

**Request for Proposal – Colorado Association for Recycling
Conference Program Development & Coordination Services**

COVER SHEET

Organization: _____
Name: _____
Street Address: _____
City, State, Zip: _____
E-Mail Address: _____ **URL Address:** _____
Phone Number: _____ **Fax Number:** _____
Federal Tax Identification or Social Security Number: _____

By signing and submitting this proposal, the proposer meets the minimum qualifications and is able to fulfill the requirements outlined in the Scope of Work for the services requested. The proposer agrees that the information provided in this proposal is, to the best of the proposer's knowledge and based on reasonable inquiry, true, accurate, and complete. The proposer understands that knowingly submitting false information on this proposal could result in the proposal being withdrawn from further consideration and/or may void any current or future contracts with the Colorado Association for Recycling.

Printed Name: _____

Signature Box:

Date: _____

Request for Proposal – Colorado Association for Recycling Conference Program Development & Coordination Services

SCHEDULE OF EVENTS

• RFP Issued	May 14, 2012		
• Deadline to Submit Questions	May 25, 2012	5:00 P.M.	Local Time
• Response to Written Questions	June 1, 2012		
• Proposal Due Date	June 15, 2012	4:00 P.M.	Local Time
• Anticipated Contract Start Date	August 1, 2012		
• 2013 Summit, Keystone, CO	May 19 - 21, 2013		

SUBMISSION OF PROPOSALS:

Proposals should be 5 pages or less, including the cover sheet. The full application, including any appendices, must be contained in a single document and must be in PDF (read-only) format. Submit your Proposal by emailing it to Becky Goyton, CAFR Board Member, at Becky.Goyton@denvergov.org. Proposals must be received no later than date and time listed on the Schedule of Events. The deadline for **receipt** of complete applications by e-mail is 4:00 PM on June 15, 2012. Incomplete applications and applications received after this deadline will **not** be accepted. All applicants will receive e-mail notification of receipt of their application within one (1) business day. If you do not receive an e-mail notification after one (1) business day, contact Becky Goyton **immediately** at 303-446-3404. Do not send an application by courier, certified mail, or US postal service. Any questions regarding this RFP are encouraged and should be submitted in writing by email to Becky Goyton, CAFR Board Member, at Becky.Goyton@denvergov.org per the Schedule of Events.

The criteria to be used for the proposal evaluation include but are not limited to:

- (a) Price
- (b) Response to Vendor Questions and Requirements
- (c) Interview results, if interviews are conducted

BACKGROUND AND SCOPE

The Colorado Association for Recycling (CAFR) is a statewide 501(c)3 non-profit whose mission is to support, educate and guide individuals and leaders in business, education, nonprofits and government to take action that turns ever greater amounts of waste into marketable resources. Our brief Strategic Plan (2011 – 2015) can be found in Attachment A.

Our annual conference, called The Summit for Recycling, takes place in late May/early June each year. This has grown over the past two decades from a small event (less than 50 people) to a large regional event, attracting over 250 people, with a robust vendor show, multiple workshops, breakout sessions, reception, gala, awards ceremony and add-on training. During the past decade, CAFR has become more involved in policy/legislative efforts at the state level – demanding staff time during the same period when planning and coordination for the Summit is at its peak.

The CAFR Summit is typically put together by a combination of staff time (Executive Director & Executive Assistant) and the Summit Planning Committee (comprised of a chairperson who also sits on CAFR's Board of Directors, a Host Committee from the town where the Summit is held, and volunteers from the organization). **The contractor would work with this team, providing leadership on the Program Development area.**

Learn more about the 2012 Summit at www.cafr.org/summit/index.php.

Request for Proposal – Colorado Association for Recycling Conference Program Development & Coordination Services

Because of this, CAFR wishes to hire a part-time contractor specializing in conference program development and coordination services to work with our staff. The contractor will assist in ensuring:

- our 2013 Summit in Keystone, Colorado has a top-notch program,
- logistical details (related to the program) are managed well, and
- program-related communications run smoothly between the contractor, the CAFR Conference Committee Chairperson, speakers & moderators, and CAFR staff and volunteers.

The contractor's work would commence in August, 2012 and conclude no more than 3 weeks after the 2013 Summit. The contractor is expected to attend the Summit, to be held from May 19 through 21, 2013 in Keystone, Colorado. CAFR has a maximum of \$5,000 available for this contract but we would look favorably on lower cost bids. CAFR will cover the costs of two hotel nights at the conference venue and the conference registration fee for the program contractor.

SCOPE OF WORK & REQUIREMENTS

The scope of work for the contractor shall primarily include Program/presenter development & coordination. These tasks include (but are not limited to):

1. Facilitate program development with committee volunteers, staff and chairperson.
2. Update documents as necessary for announcing and applying to the Call for Presentations.
3. Coordinate efforts to review and select presentation applications, ensuring notification of all recipients by January 14, 2013 (date is negotiable with Summit Planning Committee).
4. As needed, obtain materials from other conferences for improving presenter solicitation and confirmation processes.
5. Update and maintain materials and efficient communication processes (these processes are to ensure all presenters are informed of what's expected of them, and to confirm their attendance, participation, and logistical needs).
6. Coordinate efforts to solicit and confirm Summit keynote and concurrent session presenters (including facilitators, moderators and speakers).
7. Ensure all speakers, moderators, etc, are registered, have submitted their bios, session descriptions, A/V needs and presentations in a timely fashion.
8. Coordinate with CAFR staff to assist presenters on-site.
9. Make sure all A/V equipment is obtained, available, set up and functioning, and work with facility staff as needed at the event.
10. Provide bi-weekly reports to Summit Planning Chairperson, Program Sub-committee lead and CAFR Executive Director. Will participate in monthly planning meetings (about eight to ten meetings in all) beginning August 2012 through May 2013. These meetings are typically held via conference call, but if an in-person meeting is needed, it would be held in the Denver area. Will also participate in Program Sub-committee meetings (about three to four meetings in all) and the majority of those will be conference calls.
11. Work with CAFR staff to create end-of-Summit program report based on evaluations and other feedback.
12. CAFR will provide the contractor our Summit Planning Manual which has been used to guide activities. Work with existing program development planning templates that have been developed in 2012 in the Summit Planning Manual. Make recommendations for improvement as needed.

