



17th Annual Conference

Ontario Association of Community Futures Development Corporations

Thunder Bay, Ontario ~ "Aboriginal in Nature"

June 10 to 12, 2010

**Request for Proposals
OACFDC Annual Conference 2010
Meeting Management Services**

1. Background

The Ontario Association of Community Futures Development Corporations Inc. (OACFDC) has been operating since April 1994, when it evolved from an informal network of CFDC managers into an incorporated Association. Its membership includes 61 CFDCs, 3 free standing Business Development Corporations, and 10 Associate members.

Mission Statement

The Ontario Association of Community Futures Development Corporations (OACFDC) is committed to meeting the needs of its members to deliver quality services in their communities.

Principal Objectives and Strategies

Identify and advocate the needs of our members and deliver programs and services, which increase their capacity and/or operating effectiveness

Provide a mechanism for sharing of information between members and OACFDC by acting as a communication center for programs, accountability and reporting

For more information on the OACFDC and its members, see www.ontcfdc.com

2. Project Objectives

The OACFDC hosts an annual conference to bring together Community Futures Development Corporation (CFDC) volunteers and staff, to undertake professional development and share their experiences delivering the Community Futures (CF) program locally. This year's conference theme "**Aboriginal in Nature**" speaks to the opportunities for growth and development in rural and Northern Ontario, innovation, and hope for the future - important components of the conference location and programming.

Workshop presentations at the OACFDC's 2010 Conference will:

- build upon the success achieved in previous years
- expand the knowledge, experience and tools of conference delegates
- challenge people to think critically about opportunities for growth and development in rural and northern Ontario.



Ontario Association of CFDCs

300 South Edgware, St. Thomas, Ontario N5P 4L1

519-633-2326 / 1-888-633-2326 Fax: 519-633-3563

djedig@oacfdc.com

www.ontcfdc.com

Hosted by:



NISHNAWBE ASKI
DEVELOPMENT FUND



Thunder Bay
Ventures
Community Futures Development Corporation

The goals for this conference are to:

- contribute to skills development, networking, best practices and information sharing among CFDC staff and board volunteers
- identify new opportunities for local or regional partnership projects
- learn about enhanced service delivery options for clients
- encourage collaboration amongst CFDCs
- showcase success stories and celebrate excellence in community economic development

Dynamic workshops will cover themes related to:

- Board Relations;
- CFDC Management / Investment Fund / Operations;
- Community Economic Development;
- Aboriginals;
- Economic Strategies;
- Youth; and
- Environmental/Agricultural Opportunities

Renowned speakers will create the perfect environment for growth, learning and motivation. Local communities will benefit from economic spin-offs as delegates and companions experience: workshops showcasing successful partnerships and businesses; natural resources and “adventure” tourism venues, local tours & restaurants; and local attractions.

Delegates will gain an appreciation of Northern Ontario’s progressive and innovative nature.

3. Project Details

With the assistance of Nishnawbe-Aski Development Fund and Thunder Bay Ventures, this year’s host CFDCs, the Ontario Association of Community Futures Development Corporations (OACFDC) is preparing for its annual conference, which is being held in Thunder Bay, Ontario. The OACFDC has 17 years experience organizing annual conferences for its members, with an average attendance of 300 people. The extent of the activity required to host this event could be enhanced with the services of a professional meeting planner.

Work completed to date by the OACFDC, and the host CFDCS, includes:

- Operations Manual – Roles and Responsibilities, Program Planning, Hotel Services, Post Event Activities
- Site Selection – contract with the Valhalla Inn in Thunder Bay Ontario from June 10 – 12, 2010
- Contract Negotiation – 200 delegate rooms at \$109 per night (plus taxes) and meeting space for meals/plenaries and 6 break out sessions
- Marketing – Event Announcement, Website (<http://www.ontcfdc.com/conference>)
- Sponsors – commitments of \$30,000 of public and private sector support

Key Deliverables

Work in conjunction with the 2010 Conference Committee and the OACFDC to **deliver** the “*Aboriginal in Nature*” event from June 10 –12, 2010 in Thunder Bay, Ontario.

From this point on, the RFP will refer to the selected meeting management company as the Consultant and the OACFDC as the Contractor.

For all services identified below, the Consultant will be responsible for providing the services and for all costs and materials required to deliver such services. In cases where third party suppliers are used, the selected firm retains full responsibility for the delivery and the quality of the services:

- Transportation
- Sponsorship Development
- Entertainment and Social Programs
- Trade Show (approx 10 displays)
- Speaker Coordination
- Audio-Visual Services
- Food and Beverage Planning
- Room Set-up and Décor
- Conference Proceedings
- Conference Evaluations

Details

The particulars for each deliverable are as follows:

A/ Transportation

- Coordinate transportation services (possible air charters from Southern Ontario, shuttles)
- Coordinate local tours and excursions

B/ Sponsorship Development

- Work with the Contractor to develop a sponsorship prospectus of private sponsors

C/ Entertainment and Social Programs

- Guest program
- Excursions pre and post conference
- Gala closing entertainment

D/ Trade Show

- Solicitation of appropriate vendors with rural presence
- On-site coordination for about 10 displays

