

**REQUEST FOR PROPOSALS
for
PROFESSIONAL CONFERENCE SPEAKERS**

*Innovative HR...the bridge to
business success*

**2009 VIRGINIA SHRM STATE CONFERENCE
Virginia Beach Convention Center
Hilton Virginia Beach Oceanfront Hotel
Virginia Beach, VA
www.hrshrm.org
757-431-3930**

OCTOBER 4-6, 2009

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I. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals for *professional* Conference Speakers for the upcoming Virginia Society for Human Resource Management (SHRM) State Conference, sponsored by the Hampton Roads Chapter of the Society of Human Resource Management (HRSHRM). Conference Speakers must be willing to provide their services ***pro bono publico*** for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference.

II. BACKGROUND

HRSHRM expects Conference attendance of 500 attendees, the majority of whom will include, but not be limited to senior "HR" professionals, supervisors, managers, and directors currently practicing in the Human Resources field. Potential Conference Speakers may expect a wide range of exposure before conference attendees and/or their peers.

Conference subjects to be covered include, but will not be limited to Workshops, Compensation and Benefits, Performance Management, Recruitment and Retention, Legal, OSHA, "Techie" courses, Diversity, Entry Level HR "nuts and bolts", "Master" Series in HR, Career Management, Training and Professional Development, and Strategic Management.

The Conference will be held at Virginia Beach Convention Center at the Oceanfront on beautiful Virginia Beach where you are just steps from the classroom to the beach. The atmosphere will be of one fun and learning in a casual beach environment, while providing numerous opportunities for professional development and networking.

III. GENERAL INFORMATION

1. **Address questions about this RFP by email, no later than 5:00 p.m., November 15, 2008 to:**

**Robin Hobson, SPHR
president@hrshrm.org**

2. All qualified persons are encouraged to submit proposals. HRSHRM does not discriminate against individuals because of race, color, religion, sex, age, disability, familial status, or national origin.
3. Conference sessions and workshops are available as follows. Offerors may submit proposals for any or all of the services requested, as a package or separately.

⇒ **hour and thirty minutes (1.5) on Sunday, 10/4**

⇒ **One hour and fifteen minutes (1.25 hours) sessions on Monday, 10/5 and Tuesday, 10/6**

⇒ **Two hours (2) on Tuesday, 10/6**

HRSHRM's Board of Directors reserves the right to select proposals who, in its sole discretion, meet the planned events and theme of the Conference as well as the criteria set forth within this RFP.

4. Written proposals are due by e-mail or mail by **5:00 p.m., on December 1, 2008**
Mailing address: Robin Hobson, SPHR
4408 Ben Franklin Lane
Virginia Beach, VA 23462
president@hrshrm.org
Please mark submissions on the outer envelope or package (if mailed): "RFP for Professional Conference Speakers".
5. Proposals submitted by the due date will become the property of HRSHRM and will not be returned. Proposals received after the due date will not be considered. Proprietary or confidential information included in proposals to this RFP must be conspicuously stated in the proposals.
6. Proposals will not be opened publicly. However, all offerors who made proposals will be notified of the results of this solicitation.
7. HRSHRM reserves the right to accept or reject any or all proposals or waive any informality in its selection of Conference Speakers. Offerors must give notice in writing to **Robin Hobson, SPHR, 4408 Ben Franklin Lane, Virginia Beach, VA 23462** within two (2) business days after the closing date, when exercising their right to withdraw their proposal.

