Request for Proposal

The National Network for Oral Health Access is hereby announcing a Request for Proposal ("RFP") for conference planning and implementation services.

The intent of the RFP is to identify and select an experienced planning consultant, firm or team that will be responsible for conference and event support, execution, planning and coordination of the four day National Primary Oral Health Conference, an annual meeting of safety net dental providers and community leaders. The NNOHA conference focuses on the best practices in providing oral health care services to low-income and disadvantaged populations served by Health Center Programs.

## I. Scope of Work

The conference is scheduled to be held August 17-20, 2014 at Disney's Coronado Springs Resort in Orlando, Florida. There will be 600-700 attendees over the four days. Our intent would be to utilize your services in order to plan, coordinate and carry out the entire event, including taking responsibility over all aspects of a successful event. While we understand that there can be no guarantee on attendance or financial results, we are looking for as much of a "Turn Key" event as possible. The services will include the following:

- Participate in regular staff meetings (monthly between December and February, biweekly March through August);
- Organize, perform and manage tasks necessary to support NNOHA, and its consultants, to meet the conference/event requirements and objectives;
- Manage room reservations and coordinate room availability;
- Ensure that all mailings, invitations and registration materials are distributed in a timely manner;
- Coordinate registration to ensure an effective, efficient system for registration;
- Provide ongoing communication to recruit attendees, provide follow up communication with attendees and work with NNOHA staff to monitor attendance in accordance with a timeline established by the NNOHA NPOHC planning committee;
- Provide technical help as needed to registrants:
- Assist with development of agenda:
    - Distribute, and receive proposals (in categories determined by planning committee) from membership and interested parties for "best practice presentations" and poster sessions for selection by the NNOHA NPOHC planning committee for inclusion in the conference.

- Provide logistical support to the NNOHA NPOHC planning committee to insure selected speakers availability and gather necessary information from each for the purpose of conference advertisement in the form of electronic “teasers”;

- Work with NNOHA’s Corporate Advisory Committee to solicit vendors and exhibitors;
- Coordinate exhibit space needs and layout;
- Provide logistical and communications support;
- Arrange, coordinate and schedule all meals, including refreshment services and breaks;
- Arrange transportation for organized off site events;
- Coordinate Continuing Education requirements;
- Determine AV needs for each session and arrange for all necessary conference rooms, including any audio-visual equipment such as overhead projectors, microphones, data port connection, and video playback equipment;
- Coordinate design, edit, produce and print all conference materials that will include, but not be limited to the following: meeting agenda, handouts, name badges, signage, information packets, programs, bags and any other ancillary print materials required by NNOHA;
- Ensure that releases are obtained from each speaker and/or presenter and that the conference proceedings are recorded (audio or video), if needed;
- Arrange for a photographer;
- Prepare information/handout packets and/or collate printed conference materials;
- Provide a means for participants to evaluate conference sessions. Collect evaluation data and provide data back to NNOHA;
- Provide on-site supervision during conference and support personnel to staff registration desk during conference and help troubleshoot AV needs for each session;
- Work with NNOHA website coordinator to ensure current communications;
- Coordinate event program book;
- General project management;
- Other conference or post-conference duties as identified and assigned;
- The entity may be requested to travel to NNOHA’s offices periodically to discuss the status of the activities; NNOHA will reimburse the entity for these travel costs, in addition to the fees for conference planning.

**II. Eligibility Requirements for the Entity:**

NNOHA is seeking an experienced planning consultant with the following qualifications. Each entity responding to the RFP must respond specifically to the following qualifications.

- Provide the professional background of the entity and the experience of each administrative and/or project staff person that will be assigned to this project;
- Capability to perform the work on schedule;

- Management capacity, knowledge, skills, and experience to oversee the implementation of conference agenda;
- Experience with meeting/event planning implementation;
- Knowledge of and experience with the safety net oral health system is a plus;
- Knowledge of and experience working with nonprofit membership organizations.

**III. Responding to the RFP**

Each response to the RFP must include the following information:

- A response to the Eligibility Requirements set forth above;
- Vendor bids may not exceed $50,000 to undertake the role of conference planner for the conference and a detailed budget that shows a breakdown of costs for the fee, (e.g. the costs for each staff person, the cost of supplies and etc.);
- Key staff and relevant experience;
- Recent experience on similar project(s) and how those similarities might relate to this project;
- Provide a list of at least two (2) references from clients that have worked with the entity in the last 5 years. If available, provide two (2) references for contractors, sub-contractors. The list must include contact names, phone numbers, address and name of project. Indicate how long the entity has worked with each reference and in what capacity.