E/ Speaker Coordination

- Work with Contractor to coordinate workshop and plenary session speakers and emcee

F/ Audio-Visual Services

- Negotiation of equipment rental
- Coordination of production services

G/ Food and Beverage Planning

- Menu selection
- Cost control through industry standards on food and beverage consumption

H/ Room Set-up and Décor

- Appropriate set-ups to accommodate final numbers including reserved seating
- Suitable décor for evening events

I/ Conference Proceedings

- Preparation of delegate materials
- Capture of event content
- Dissemination of post-event materials

J/ Conference Evaluations

- Capture of on-line evaluation results
- Analysis and reporting of evaluation results
- Assist with thank you letters to sponsors and speakers

4. Management of the Project

A 2010 Conference Committee, made up of the OACFDC and the host CFDCs, has been established to provide direction and clarification to matters pertaining to the project. All communications with the Committee will be channelled through a pre-established point of contact. All materials, unless specified in advance, must be sent to the point of contact for further distribution.

Point of Contact:

Ontario Association of Community Futures Development Corporations
300 South Edgeware Road,
St. Thomas, Ontario N5P 4L1
ATT: Diana Jedig, BComm, MBA, CAE
E-mail: djedig@oacfdc.com
Ph: 1-866-668-2332 (ont-cfdc) Ext 23
Fax: 1-519-633-3563

5. Meetings / travelling

Most communication for the project can be accomplished using conference calls and electronic mail. All meeting costs must be incorporated into a financial quote and listed under a separate heading. Details and costs associated with any meetings are to be discussed/negotiated between the Consultant and the Contractor.

6. Timing

Draft products/services are to be presented to the Contractor for their review at conference calls on a bi-monthly basis. Projected timing for service provision is:

A/	Transportation	December 2009
B/	Sponsorship Development	December 2009
C/	Entertainment and Social Programs	January 2010
D/	Trade Show	January 2010
E/	Speaker Coordination	January 2010
F/	Audio-Visual Services	February 2010
G/	Food and Beverage Planning	March 2010
H/	Room Set-up and Decor	March 2010
I/	Conference Proceedings	June 2010
J/	Conference Evaluations	July 2010

Note: The Consultant shall identify at the start of the project which components will require earlier review and approval in order to meet the final deadline of June 10, 2010.

7. Mandatory Requirements

In order to receive consideration by the Contractor, proposals MUST respond to the following mandatory requirements and MUST include the referenced Section/Page in Consultant's proposal. Any proposals which fail to indicate clearly that the mandatory requirements have been met will receive no further consideration.

RFP Reference	Requirement (Consultant's proposal must contain the following information)	Referenced Section/Page in Consultant's Proposal
7.1	Company history/accomplishments. Provide detailed profile, professional affiliations, special distinctions/awards, etc.	
7.2	Evidence of knowledge of current theory and practice in the field by providing curricula vitae of all personnel who it is proposed will participate in the project, including bilingual capabilities	
7.3	Evidence of previous experience by providing samples of relevant projects submitted to three (3) separate clients within the preceding 24 months.	
7.4	The company will identify its approach and methodology for the completion of Items in Section 3 above.	
7.5	Financial Proposal – Provide a full cost breakdown as per Section 9 below.	
7.6	Acceptance of specific contract terms as outlined in Section 3 to 6 above, including: <ul style="list-style-type: none"> ▪ Delivery of materials/services as per timelines ▪ Provision of regular oral reports at specified times 	

8. Rating System

Based on information provided as per Section 7, proposals will be rated according to the scoring system below. Any proposal that fails to achieve the required minimum score for any rated item will be eliminated from further consideration regardless of the scores achieved for other rated items.

In order to be further evaluated, the proposed Consultants must achieve an overall minimum rating of 75%.

RFP Reference	Requirement (Consultant's proposal should repeat exactly as defined in RFP) Technical Rating	Points	
		Max.	Min
8.1	Corporate profile (as per Section 7.1)	15	10
8.2	Extent of relevant experience and knowledge of personnel assigned to this project, including bilingual capabilities (as per Section 7.2)	20	15
8.3	Quality of work (as per Section 7.3)	20	15
8.4	Consultant's methodology (as per Section 7.4)	20	15
8.5	Financial Rating (as per Section 7.5)	25	20

9. Financial Proposal

The financial proposal must be submitted under separate cover and include a total cost for the delivery of the complete project and full costs breakdown. Costs must be broken down based on the list of services/materials identified in Section 3 (see Item (a) – (i) above) and must identify other expenses separately such as:

- Meeting costs
- Insurance

The Contractor maintains the right to charge penalties for late delivery of the project. Such penalties will be recovered from final payments owing upon conclusion of the project. Final payment will be contingent upon the Contractor's satisfaction with the deliverables.

10. Contractor Contact Information

The Consultant must submit the proposal electronically and in hard copy format no later than midnight, EST November 15, 2009 to:

Ontario Association of Community Futures Development Corporations
300 South Edgeware Road,
St. Thomas, Ontario N5P 4L1
ATT: Diana Jedig, BComm, MBA, CAE
E-mail: djedig@oacfdc.com
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Fax: 1-519-633-3563

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