



REQUEST FOR PROPOSAL

Coordinator Services for the 2017 Association of Kootenay Boundary Local Governments Annual Conference April 26 – 28, 2017

The purpose of this Request for Proposal is to fulfill the role of Convention Coordinator / Event Planner to assist the City of Rossland in hosting the 2017 Annual AKBLG Convention in Rossland April 26 – 28, 2017.

Background:

The Association of Kootenay Boundary Local Governments (AKBLG) is made up of 26 member communities from three Kootenay Regional Districts. It is anticipated that the 2017 Annual Conference will include approximately 170 delegates and 60 to 80 partners.

Scope of Work:

The successful proponent will be required to coordinate and ensure the implementation of all aspects of convention organization, based on directives from an appointed organizing committee and the City's Chief Administrative Officer. Duties will include:

- The overall organization and supervision of the Convention, ensuring that all key individuals and events are run together in a smooth and effective way
- The organization of Committee meetings from September, 2016 to May, 2017
- Perform all logistics involved in convention implementation, including facility set-up, audio/visual requirements, delegates transportation, trade fair requirements, sponsorships, and other necessities in cooperation with the City of Rossland
- Assist in all City of Rossland directives requiring logistical and organizational controls
- Develop and coordinate all local and regional convention advertising
- Develop and issue a call for presenters, secure presenters, and arrange to meet their needs as presenters at the convention
- Identify potential sponsorship/funding partners, and solicit and secure funding through a sponsorship program
- Work with the City of Rossland to devise the methodology and outline for the convention

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- Develop a timeline for distributing key information and materials electronically prior to the convention
- Develop, produce, and distribute information materials, convention brochures, registration packages, and on-site materials in a digital format
- Work with the City of Rossland to design ancillary activities for the delegate partners program
- Assist with the preparation of delegate packages for distribution upon arrival
- Preparation of reports, checklists, and summaries for the City of Rossland
- Liaising with catering service providers to create a menu and ensure that food and beverage services are prompt and adequate
- On-site logistics include but are not limited to: pre-event and on-site registration, exhibit/trade show, catering, and meeting space usage
- Secure items include but are not limited to: delegate gift bags, prizes, a grand prize, donations, entertainment, speaker gifts, etc.
- Providing information to the City's Finance department, who would be responsible for managing financial transaction, including registrations and sponsorships

Performance Standards:

- Demonstrate previous convention / event planning experience
- Ability to multi-task and commit to very tight timelines
- Ability to complete the work and deliverables on time and within the prescribed budget

Deliverables:

In response to this Request for Proposal, the proposal should include the following elements at a minimum:

- A detailed quote for convention coordination services
- The proponent's experience related to this assignment
- The provision of three references for which the Proponent has completed recent and similar work assignments

The budget for the coordination of the 2017 AKBLG conference cannot exceed \$20,000. The City is open to paying a commission on the corporate fund-raising secured by the coordinator, which should be outlined separately in the proposal.

Prices quoted should include applicable taxes. Proposals must be firm for at least 60 days after the final date. Prices will be firm for the entire contract period.

Requirements for Proposal Submission:

Proponents interested in responding to this Request for Proposal shall provide one copy of their Proposal on or before 4:00 p.m. on April 29, 2016 to:

City of Rossland

Attention: Executive Assistant

1899 Columbia Avenue

PO Box 1179

Rossland, BC V0G 1Y0

Email: executiveassistant@rossland.ca

Fax: (250) 362 – 5451

Proposals will be accepted by post, email or facsimile and should be clearly marked as “Request for Proposal – Convention Coordinator/Event Planner AKBLG Convention Rossland”.

The City cannot guarantee that its Internet connection will be available at all times prior to the submission deadline. A Proponent submitting by email does so at their own risk. A Proponent must sign the documents or the proposal cannot be accepted. The legal name and address of the Proponent is to be used on the proposal documents. All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

Evaluation and Award Process:

The City reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. The evaluation of proposals will be performed by City representatives.

The City is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded. The City shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. No Contract is formed as a consequence of this invitation to submit proposals.

Proposals received after the closing time will not be accepted.

Process Schedule:

RFP Closing Date:	April 29, 2016 at 4:00 p.m.
Submission Review and Scoring:	May 10, 2016
Contract Award:	May 16, 2016