IV. GENERAL INSTRUCTIONS AND SELECTION PROCESS

The HRSHRM Board of Directors with recommendations from the Conference Program Committee will evaluate the proposals received and select the professional Conference Speakers it desires to participate in the Conference. The proposals shall be Responsive and Responsible. A proposal is considered "Responsive" if it conforms exactly to the requirements in this Request for Proposals. A proposal is "Responsible" if the offeror has the capability, in all respects to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance. Based on the selection criteria, the review committee and/or the HRSHRM Board of Directors will hold discussion/s with the best-qualified offerors and select the Conference Speakers who best meet the needs of the HRSHRM Board of Directors and Conference Committee. Offers of selection of Conference Speakers shall be at the sole discretion of the HRSHRM Board of Directors. Our goal is to make this conference a strategically certified conference. Please see the information below regarding strategic credit-worthy topics:

Sample Strategic Management Activities

The following are samples of activities that could qualify for the strategic management recertification requirement under the Continuing Education and the On-The-Job Experience categories. Please note that any activity that is not clearly HR related (e.g. accounting, marketing, information management systems) must include an explanation on how the activity added to your strategic knowledge and made you a more valuable contributor to your organization.

Continuing Education

- Finance for Non-financial Managers
- Accounting & Finance for HR Professionals

- Building Corporate Culture
- Change Management
- Business Ethics
- HR Metrics/ Human Capital Measurement (How to Measure ROI)
- Industry-Related Trends in the Workplace
- Upper Level Business Writing
- Leadership Development Seminars
- C-Suite Communications (e.g., Leadership, Change Management)
- Executive Coaching
- Marketing Workshops (e.g., Fundamentals, Market Trends)
- Information Management Systems (e.g., HRMS, HRIS Trends)
- High-Impact Succession Management
- Leadership Imperative: Strategies for Building Leadership Bench Strength
- Strategies for Building a High-Performance Workforce

On-The-Job Experience

In this category, certificants must demonstrate strategic involvement or contribution in the process and that the activity affected the organizational culture, bottom line or “way the business is run.” Recertification credit can only be earned for first-time work experience in this category. Here are some examples:

- Being an active contributor to the organization's strategic planning process.
- Participating in merger & acquisition activities (e.g., conducting due diligence, making recommendations, and/or developing transition plan).
- Outsourcing (e.g., conducting cost-benefit analysis, making a business case)
- Conducting an environmental scan for specific business planning purposes.
- Leading a change management process following a major organizational transition (e.g., sale, merger, reengineering process).
- Participating in the establishment of an international business.
- Research, development and implementation of policies that are specific to the organization's needs (e.g., developing a school-to-work program, instituting a phased retirement program due to workforce and business operations).
- Developing an organizational code of ethics.
- Delivering leadership training for management.
- Developing a balanced scorecard metrics to measure effectiveness of the HR department.

In addition to the examples listed above, we also suggest referring to the HRCI Approved Provider Directory for organizational programs preapproved for recertification credits. The Society for Human Resource Management (SHRM), an affiliate of HRCI and an Approved Provider, offers events (e.g., the CEO Exchange or SHRM Academy) that have been preapproved for strategic management recertification credits. In addition, for all of the SHRM conferences, HRCI has designated those sessions that qualify for strategic management credit and international credit as such. These sessions are designated in the program brochures both online and in hard copy with an SM or GPHR indicator. Please visit our website at www.hrci.org/CEPreApprovals/DAP/ to view other pre-approved events that may qualify for strategic management recertification credits.

An offeror's proposal shall include a ***written proposal stating your ability to meet each of the SELECTION CRITERIA listed below.*** The proposals will be evaluated considering the following items listed in rank order of importance with corresponding potential points as shown below in addition to the basic requirements outlined above.

1. **45 POINTS** - Quality, availability, and adaptability of the services and related products offered in conjunction with HRSHRM's desired needs for the Virginia SHRM State Conference.
2. **35 POINTS** - Quality of performance and services to previous and existing clients. Reputation and experience of the selected offeror.
3. **25 POINTS** - Capability of the selected offeror to perform the services desired by HRSHRM within a specific budget (*pro bono publico*) and time constraints and provide supportive and related administrative services to implement such services.

V. SELECTION CRITERIA

Please answer/address the following criteria in writing in the same order as it appears below. Include in your proposal your full name, mailing address, phone number with area code, fax number, and email address.

