

Seniors Services Conference Co-Host Request for Proposals

Alberta Seniors invites proposals from groups and organizations to serve as conference co-host for the 2013 Seniors Services Conference.

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I. INTRODUCTION

The Seniors Services Division (SSD) of Alberta Seniors is seeking proposals from organizations interested in acting as co-host for the provincial Seniors Services Conference. The 2013 conference will be held in Southern Alberta.

Background and Objectives

Vision

Individuals who attend the Seniors Services Conference will have enhanced capacity to support and serve seniors.

Background

The Seniors Services Conference is held each September and is the premier conference for individuals who work within the seniors sector in Alberta. Offering education and information about seniors programs and services, this event has evolved from a workshop into a two-day conference attended by up to 300 participants from across the province. In 2006, the conference began alternating between Edmonton and Calgary. Since 2008, a non-government organization has co-hosted the event.

Proposal Purpose

SSD is seeking an organization that provides support and/or services to seniors to serve as co-host for the two-day 2013 Seniors Services Conference. Applicants are invited to submit proposals according to the specifications and conditions set out in this document. The successful applicant will receive a grant to serve as the 2013 co-host.

The Seniors Services Conference offers a unique opportunity for organizations to take a lead role in planning and coordinating the two-day event. In addition to helping grow and enhance the conference, the Seniors Services Conference may benefit your organization by:

- Raising your profile amongst provincial seniors service organizations;
- Showcasing your organization and/or community;
- Establishing a collaborative relationship with Alberta Seniors; and
- Building and expanding your network by providing opportunities to work with a variety of organizations.

II. PROPOSAL PROCESS

Terminology

“Alberta Seniors” – Her Majesty the Queen in right of Alberta, as represented by the Minister of Seniors.

“Co-host” – the successful applicant responsible for delivering the annual Seniors Services Conference and securing venues, vendors and sponsors as required.

“Organization” – an Alberta-based non-profit organization that provides support and/or services to seniors.

“Southern Alberta” – communities south of Red Deer

Project Objectives

To provide opportunities to network, gain knowledge and increase awareness for those who work within the seniors serving sector through an annual Seniors Services Conference. When selecting successful applicants, SSD will seek to ensure that the conference continues to grow and serve the needs of the senior serving sector.

Budget

Grant funds represent a conference coordination fee for the co-host.

Conference costs for activities such as venue, catering, audio/visual support and administration costs will be recovered through registrations and sponsorship.

Proposal Schedule of Events

- Call for Proposals February 2012
- Deadline for Proposals May 1, 2012
- Final Selection and Notification June 2012
- Term October 1, 2012 to October 31, 2013

The above dates are subject to change at the discretion of Alberta Seniors.

Review and Selection of Proposals

Submissions will be assessed based on the proposed venue, potential programming, community support, and overall merit. Organizations may be interviewed in person or by telephone. Proposals will be considered by a review panel consisting of the following Seniors Services Division staff:

- Senior Manager of Client and Information Services;
- Manager of Seniors Information Services; and
- Conference Coordinator.

The committee will forward its recommendations to the Assistant Deputy Minister of SSD for final review and approval.

The successful applicant will be required to sign a grant agreement. Each applicant must indicate their agreement with the terms and conditions of the Grant Funding Agreement (Appendix B)

http://seniors.alberta.ca/services_resources/workshop/SSCrfpAppendixB.pdf

III. ELIGIBILITY CRITERIA

Organization

Proposals from an Alberta-based non-profit organization that provides support and/or services to seniors will be considered. Organizations that do not meet the above criteria are encouraged to partner with a group or organization that meets the above eligibility criteria. The group or organization will then act as the fiscal agent for the grant.

Location

The 2013 conference will be held in southern Alberta. Priority will be given to hold the conference in the co-host's community; however, the location must meet the following criteria:

- Be accessible through major transportation routes;
- Have a handicap accessible hotel venue capable of hosting and accommodating a minimum of 300 participants; and
- Be able to attract and be accessible to high quality speakers and presenters.

Alberta Seniors will have final approval for the conference location and venue.

IV. PROJECT REQUIREMENTS

Authorized individuals/positions within the organization must commit to support conference planning and activities as outlined below:

Responsibilities of Successful Applicants:

- Form a working committee consisting of representatives from SSD and the co-host organization;
- Participate in regular meetings and conference calls to plan and coordinate the event (a minimum of once per month);
- Provide recommendations to SSD on registration fee, catering choices, agenda items, sponsors and speaker selection;
- Continue to offer accredited Category "A" Continuing Education courses for social workers attending the conference;
- Act as contractor with venue and vendors;

- Coordinate or secure a vendor to receive and process registration fees for the conference as outlined below:
 - a. offer online registration as well as options such as fax and mail;
 - b. maintain a secure website for payments;
 - c. process payments by credit card or cheque;
 - d. confirm registration with registrants by email or make changes/provide refunds as required;
 - e. answer inquiries from participants regarding conference registration;
 - f. provide SSD with regular updates on registration process;
 - g. print name tags for presenters, registrants and volunteers;
 - h. process registrations at the conference as required;
- Coordinate, design and print approved conference materials;
- Contact and secure agreements with sponsors for speakers, special events, door prizes, and delegate materials;
- Contact and secure vendors for display area;
- Provide on-site support during the conference;
- Apply any registration fees or sponsorships collected to costs such as venue, catering, audio/visual needs and administration costs; and
- Website promotion.

