



Request for Proposals for Event Management Services

Issuing Organization: OASIS – Ontario Agencies Supporting Individuals with Special Needs

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Submission Deadline: March 14, 2024 at noon

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I. INTRODUCTION

Ontario Agencies Supporting Individuals with Special Needs (OASIS) invites qualified event management firms or individuals to submit proposals to provide professional event management services. OASIS seeks a dynamic and detail-oriented event management consultant to ensure the successful delivery of its conferences and events.

II. SCOPE OF SERVICES

The selected event management consultant will be responsible for the following tasks and responsibilities:

A. Major Conference: OASIS Annual Provincial Developmental Services Conference

1. Event Planning and Coordination:

- In collaboration with OASIS staff, Organize, manage, and coordinate all aspects of the OASIS Annual Provincial Developmental Services Conference. This includes regular meetings and updates with the Conference Planning Committee and OASIS staff.
- Develop and manage a critical path outlining tasks, timelines, and responsible individuals.
- Identify potential cost-saving opportunities.

- Provide input and suggestions regarding sponsors, exhibitors, entertainment, staging, and programming.
2. Registration Management:
 - Create and manage the conference registration platform.
 - Test the registration system to ensure effective operation.
 - Coordinate pre-registration reports.
 - Manage onsite registration and welcome desk.
 - Provide onsite technical support for registration.
 3. Communications:
 - Work with OASIS staff to prepare sponsorship and exhibitor package, graphics, promotional material and other materials as needed.
 - Oversee web-based app for informational use of participants before, during and after the Conference.
 - Prepare a technical script for the AV supplier.
 - Support the preparation of the on-site event script for emcee(s).
 4. Venue Management:
 - Be the key point of contact for the venue and coordinate all arrangements with the venue.
 - Review venue contracts and make recommendations for efficiencies, cost-saving opportunities, and considerations for OASIS prior to signing.
 - Coordinate food and beverage orders for the conference.
 - Assist with event site plans and set-up details.
 - Confirm accessibility requirements for attendees.
 5. Networking Events:
 - Plan and execute Pre-Conference activities and networking opportunities for attendees on the first day of the conference.
 - Arrange transportation for tours (if applicable).
 - Coordinate logistics related to activities.
 6. Speaker, Exhibitor and Sponsor Management:
 - Work with OASIS Staff and Conference Committee to choose Key-Note Speakers for the Conference.

- Work with OASIS Staff to manage speaker communication, including confirmations, bios, session descriptions, and AV needs.
 - Work with OASIS Staff to manage exhibitor communication, including confirmations, booth locations, and descriptions.
 - Work with OASIS Staff to manage Sponsor communication, including confirmations, acquiring logos and other materials as needed.
7. Entertainment Management:
- Source entertainment options for the conference.
 - Coordinate set-up, AV requirements, and details with selected entertainment.
8. Final Wrap-Up and evaluation:
- Conduct a post conference survey to evaluate participants on their experience.
 - Use the survey and other learnings to compile a final report for OASIS and the Conference Committee.
 - Provide recommendations for future event improvements.

B. Additional Event

1. OBRC Conference Support:
- Provide event management support for the OBRC (OASIS Business Resource Committee) Conference in the fall, including contract coordination with the venue, and on-site coordination.

C. One-Off Events (future possibility)

1. Stakeholder Forums and Symposia:
- Provide event management support for one-off events, such as stakeholder forums and symposia, as contracted separately.

III. PROPOSAL SUBMISSION AND MINIMUM QUALIFICATIONS

Interested firms or individuals are requested to submit a proposal by March 14, 2024 at noon to admin@oasionline.ca. Proposals should include the following:

1. Company Profile and Contact Information: Provide an overview of your firm or individual background, including expertise and experience in event management.
2. Budget Proposal: Include a budget summary and narrative outlining your proposed fees for event management services.
3. Narrative Highlighting Expertise: Describe the expertise that your firm/individual would bring to this role, with examples of past experiences providing similar services.

4. References: Include references from previous clients for whom you have provided event management services.
5. Diversity and Inclusion: Highlight any minority and/or woman ownership and any experience with individuals with developmental disabilities, their families and the organisations and agencies that support them.

Please ensure that your proposal aligns with the specified budgets for each event.

IV. CONTRACT DURATION

The contract for event management services will be for a duration of three years, from 2025 to 2027, with the potential for a one-year extension.

V. TERMS AND CONDITIONS

1. OASIS will pay for event management services based on a fee schedule outlined in the agreement.
2. The selected event management consultant must adhere to all terms and conditions as specified in the agreement.
3. The agreement shall commence on July 1, 2024.

VI. ADDITIONAL INFORMATION

For inquiries or additional information, please contact Jonathan Bradshaw at jonathanbradshaw@contact.oasisonline.ca .

OASIS looks forward to receiving your proposals and selecting a qualified event management consultant to ensure the success of its conferences and events.