

REQUEST FOR PROPOSALS

September 1, 2015

The worldwide organization of professionals and scientists in communication, voice, speech language pathology, audiology and swallowing (**IALP**) is looking for a global conference organizing group to manage it's Congresses

BACKGROUND

The International Association of Logopedics and Phoniatics (IALP [[URL www.ialp.info](http://www.ialp.info)]), a non-profit worldwide organization of professionals and scientists in communication, voice, speech language pathology, audiology and swallowing, is accepting proposals for a global conference management organization to coordinate and manage its professional and health sciences congresses and symposia held in different countries around the world.

The purpose of this Request for Proposal (RFP) is to solicit proposals from candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the purposes of the organization.

PROPOSAL GUIDELINES

1. Description of Your Firm

- a. Be sure to include information about your global conference management staff and expertise related to scientific and professional congresses and symposia in different countries around the world. Include a profile of congresses/ conferences you have organized including the size, location, number of staff on-site for the event, venue, number of attendees etc. Indicate the languages in which your staff are proficient. Also describe how your organization will work with local organizers to decide on and setup the venues, local arrangements, accommodating disabilities, local tours, etc.

2. Exhibitors:

- a. Describe your capabilities, procedures and technological approaches to managing and coordinating exhibitors. Please provide relevant and professional and health sciences examples.

3. Financial Management

- a. Describe how you organization will manage world congress/conference finances and the financial services it will provide.

4. Congress/conference Website.

- a. Describe the computing your organization utilizes to host the conference website and associated activity, include information on security, storage and backup. How your organization will manage the conference website including announcements, abstract submissions, fee structures, hotel and all other aspects of the congress/conference.

DEADLINES

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than close of business November 1, 2015 in PDF format.

Electronic confirmation of receipt will be sent to each bidder.

Evaluation of proposals will be conducted from November 2, 2015 until December 31, 2015. If additional information or discussions are needed with any bidders during this eight week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than January 31, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by close of business February 21, 2016.

Notifications to bidders who were not selected will be completed by January 31, 2016.

BUDGET

All proposals must include proposed costs to serve as the permanent congress/conference organizing company. Costs should be stated as non-recurring costs and recurring costs. Pricing should be listed.

NOTE: All costs and fees must be clearly described in each proposal.

BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, organizing, and hosting international congresses and conferences
- Number of full time and part-time staff
- Examples of 3 or more conferences designed and implemented by your organization
- Testimonials from past clients
- Anticipated resources you will assign to congress/conference events (total number, role, title, experience)
- Congress/conference management methodology
- Experience working with local organizing committees

PROPOSAL EVALUATION CRITERIA

IALP Executive Committee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall proposal suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Organizational Experience:** Bidders will be evaluated on their experience as it pertains to the scope of this RFP
- **Previous work:** Bidders will be evaluated on examples of their Congress/Conference design and hosting as well as three client testimonials and references
- **Value and cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this RFP
- **Technical expertise and experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit electronically 1 PDF copy of their proposal **to** office@ialp.info by the close of business November 1, 2015.

Questions can be forwarded to office address below.

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