Project and Financial Reporting

Provide a report to SSD within 60 days following the 2013 Seniors Services Conference, which includes:

- Recommendations to SSD for future planning of the Seniors Services Conference, evaluating the successes and challenges;
- Financial reporting to SSD on related revenue and expenses of hosting the Seniors Services Conference; and
- A complete copy of the registration list.

Responsibilities of Alberta Seniors - Seniors Services Division

- Provide advisory support during planning and implementation;
- Assist in planning and promoting the 2013 Seniors Services Conference;
- Provide representation on all planning and working committees and participate in regular meetings and conference calls to plan and coordinate the event (a minimum of once per month);
- Provide on-site support during the conference;
- Develop, distribute and tabulate participant satisfaction surveys and share results with the co-host; and
- Encourage partnerships and participation from past sponsors and participants.

V. PREPARATION OF PROPOSALS

For ease of evaluation and to ensure each proposal receives full consideration, proposals should be organized in the following format:

- ❑ Completed Application (Appendix A)
http://seniors.alberta.ca/services_resources/workshop/SSCrfpAppendixA.pdf
- ❑ Proposal Letter: Why you feel your organization would be a suitable partner for the Seniors Services Conference. Please indicate any community support.
- ❑ Event Plan: A high level plan or outline of your conference plan including information on how the organization will support the event, key participants and where the conference will be held (city, venue etc.).
- ❑ Financial Statements: include a complete set of financial statements for your organization's most recently completed year end. If the financial statements are audited, include the signed and dated auditor's report. If your organization is not audited, include the financial statements signed by two legally-authorized representatives of the organization and a current bank statement.
- ❑ Organizational Chart

Proposal Submissions

Proposals must be received no later than 4:00 p.m. on **May 1, 2012** by:

Denine Ritchie, Senior Manager
Client and Information Services
Alberta Seniors
PO Box 3100
Edmonton AB T5J 4W3
Fax: 780-422-8762
Email: Denine.Ritchie@gov.ab.ca

Proposals will be accepted via mail, email and facsimile. To ensure accurate assessment, please ensure proposals include all items on the Checklist (Appendix A)

http://seniors.alberta.ca/services_resources/workshop/SSCrfpAppendixA.pdf

Freedom of Information and Protection of Privacy

All records submitted to the Minister become the property of the Minister and are governed by the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act*. The records will not be returned after the selection process is completed.

The Minister will post the following information on the website of the Ministry from the submission of the successful applicant: Name of organization

The *Freedom of Information and Protection of Privacy Act* allows persons a right of access to all records in the custody or under the control of the Minister, including other information contained in a bidder's submission. The Act prohibits the Minister from disclosing information that would significantly harm business interests or would be an unreasonable invasion of personal privacy of a third party.

If the Minister receives a request under the *Freedom of Information and Protection of Privacy Act* for access to records or information in the bidder's submission, the bidder will be given a notice allowing it to consent to disclosure, or to explain why the disclosure would significantly harm the bidder's business interests or would be an unreasonable invasion of personal privacy. The bidder will bear any costs incurred in responding to this notice.

Conflict of Interest

Applicants must fully disclose the circumstances of any possible conflict of interest or what could be perceived as a conflict of interest if the applicant would be successful.

Incurred Costs

Alberta Seniors will not be liable for any costs of attendance at interviews or in responding to this call for proposals.

Response Return

Written proposals and accompanying documentation submitted are the property of Alberta Seniors and will not be returned.

Proposal Rejection

Alberta Seniors may reject any or all proposals submitted.

Applicant Questions

Questions can be directed to:

Laura Paradowski, Manager
Seniors Information Services
780-415-0920
laura.paradowski@gov.ab.ca

APPENDIX A – Co-Host Application and Checklist

Application

Organization Name	
Contact Person and Title	
Email	
Phone number	
Website	
Number of paid staff and volunteers	

I have read and agree to the terms and conditions of the Grant Funding Agreement (Appendix B)

Signature

Date

Checklist

Please use this checklist to ensure all items are included within your proposal package.

- Completed Application – please include a completed application
- Proposal Letter – Introduce your organization and any other groups/organizations involved in your proposed event. Include information on any past conference planning.
- Event Plan – a potential outline for the main event.
- Financial Statements – include a complete set of financial statements for your organization’s most recently completed year end.
- Organization Chart