

REQUEST FOR PROPOSALS
CONFERENCE PLANNER TO PRODUCE AND MANAGE CONNECT
2018 CONFERENCE



The Oregon Conservation Education & Assistance Network, a member of the Oregon Conservation Partnership, is inviting Conference Planners to submit a proposal to lead planning for our CONNECT 2018 conference, April 17-19, Seaside, Oregon.

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I. OVERVIEW:

The selected respondent will enter into a contract with the Oregon Conservation Education & Assistance Network (OCEAN) to plan and coordinate the CONNECT 2018 conference on behalf of the Oregon Conservation Partnership (OrCP). Applicant will work with the Conference Executive Committee in the execution of all aspects of CONNECT 2018, including concept development, planning, event coordination and logistics management prior to and during the event, budget management, programming, implementation, and analysis. For more detailed information see the Scope of Work section below.

II. ORGANIZATION INFORMATION:

Oregon Conservation Education & Assistance Network (OCEAN)

The Oregon Conservation Education and Assistance Network (founded as the Oregon Conservation Employee Association Network) was formed in 1992 as a membership organization to provide conservation district employees with capacity building, education, and professional development opportunities to solve natural resource conservation issues that districts face throughout the state. OCEAN's strategy is to deliver the most comprehensive professional development program for conservation district employees, providing the skills necessary to be successful in delivering conservation on the ground. Our strategic goals are to:

- be the authority for training and conservation technology delivery
- build bridges between Districts and others to improve conservation effectiveness
- have the organizational knowledge to be self-sustaining
- enlist members that are actively involved in the organization because of our mission

OCEAN delivers conservation based technical training, professional development, education, assistance, and networking opportunities to 150+ conservation district employees in Oregon. CONNECT is OCEAN's main endeavor, and provides attendees with two full days of technical training built around the feedback received from the attendees themselves. It is well attended and provides a depth of training that was previously unavailable to district employees on a statewide scale.

OCEAN's voting membership is comprised of soil and water conservation district employees throughout Oregon, and non-voting membership is open to anyone. OCEAN has an 11 member board of representatives, drawing a member from each of eight distinct basins and three at-large positions.

III. EVENT DESCRIPTION:

The main CONNECT Conference will occur April 17-19, 2018, with additional meetings and sessions planned for April 16. OCEAN is hosting its 10th annual CONNECT conference, which has evolved from a smaller conference targeting Soil and Water Conservation District employees into a statewide multi-organizational conference with over 300 attendees. CONNECT provides high quality educational and training opportunities for conservation professionals in a welcoming atmosphere to encourage networking and partnership development.

IV. APPLICANT RFP RECEPTION:

By responding to this RFP the applicant agrees to be responsible for fully understanding the requirements of the RFP and will ask any questions to make sure that understanding is gained. OCEAN reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any RFP response deemed to be in the best interests of OCEAN.

Acceptance of any RFP should not be construed as a contract or indicate any commitment on the part of the OCEAN for any future action. The RFP does not commit OCEAN to pay for any costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract.

V. APPLICANT INFORMATION:

All applicants must submit the following information:

- i. **Name and Overview:** Name and # of employees
- ii **Services & Costs:** Description of services offered
- iii. **Customer and Event References:** List of similar events in the scope and industry
- iv. **Resumé**

VI. REPORT TO:

The applicant will report to the OCEAN Board.

VII. STATUS:

Contract

VIII. SCOPE OF WORK:

- i. Develop, manage and execute master event logistical plan and timeline; assign/delegate tasks to volunteer teams; Organize facilities and manage all event details such as décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- ii. Create, manage and reconcile event budgets, expenses and timelines. Adhere to project timelines and budget guidelines.
- iii. Ensure compliance with insurance, legal, health and safety obligations
- iv. Oversee the implementation of the marketing campaign working with the communications committee.
- v. Be responsible for leading/managing various event planning teams in the

planning and implementation process for all aspects of the event; including leading monthly CONNECT Planning Team Meetings.

- vi. Deliver project deliverables on-time, on-budget and to client expectations
- vii. Provide a written monthly update and verbal update via conference call on regular OCEAN Board meetings.
- viii. Direct and manage volunteer committees, both pre-event and on-site.
- ix. Manage relationships with event vendors.
- x. Direct and manage on-site event set up and clean-up.
- xi. Manage and execute event debrief including analyzing post conference evaluations as well as recommended improvements/changes.

IX. PROJECT SCHEDULE:

This schedule is based on our current guidelines but is subject to change:

September 28, 2017: RFP Delivered

October 6, 2017: Last day for written questions to be received on the RFP document intent.

October 10, 2017: RFP Closes at 4:00 pm Pacific Standard Time

October 13, 2017: OCEAN evaluates responses

October 16, 2017: Contract Awarded

October 19, 2017: First conference planning meeting

X. JOB QUALIFICATIONS:

- i. Education: Bachelor's degree in Events Management preferred.
- ii. Experience: Minimum 1-2 years' experience in all aspects of event planning
- iii. Experience managing volunteer team
- iv. Experience managing event budgets
- v. Excellent organization and project management skills.
- vi. Energetic, innovative, creative self-starter
- vii. Problem solver and results oriented
- viii. Able to work well under pressure of event deadlines
- ix. Ability to prioritize tasks in a fast paced environment
- x. Access and proficiency with Adobe InDesign, Photoshop, and Illustrator software is preferred

XI. LICENSING REQUIREMENTS

Applicant must provide proof of a valid state Driver's License, and must remain licensed for the duration of the contract.

XII. INSURANCE REQUIREMENTS

Applicant will be required to provide proof of Automobile Liability Insurance in an amount not less than \$250,000 per person, \$500,000 per accident for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.

Applicant will also be required to provide proof of General Business Liability Coverage in an amount not less than \$250,000 aggregate, \$250,000 occurrence.

XIII. JOB LOCATION:

Prior to the conference, the applicant must be available for meetings in the Willamette Valley as needed. Most meetings will be conducted by web or phone conference. The event will take place in Seaside, Oregon. The selected applicant will be required to be in attendance for the duration of the setup, execution, and breakdown of the event. Cost of lodging and meals during the event will be the responsibility of the selected applicant.

XIV. SELECTION:

Applicants who have demonstrated the capacity to meet our requirements will be notified via phone/email of our selection to move forward with the RFP Process.

XV. SEND PROPOSALS TO:

jfaucera@conservationdistrict.org

Subject Line: RFP for CONNECT 2018 Conference Planning Services

Any questions or clarifications regarding definitions or interpretations of this RFP must be submitted via email (no phone calls) no later than October 6, 2017 to jfaucera@conservationdistrict.org