

CCTMC

REQUEST FOR PROPOSAL (RFP)
See Scope Of Service

CCTMC EXECUTIVE DIRECTOR
CCTMC

Phone: | Fax:

Prepared By: CCTMC Board
Date: June 1, 2023

REQUEST FOR PROPOSAL
CCTMC EXECUTIVE DIRECTOR

PROPOSAL SUBMISSION DEADLINE: June 23, 2023

QUESTION SUBMISSION DEADLINE: June 10, 2023

Questions may be submitted in written form to:

Contact Name: Kelley Holdren
Contact Address:
Telephone Number:
Email Address: Kelley.Holdren@uchicagomedicine.org

INTRODUCTION

CCTMC invites and welcomes proposals for their CCTMC Executive Director project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at , , .

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding , contact:

Name: Kelley Holdren
Title:
Phone:
Fax:
Email: Kelley.Holdren@uchicagomedicine.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is the cctmc is an annual educational conference that provides the highest quality education possible for professionals involved in critical care medical transport. it is typically a 3-day event scheduled during the spring at a venue determined by the cctmc board of directors and is accompanied by a scientific research assembly and an exhibit forum.

the cctmc sponsoring parties forming the cctmc board of directors have equal representation and are responsible for managing the cctmc and for assuming accountability and financial risk for cctmc, and the sponsoring partners seek conference coordination services to ensure a successful event.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

General Responsibilities:

The Conference Coordinator is responsible to the Conference Board of Directors, as identified in the Critical Care Transport Medicine Conference (CCTMC) Bylaws.

Conference coordination:

- Solicit Visitor/Convention Bureau and/or Booking Agency for hotel availability in city of choice.
- Make site visit of hotels in selected city.
- Coordinate Speaker Submission and Bio-Data Forms for CCTMC Education Committee.
- Arrange for Call for Speakers on Association websites/newsletters.
- Collection and processing of all lecture submissions.
- Provide submissions to sponsoring association education committees.
- Confirmation with CCTMC speakers advising them of deadlines.
- Coordinate with AMPA, ASTNA, BCCTPC, IAFCCP, and CAMTS for activities planned in conjunction with CCTMC.
- Contact identified exhibitors with invitation to conference and contract to exhibit.
- Develop exhibit area with hosting hotel.
- Provide written confirmation to exhibitors assigning booth space.
- Provide confirmation email to conference registrants.
- Compile registration lists.
- Database management of registrations for CCTMC and additional activities.
- Collect syllabus material from speakers.
- Arrange for development and printing of syllabus.
- Print badges.
- Order supplies.
- Arrange for conference materials to be delivered to host hotel.
- Prepare conference bags for attendees
- Attend CCTMC and coordinate logistics of the conference and associated meetings.
- Work with host hotel catering and audio-visual departments to assure that meeting needs are met.
- Collect CCTMC speaker evaluation forms and prepare a synopsis.
- Provide speakers with their individual evaluation along with a letter thanking them for their participation, as well as their honorarium check.
- Provide exhibitors with a mailing list of all conference participants.
- Complete application for continuing education credits and ensure attendees receive credits.
- Provide storage for CCTMC materials.

Financial Management:

- Contract negotiation with selected hotel.
- Solicit for CCTMC unrestricted educational grants.
- Solicit CCTMC Sponsors.
- Accept and process credit card registrations via phone/fax.
- Accounts payable & receivable.
- Make a final financial reporting to the Sponsoring Associations.
- Monthly accounting.

Marketing - Website and Social Media:

- Arrange for brochure development and printing.
- Collect association mailing lists for brochure mailing.
- Arrange for brochure to be on website and linked to other associations.
- Work with mail house to print/mail brochures.
- Develop CCTMC advertisement for Air Medical Journal.
- Process on-line conference inquiries.
- Work with webmaster to develop/post conference content on website.
- Develop social media CCTMC promotional content.

Board of Directors:

- Make written recommendation to CCTMC Directors for hotel.
- Provide evaluation synopsis to conference directors for planning of future conferences.
- Coordinate and attend CCTMC board meetings and calls as scheduled

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

:

June 1, 2023

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

CCTMC shall award the contract to the proposal that best accommodates the various project requirements. CCTMC reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by CCTMC no later than June 3, 2023 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

CCTMC reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to CCTMC

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from CCTMC, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.