

# BC ABORIGINAL CHILD CARE SOCIETY 2019 CONFERENCE COORDINATOR RFP



RFP Submission Deadline: May 21, 2019

Conference Date: October 25 – 27, 2019

Contract Duration: May 30, 2019 – January 30, 2020

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## BACKGROUND/INTRODUCTION

BCACCS is a non-profit organization, dedicated to supporting Indigenous early learning and child care (IELCC) programs and services throughout BC. We are the host agency for the only provincial Aboriginal Child Care Resource and Referral program.

At BCACCS, a primary focus of our research, advocacy, training and professional development is to translate our culturally rich traditions into effective IELCC programs and services. We believe that community involvement, leadership, and support are central to the healthy, holistic development of Aboriginal children. We seek to promote the capacity of ECE professionals to design and deliver programs and services that are immersed in our cultures and communities.

Each year, BCACCS holds an annual provincial conference for professionals who specialize in IELCC. Our 350 delegates include: early childhood educators, family support workers, supported child development consultants, infant development consultants, early interventionists, researchers, and policy-makers. The annual budget for conference is approximately \$300,000.00

This year we will be hosting our 22<sup>nd</sup> Annual Provincial Training Conference, in Richmond between October 25-27, 2019. This conference provides an opportunity to: build effective relationships, work collectively and lift each other up as we create vibrant and responsive culturally rich learning environments and resources that meet the needs of young Indigenous children and their families. The focus of this year's conference will be Indigenous Languages.

## PROJECT GOALS AND SCOPE OF SERVICES

BCACCS is looking for a Conference Coordinator to support the delivery of the 2019 BCACCS provincial conference. It is required that the Coordinator be onsite between October 24 – 27, 2019.

The Conference Coordinator will be required to:

**Work with the Conference Director:** The Conference Director is responsible for the overseeing the conference, managing the budget and supporting the Conference Coordinator. The Coordinator will work closely with the Director to ensure planning occurs according to schedule, the budget is managed, the conference stays true to agency vision and that all work follows cultural protocols.

**Prepare a Detailed Workplan:** In consultation with the Conference Director and Communications Officer, develop a detailed workplan based on existing schedules/conference critical path within the first week of the contract to be signed off by the Conference Director and/or the Executive Director.

**Work with the Conference Planning Committee:**

The BCACCS annual Conference is planned in collaboration with the Conference Planning Committee. The Planning Committee meets once per month (for a minimum of two hours, longer when necessary) and twice in October, in person at the BCACCS offices. The Conference Coordinator will be required to attend all in-person meetings, schedule meetings, prepare a progress report, prepare the agenda (to be circulated one week in advance), organize refreshments, and take minutes.

The Coordinator will work with the Conference Planning Committee to develop and maintain a key deadline and task list.

The Conference Coordinator will circulate the minutes (no later than two days following each meeting) to the committee and follow up on action items to ensure that actions are completed on schedule.

The Coordinator will work with the Planning Committee to organize a small event on October 24<sup>th</sup> to coordinate with conference pre-registration.

**Coordinate with the Hotel:** In consultation with the Director, the Coordinator will coordinate: workshop room set up; AV requirements (including on-site visit with communications officer); catering; delegate numbers; accommodation organization for sponsored delegates, board and staff, presenters and guests; arrange meeting space and catering for BCACCS board; and other details as required. The Coordinator (with the assistance of the Communications Officer and the Director) will review all hotel bills to ensure accuracy.

**Register Delegates:** The Conference Coordinator will manage registrations in the BCACCS on-line registration system; support delegate phone calls; and support hard copy registration process. The BCACCS team will receive and record registration payments and support Coordinator with registration when necessary.

The Coordinator will be present and coordinate (in consultation with BCACCS staff and volunteers) the onsite registration table, including pre-registration on October 24, 2019.

BCACCS staff will coordinate and manage onsite registration payment.

**Coordinate Presenters:** The Coordinator will receive and organize presenter intake; support the Planning Committee in the selection of presenters; communicate with presenters about presentation selection; manage contract distribution and ensure each presenter has returned their signed contract; enter all presenter information, workshop descriptions and presenter bios into the conference registration system; organize travel and accommodation in coordination with the Conference Director; prepare presenter packages (in collaboration with BCACCS staff);

and finally mail out all thank yous and workshop feedback summaries. The Coordinator will work with BCACCS staff for onsite presenter support and coordination.

**Coordinate Volunteers:** With support from the Conference Director, the Coordinator will confirm Conference Volunteers; create a volunteer schedule; communicate with volunteers; and organize volunteer appreciation. The Coordinator will work with BCACCS staff for onsite volunteer support and coordination.

