



Request For Proposal

PFC Golf Tournament Event Planner

Closing date: Monday, January 28th, 2019

The Physiotherapy Foundation of Canada (PFC) is requesting that you submit a bid on the services detailed in this RFP. One electronic copy of the bid must be completed, signed and submitted to:

Kerry Kittson
PFC and CPA Awards Manager
kkittson@physiotherapy.ca

Introduction

PFC is a nationally registered, charitable organization that funds physiotherapy research and education in Canada to improve mobility, health and well-being. We offer a variety of research grants, scholarships, and continuing education bursaries through our annual awards program. In order to continue offering these awards, we need an additional revenue stream. PFC is therefore holding a charity golf tournament in August 2019, and we require event planning services to help make it a success. The tournament will encourage donors and members of the Canadian Physiotherapy Association (CPA), our partner organization, to participate and raise funds for physiotherapy research and education.

Event Details

The event will take place in August 2019 (date TBD) in Ottawa, ON. The golf tournament will comprise of a day of golfing, dinner and a silent auction. The golf tournament will include various contests, such as longest ball, putting contest, hole in one, etc. We will be securing sponsor(s) for the event as well.

Requested Services

The PFC is seeking the services of an event planner to organize the golf tournament and ensure its success on the day of the event. The event planner will report to the PFC and CPA Awards Manager, Kerry Kittson. Please see Annex 1 for the Statement of Work.

Selection Criteria

Selection will be based on the consultant's qualification and knowledge; related work experience and depth of experience; overall strength of proposal and proposed remuneration. Consultants may be required to participate in an interview prior to awarding the contract.

The ideal candidate will have:

- Education in event planning
- 5+ years event planning experience
- Membership with Meeting Professionals International (MPI)
- Experience planning charity golf tournaments
- Familiarity with cost effective and efficient registration systems
- Experience with the development of effective communications plans to encourage attendance
- A competitive cost of services

Proposal Response Guidelines

Please include:

- a. Cover Letter
- b. Proposed Work Plan
- c. Resume showing;
Education
Professional certifications
Length and type or experience
List 3-5 similar events they have supported in the past
- d. 1 professional reference and contact information
- e. Costs and charges
Provide an all-inclusive fixed cost quotation in Canadian funds for the project. Identify the expected costs and their allocation, i.e. fees, consultation, meetings, travel, sub-contracted services and applicable taxes.
- f. Insurance
Demonstrate appropriate insurance coverage (E&O, CGL) of \$5 million.

Timeline

We are interested in beginning consulting services by mid-February, 2019.

Terms and Conditions

- a) The PFC will not be responsible for any costs incurred by a consultant in preparing and submitting proposals and/or attending interviews. The PFC accepts no liability of any kind to a consultant prior to the signing of a contract.
- b) Submission of a proposal shall not obligate, nor should it be construed as obligating the PFC to accept any such proposal or to proceed further with the project. The PFC may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.
- c) At all times, the consultant has the responsibility to notify the PFC, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the proposal as it is discovered.
- d) Consultants may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written or faxed notice to the PFC and CPA Awards Manager. After the closing date and time, proposals may not be withdrawn.
- e) Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the consultant is requested to do so by the PFC.
- f) The consultant must identify any information in its proposal that it considers to be confidential or proprietary.
- g) There will not be a public opening. All proposals and accompanying documentation received under this competition will become the property of the PFC and will not be returned.
- h) The PFC has reserved the right to waive minor procedural non-compliance by a consultant with the requirements of the RFP. This will allow the PFC to consider and possibly accept any proposal that is advantageous even though the proposal may be non-compliant in some minor respect.
- i) The PFC reserves the right to accept or reject, in whole or in part, any or all proposals.
- j) The PFC reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.
- k) Prices quoted are to be held firm for a minimum of 120 days following the RFP closing date, and shall remain in effect through the duration of an agreement.
- l) The consultant's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.
- m) The successful consultant agrees to obtain and maintain all professional certifications and licenses necessary to lawfully provide the services required under this request for proposals.

Annex 1

Statement of Work

The consultant will work with PFC and CPA Awards Manager to organize a golf tournament to raise funds for the Foundation. Tasks include but may not be limited to:

Planning and structure

- Develop project plan and critical path
- Develop event schedule for day-of
- Monitor event budget
- Develop planning meeting schedule, including meeting agendas, minutes, and action items
- Manage logistics of event, including, but not limited to: booking of golf club house, booking of catering, golf tournament contests, silent auction
- Help develop a communications plan to encourage registrations
- Provide onsite logistic support and event management
- Recruit and manage volunteers
- Work with team to prepare signage and other materials for event
- Delivery of final report (lessons learned, etc.) within 6 weeks of golf tournament

Silent Auction

- Organize auction
- Help secure items

Catering and hospitality

- Coordinate requirements with caterers, negotiating as possible
- Ensure delivery as contracted
- Manage dietary requirements
- Monitor food and beverage minimums, and manage accordingly

Conference supplier procurement and management

- Prepare RFP's for all necessary suppliers
- Make recommendations regarding golf club house, AV, photographers, and other suppliers

Registration

- Advise on registration system (team registrations and individual registrations)
- Provide assistance on registration issues

Day-of support

- Oversee on-site registration
- Work with vendors
- Set up silent auction, announce winners
- Coordinate golfing and putting contest