- A. **Evidence of Professional Qualifications and Credentials.**
 1. Relevant Education, Professional Certifications, Personal and Professional awards and/or commendations received personally or as a "key player" in the organization for specific project/s.
- B. **Professional References.**
 1. Names, addresses, telephone numbers of three (3) references, specifying the context in which the references know you.
- C. **Title of Workshop.**
 1. HRSHRM reserves the right to suggest changes in the proposed session/s and to edit the session title if your proposal is accepted.
- D. **Presentation/Session/Workshop Description and Particulars.**
 1. In fifty (50) words or less describe your proposed topic for your presentation. This description will appear in promotional materials, the Virginia SHRM State Conference program and/or related literature. HRSHRM reserves the right to revise the description for consistency and applicability.
 2. State the Presentation/Session/Workshop Duration. Indicate the recommended/preferred amount of time that should be dedicated to this subject.
 - One hour and thirty minutes (1.5) on Sunday, 10/4**
 - One hour and fifteen minutes (1.25 hours) sessions on Monday, 10/5 and Tuesday, 10/6**
 - Two hours (2) on Tuesday, 10/6**
 3. Indicate the appropriate program track for your presentation.
 - Entry Level HR professionals?
 - Middle Level HR professionals?
 - Senior Level HR professionals?
 - Global?

4. Learning Objectives.
 - a. What are the participant learning objectives for your presentation? The objectives should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior.
 - b. State in writing: *"By participating in this workshop, the participant will be able to...."*
5. Format.
 - a. Lecture (Discourse given before an audience for instruction).
 - b. Panel Presentation (Group of persons who share responsibilities of discourse before an audience).
 - c. Group Discussions (Presenter and audience interact and discuss various points of a given topic).
 - d. Other. Please specify.
 - e. Will you provide handouts? Please describe.

E. Biographical Sketch of Speaker

1. In fifty (50) words or less describe your background and expertise which qualifies you as an expert in your subject presentation within the context of the Virginia SHRM State Conference and the Human Resources profession. This description will appear in promotional materials, the Virginia SHRM State Conference program and/or related Conference literature. HRSHRM reserves the right to revise the description for consistency and applicability.
2. Include your public speaking experience/s, listing similar presentations with particulars about when, where, size of audience, subject, etc.
3. Attach a resume' for further elaboration of you would like.

F. Co-Presenter/s

If co-presenter/s are being considered for your presentation, please provide the same information required in the Selection Criteria, Section V, for each presenter as well as their names, mailing address, phone number, fax number, and email address.

VI. TIMELINES AND TERMS

The selected Conference Speaker will be subject to the following provisions:

- A. **Agreement to Perform Conference Speaking Services.** The dates, timelines, and terms of the Conference speaking engagement will be outlined and confirmed in writing by the HRSHRM to selected offerors after proposals are selected.

The Timelines to be met are:

November 15, 2008	Receive questions about the RFP until 4:00 p.m.
November 22, 2008	Distribute answers to questions by 5:00 p.m.
December 1, 2008	Proposals due no later than 5:00 p.m.
December 10, 2008	Conference topics selected.
January 2, 2009	Conference presenter (names, titles) finalized and offer to selected offerors distributed.
February 1, 2009	Conference titles and descriptions finalized.

- B. **Indemnification and Insurance.** The selected offeror will indemnify and agree to hold HRSHRM harmless from any liability, which may be imposed against HRSHRM by reason of its acts or omissions.
- C. **Non-solicitation clause.** Marketing and sales to attendees may only be conducted in the Vendor Exhibition area if the Conference Speaker has also contracted to procure a booth. If you are interested in procuring an Vendor's Booth, please visit our website at <http://www.hrshrm.org>, opportunities for sponsorships are also available.
- D. **Discrimination prohibited.** The selected offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability or national origin, unless required as a bona fide occupational qualification reasonably necessary to the normal operations of the selected offeror.