recipients shall treat this document as Confidential Information of the PMI South Florida Chapter, Inc. Recipients shall not disclose the Confidential Information to any person, firm or enterprise, except its own employees, independent contractors, attorney or accountants, on a need to know basis and only for the purpose of responding to this issue. Further transmission or disclosure of this information without the permission of the addressee is strictly prohibited.



V) Respondent Questions

All questions are to be submitted to:

Laura Murfin-Grasser, PMP
PM, PDD South Florida Chapter
(843) 384-3586
pdd.pm@southfloridapmi.org

Hotels shall send questions (via email) to Laura Murfin-Grasser concerning the RFP material. All question communication must identify the page reference and section number. Questions must be received during the period as stated in the table in Section IV.

Once the RFP responses have been received, PMI South Florida Chapter will enter into an evaluation phase. Hotels will be informed when the evaluation has been completed, and decisions on the event location have been made.

VI) Submittal Procedure

Proposals are to be sent via email, with "PMI South Florida RFP Response" as the subject, to:

Laura Murfin-Grasser, PMP
PM, PDD South Florida Chapter
(843) 384-3586
pdd.pm@southfloridapmi.org