Request for Proposal – Colorado Association for Recycling Conference Program Development & Coordination Services

MINIMUM QUALIFICATIONS AND EXPERIENCE

CAFR would like the contractor to meet the following minimum criteria:

- Program development coordination, including working with multiple stakeholders
- Managing tight timelines to produce results
- Excellent communication & writing skills
- Ability to use existing tracking tools and/or to develop new, more efficient tools – to track communications, costs, objectives & outcomes
- Strong multi-tasking abilities
- Knowledge of recycling/solid waste industry preferred
- Provide own internet connection, email account, telephone access, or other communication modalities as needed

PROPOSER QUESTIONS & REQUIREMENTS

Your proposal must specifically address each of the questions/issues that are listed below.

The quality and detail of your responses will figure significantly in the overall evaluation of your proposal. Proposers are encouraged to give examples and provide additional information to support your compliance on each point. **To standardize the format of all proposals, Proposers are required to respond to all questions in the order given and to list the item number and restate the question prior to giving their answer.**

1. Detail your program planning and coordination experience. Include your resume as an attachment with your Proposal.
2. Describe your ability and approach to meeting the required Scope of Work. Specifically address, at a minimum, each of the following:
 - Your strategy for developing a conference program that will appeal to a variety of professionals from the recycling industry and other professionals wanting to learn more about waste prevention, reuse, recycling, composting and product stewardship;
 - How you will ensure timely and productive communication among the various parties involved in planning the Summit for Recycling;
 - How you coordinate with conference venue staff to ensure all logistics in regards to speaker presentations and workshop sessions are arranged; and
 - Experience with A/V equipment and ability to troubleshoot hardware/software issues.
3. Discuss your knowledge of and experience in recycling, solid waste and/or other environmental industries.
4. Although attendance at the Summit for Recycling and monthly Summit Planning committee meetings is required, this position allows flexibility in the number of hours worked per week. Considering the responsibilities outlined in the Scope of Work, provide a generalized estimate of the number of hours you anticipate working per week and your availability.
5. Provide up to 3 references to document your program planning and coordination experience. List the most recent first and include the following information for each reference:
 - Name of programs planned and organizations served
 - Time period for which service was provided
 - Name of contact person with organization that is most familiar with your work and include his/her title or position, phone number and email address
 - Type of industry served in your previous program planning experience

**Request for Proposal – Colorado Association for Recycling
Conference Program Development & Coordination Services**

- Size of conference, how many attendees, speakers, sessions, etc. (include any relevant sample program brochures or materials as an optional attachment to your proposal)

INVOICING & SAMPLE CONTRACT

Contractor will submit invoice to the CAFR Executive Director no later than the 25th of each month for all work completed in the previous month. Invoices must be accompanied by the contractor's bi-weekly reports. See sample contract as Attachment B.

Request for Proposal – Colorado Association for Recycling Conference Program Development & Coordination Services

Attachment A - CAFR Strategic Plan 2011-2016

Vision:

To be the catalyst, leader, voice of recycling, and ongoing resource for the growth and sustainability of the recycling community in Colorado.

Mission:

To support, educate and guide individuals and leaders in business, education, nonprofits and government to take action that turns ever greater amounts of waste into marketable resources.

Values:

- ◆ Credible and influential
- ◆ Effective
- ◆ Cohesive and focused
- ◆ Diverse
- ◆ Financially health

CAFR Stakeholders:

Our members and stakeholders include the following groups:

- ◆ Businesses – Large and Small
- ◆ Communities
- ◆ Educational institutions
- ◆ Governments
- ◆ Media
- ◆ Non-profit organizations
- ◆ Recyclers
- ◆ Waste Haulers
- ◆ Any organization that wants or needs to responsibly manage and divert its waste stream

Strategic Goals:

1. Support growth of a healthy recycling infrastructure in Colorado

Objectives:

- A. Support (organics, paper, plastic, metals, etc.) development of local markets with recycling business partners
- B. Reach out to emerging waste diversion businesses and programs and serve as a resource for them
- C. Serve as an effective platform for professional development for the recycling community
- D. Use networking and education effectively to meet this goal

2. To be knowledgeable advocates on behalf of the recycling industry in Colorado

Objectives:

- A. Develop and support advocacy/policy positions in alignment with our Vision, Mission, and Goals
- B. Develop and hold the vision for recycling for Colorado

3. To sustain a strong, vibrant, growing organization that serves the recycling community

Objective:

- A. Provide professional development and networking opportunities for professionals
- B. Set goals for membership numbers and composition and create programs and strategies to reach those goals
- C. Provide information and services that meet membership needs, within our resources
- D. Ensure financial stability of CAFR, through mechanisms including but not limited to fundraising, auditing/reporting, transparency, etc.

Strategic Plan – Final as of 7/2010