

## Request for Quote

### EVENT PLANNING ORGANIZATION NEEDED FOR 11<sup>th</sup> Annual Primary Health Care Forum

#### EVENT DESCRIPTION

The South East LHIN's Primary Health Care Forum (PHCF) is a one-day networking event geared for people working in primary health care. The annual event brings together primary health care professionals working in the South East LHIN region and fosters information, knowledge, and best practices sharing within the primary health care sector and across health sectors. Approximately 300 registrants attended the tenth annual PHCF in October 2017; the program included plenary speakers and workshops.

#### OVERVIEW

On behalf of the planning committee, the Belleville and Quinte West Community Health Centre, the event sponsor, is seeking the services of an Event Planning organization, to manage the event in partnership with the South East Local Health Integration Network and the event Planning Committee. The successful applicant will advise and consult the planning committee with general event planning best practices and manage the execution of all registration aspects of the Eleventh Annual Primary Health Care Forum (PHCF) which is scheduled for Wednesday November 7, 2018. This includes but is not limited to – concept development, platform account ownership (Eventbrite, Event Bee etc.), day of coordination, liaising with vendors and planning committee, budget management (within scope), scheduling/preparing program, and post event evaluation with analysis report. For more detailed information see the Scope of Work section below.

#### ORGANIZATION INFORMATION

Belleville and Quinte West Community Health Centre is a community-based primary health care organization that provides primary health care, health promotion and illness prevention, and community capacity-building to the whole community with a focus on populations facing barriers to access and health. BQWCHC is the administrative partner to the Primary Health Care Forum. BQWCHC is funded in part by the South East LHIN.

The South East Local Health Integration Network (LHIN) is one of 14 networks established by the province to plan, manage, and fund the health care system at the local and regional level. Promoting integration and networking among our health care resources is already showing results, evidence being the success of past PHCFs. The South East region extends from Brighton on the west to Prescott and Cardinal on the east, north to Perth and Smith Falls, and stretching back to Bancroft.

## REQUEST FOR QUOTES

By responding to this Request for Quote (RFQ), the applicant agrees to be responsible for fully understanding the requirements of the RFQ and will ask any questions to make sure that understanding is gained. The Planning Committee for the event reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any RFQ response deemed to be in the best interests of the event sponsors.

Acceptance of any RFQ must not be construed as a contract nor shall it indicate any commitment on the part of the Belleville and Quinte West Community Health Centre or the South East LHIN for any future action. The RFQ does not commit the Belleville Quinte West Community Health Centre or the South East LHIN to pay for any costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

APPLICATION DEADLINE AND CONTACT INFORMATION: Applications must be received **no later than 4:30 pm on June 18, 2018**. Applications are to be emailed to [hr@bqwchc.com](mailto:hr@bqwchc.com). Requests for additional information or clarification must be submitted in writing by email to [hr@bqwchc.com](mailto:hr@bqwchc.com). Responses will be provided to all potential applicants.

## SELECTION PROCESS

The PHCF Planning Committee will review and evaluate all RFQ applications using the following criteria: 1) experience and qualifications, including the applicant's knowledge and experience in the field of planning a similar type of event (20 points), 2) ability to meet deliverables including having the resources to meet timelines (20 points), and 3) pricing (20 points).

At the conclusion of the RFQ review and evaluation process, a shortlisted number of applicants will be selected for a presentation interview with the PHCF Planning Committee and to answer a set number of questions about the service offering. Presentation evaluations will be scored based on: 1) skills and experience (10 points), 2) approach to event planning (10 points), and 3) presentation including answering questions related to service offering (10 points).

At the conclusion of the RFQ review and evaluation process and presentation interview, all scores will be added and subject to satisfactory reference checks and the express and implied rights of the Belleville and Quinte West Community Health Centre, the highest scoring applicant will be selected. BQWCHC reserves the right to not award the contract.

## APPLICANT INFORMATION

**Applicants are invited to respond via email to [hr@bqwchc.com](mailto:hr@bqwchc.com) no later than 4:30 pm on June 18, 2018.**

Responses must include the following information:

### **Organizational Overview and relevant resumes**

**Approach:** Description of how the applicant would fulfil the deliverables including description of expertise with, and features of (i.e. costing, functionality) preferred online registration platforms.

**Customer and Event References:** List of similar events in the scope (similar industry considered a bonus) and references

**Quote:** Estimated cost based on *scope of work* section (breakdown of options as requested)

**Sample Event/Conference:** Submitted as a Power Point Presentation, provide a description of an event the applicant has planned and successfully executed. The information should concisely demonstrate experience in every facet of an event (research, design, planning, calendar, logistical needs, budget, and evaluation). **NOTE:** This presentation should be sent with submission via email.

**References:** Provision of three reference contacts. References will only be contacted by the PHCF planning committee during the final stage of the selection process.

Applicants are welcome to forward any questions for clarification about the RFQ to [hr@bqwchc.com](mailto:hr@bqwchc.com) prior to Noon on June 11, 2018.

## SCOPE OF WORK

- CORE REQUIREMENTS
  - Coordinate the event planning and provide leadership for implementation under the direction of the PHCF planning committee
  - Attend regular PHCF planning committee meetings in person (Belleville) or by teleconference
  - Provide regular project updates and identify risks to the PHCF planning committee (frequency and format to be determined)
  - Develop and maintain an online registration process for this free event that includes registration for up to 3 potential break out workshops
  - In collaboration with the PHCF planning committee, source options for speaker gifts and arrange purchase
  - In collaboration with South East LHIN communications team, prepare a communications plan for the South East LHIN web page, social media, and email announcements/reminders for registration
  - Coordinate the process for recruiting and selecting workshop presentations in collaboration with the PHCF planning committee
  - Research and recommend 'fun feature' opportunities (possible examples: charging stations, door prize, swag)
  - Organize preparation of name tags and event materials (excluding printing and cost of supplies)
  - Manage relationships and logistics with event vendors (including Ambassador Hotel and Audio Visual vendor)
  - Direct and manage on-site event set up and clean-up
  - Deliver project deliverables on-time, on-budget and to client expectations

### Added options (quoted separately)

- Conduct event survey evaluation as developed by the PHCF planning committee
- Organize the application for accreditation with Canadian College of Health Leaders and College of Family Physicians of Canada Main-pro credit

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