An interview may be required, and will, if necessary, be conducted by December 10, 2013.

If you are interested in proceeding toward the possibility of submitting a formal proposal, NNOHA may meet with you and may share materials, data, other information and analyses (collectively, “Information”) with you. As a condition of receiving such information, your expression of interest in proceeding shall be deemed to constitute your agreement to protect, preserve and maintain all such Information on a strictly confidential basis, and to promptly return to NNOHA upon its request all tangible copies of such information in your possession.

NNOHA is not responsible for loss or damage to the material submitted, or for any unauthorized use or misuse of the submitted materials by any third party. Any submission to NNOHA shall become the property of NNOHA (not including any intellectual property rights contained in such submission), and NNOHA is not required to return any submitted materials to any applicant.

Solicitation by NNOHA of proposals does not constitute an agreement by NNOHA to extend funding to any party for the project under consideration. NNOHA may, in its sole discretion, elect not to pursue this project in any manner.

By submitting a proposal, each applicant grants to NNOHA the right to duplicate, use, disclose, and distribute all of the materials submitted for purposes of evaluation, review, and research. In addition, each applicant guarantees that the applicant has full and complete rights to all of the information and materials included in the proposal. Each applicant also guarantees that all such materials are not defamatory and do not infringe upon or violate the privacy rights, copyrights, or other proprietary rights of any third party.

## IV. Summary of Required Contracting Provisions

If a proposal is selected for funding, applicant will be required to sign a binding agreement. Until both parties have signed an agreement, no express or implied commitment has been made to provide financial support. Applicants are not authorized to commence work until the agreement is fully executed. If applicants opt to commence work, they do so at their own risk. No oral or written statement other than the signed, written agreement will govern or modify the relationship.

Those receiving funds from NNOHA must be able to comply with a number of requirements that will be included in the operative agreement. These requirements include but are not limited to:

- Applicants must guarantee that, among other things, any work they undertake on behalf of NNOHA is not defamatory and will not violate or infringe upon the privacy rights, copyrights, or other proprietary rights of any third party;
- Applicants must agree to indemnify NNOHA against any loss resulting from breach of any of the guarantees contained in the agreement.
- Maintenance, for three (3) years following receipt of relevant funds, of all financial records to the project, which records shall be accessible to NNOHA, and to the U.S. Comptroller General or other representatives for examination and audit purposes; *(Contractors will additionally ensure that any subcontractors or consultants under the agreement shall also maintain such records for the period specified and under the same terms)*;
- Maintenance, for three (3) years after approval of a final financial report, of a complete file of all subcontracts and other agreements, licenses, clearances, and other documents related to the work undertaken, copies of which shall be made available to NNOHA on request;
- Compliance with equal employment opportunity and nondiscrimination laws and policies;
- Applicants who plan to engage sub-contractors will be expected to obtain competitive bids, and to provide assurances that the prices obtained for any such services are fair and reasonable;
- Applicants will be required to provide documentation as to actual costs, and provide supporting detail demonstrating that all costs are reasonable, necessary and allocable to the requirements and objectives of the work undertaken;
- All materials created, developed, compiled or produced pursuant to or as a result of this project (including but not limited to all reports) will be considered ordered and commissioned by NNOHA as works made for hire under the copyright laws, and made in the course of services rendered. If, for any reason, the proposed materials to be provided are not considered works made for hire under the copyright laws, then the applicant will be required to assign all right, title and interest in and to such research and materials to NNOHA. Applicants further agree that neither they, nor any of their subcontractors, will have any copyrights whatsoever in any materials created, developed, compiled or produced by them or by any subcontractor, or by any third party participating in the preparation of research or materials for this project;
- The agreement can be terminated by NNOHA at any time given 30 days notice;
- The agreement will be governed in accordance with the laws of existing conflict of law provisions.

Other material terms and provisions will be set forth in the documents provided to the applicant that successfully completes the selection process.

NNOHA will have sole and exclusive rights to the reports created as deliverables for this project.

**V. Filing Deadline**

Please submit your proposal by November 30, 2013. All proposals should be sent via email in PDF format to Annette Zacharias at annette@nnoha.org. We reserve the right to contact respondents to schedule a Q&A session by phone. If there are any questions prior to submission, please send via email annette@nnoha.org.

NNOHA anticipates selecting the planning consultant by December 15, 2013 with the project beginning January 1, 2014 upon contract execution.