**Coordinate Travel Arrangements:** The Coordinator will (in consultation with the Director) coordinate the booking of travel for sponsored delegates (ensuring cost effective travel); presenters; board members; award winners and special guests. The Coordinator will support the distribution of travel claims as well as coordinating the collection of complete travel claims; and review them before sending to the Director for pay out.

**Coordinate Vendor Arrangements:** The Coordinator will work with the Planning Committee to select vendors; and coordinate booth layout. The Coordinator will be responsible for pre and onsite communication; coordination of vendor payment; and sending thank you notes post conference.

**Coordinate Delegate Materials:** In consultation with the Planning Committee identify swag material; and collect quotes. Swag purchase will be placed by BCACCS admin with support from the Communications Officer. The conference package assembly will be organized by the Coordinator to occur in the week of October 25<sup>th</sup> and be supported by the BCACCS team. The Coordinator will order, prepare, and assemble delegate, presenter, vendor, staff and board badges. Badges to be fully assembled, organized and ready for review by October 23, 2019. The Coordinator will organize the onsite registration set up, including badge organization with support from the BCACCS staff and volunteers.

**Coordinate Conference Material Shipping:** The Coordinator (with support of BCACCS staff) will book movers, create box labels, organize packing supplies, package materials and coordinate storage onsite.

**Door Prizes, Raffle & 50/50:** In Collaboration with the Planning Committee the Coordinator will solicit, organize and make a plan for distribution of the conference door prizes. The Coordinator will prepare signage and ensure a float is in place prior to Conference.

The Coordinator will work with BCACCS staff to ensure the smooth distribution of prizes.

**Provide a Written Report:** The Coordinator will provide a comprehensive written report by January 17, 2020. BCACCS will provide a template for the report. The scope of the report will include sponsorship requirements, overall summary of event and recommendations and a fiscal report.

**Support the Development of a Conference Manual:** Over the course of the contract the Coordinator will support the Communications Officer to develop and deliver a Conference Manual by January 30, 2020. The Manual will provide a step by step guide to organizing and delivering the BCACCS Conference.

**Sponsorship:** BCACCS conference benefits from being supported by external sponsorship to enhance the conference experience and deliver more to our delegates. The Coordinator will work with the Director to identify possible sponsors, develop and deliver communication about supporting the BCACCS conference, work with the Communications Officer to properly acknowledge donations, follow up with thank you notes and reports.

## ANTICIPATED SELECTION SCHEDULE

### PROPOSAL SUBMISSION DETAILS

Proposals are due by May 21, 2019 by 5:00pm. Selections will be made shortly thereafter but within two weeks.

## TIMELINE

Successful proponents of this RFP will be available to begin on this contract immediately and be available to work on this contract until January 30, 2020. Successful proponents will be available for at least 25 hours per week with at least 8 hours per week occurring during regular office hours. During the month of October, it is estimated that a minimum of 40 hours per week will be required.

## ELEMENTS OF PROPOSAL

Please include in your proposal:

- A summary of your experience telling us about why you are suitable and capable to coordinate this event.
- A list of previous events you have coordinated. Include details of the event and participant numbers.
- Identify your experience and knowledge of working within the Indigenous community.
- Identify your experience and knowledge of working within the child care sector.
- Identify your ability to work to a budget.
- One letter of recommendation from a past client with a similar event and budget.

## EVALUATION CRITERIA

BCACCS will select a candidate based on the applicant's ability to meet the requirements listed in the project scope, their experience, knowledge of working in an Indigenous context and within the child care sector. If applicants have similar knowledge and experience, we will engage contractors who are known to us. If none of the submitted RFPs are deemed to meet the needs of BCACCS the RFP will be reposted.

## POSSIBLE ROADBLOCKS

Coordinating the BCACCS conference requires a high level of commitment. Successful candidates will be able to meet our deadlines, be available for the number of hours necessary per week and be available for at least 8 hours of regular office hours each week. They will need to be able to attend all conference planning meetings in person and be onsite at the conference from the morning of October 24 to the late afternoon/evening of October 27, 2019.

Successful candidates will be required to work extensively with BCACCS conference registration system, have a high degree of cultural humility, work in a culturally safe manner and be flexible with an ability to adapt to frequent changes.

## RENUMERATION

\$42,000.00 (including GST) for contract services (a breakdown of payment will be outlined in the letter of agreement for the successful applicant)

\$600.00 administrative costs