

**CHILDREN'S
ONCOLOGY
GROUP**

The world's childhood
cancer experts

For further information contact:

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Request for Proposals Meeting Planner November 2014

Issue Date: 11/20/2014
Submission Deadline: 12/19/2014
Request To: Certified Meeting Planners

Table of Contents

- 1. **Overview 3**
 - Statement of Purpose 3
 - Background Information 3
- 2. **Scope of Work 3**
 - Scope of Work 3
 - Project Timeline 5
- 3. **RFP Procedures 5**
 - Submission Details 5
- 4. **RFP Submission Requirements 5**
 - Cover Letter 5
 - Proponent Information 5

Overview

a. Statement of Purpose

The purpose of this Request for Proposals (RFP) is for The Children's Oncology Group to obtain the services of a qualified certified meeting planner for The Children's Oncology Group. The vendor will be selected through the RFP process.

This RFP will describe the minimum requirements that are necessary for a vendor to be considered in our selection process.

If selected, The Children's Oncology Group and vendor will enter into a contract.

b. Background Information

Organization Background

The Children's Oncology Group (COG), a National Cancer Institute supported clinical trials group, is the world's largest organization devoted exclusively to childhood and adolescent cancer research. The COG unites more than 9,000 experts in childhood cancer at more than 200 leading children's hospitals, universities, and cancer centers across North America, Australia, New Zealand, and Europe in the fight against childhood cancer.

Project Background

The Children's Oncology Group is seeking an experienced certified meeting planner to meeting planning services for COG's annual meetings.

1. Scope of Work

a. Scope of Work

All meetings are held in large hotels with meeting space that can accommodate. Group does not hold meetings in convention centers. Meeting attendance is predominantly limited to COG members, and registration fees are not charged to COG members. Most meeting costs are covered with federal grant funds with minimal cost recovery from registration fees. Managing meeting costs is a significant factor.

The selected vendor will be required to be able to fulfill the meeting services outlined below for COG meetings. An outline of typical annual meetings are also outlined below.

Typical Annual Meetings

1. One 5-day meeting in the Spring
 - (a) Approx. 900 attendees
 - (b) Approx. 100 sessions
 - (c) Approx. 4-5 social events
2. One 5-day meeting in the Fall
 - (a) Approx. 1,800 attendees
 - (b) Approx. 170 sessions
 - (c) Approx. 6-7 social events
3. 1-3 ad hoc meetings per year
 - (a) 50 to 300 attendees each

- (b) Approx. 10 sessions
- (c) Approx. 1 to 2 social events

Meeting Services Required

1. Develop and maintain budgets for meetings and events as needed
2. Develop timelines and task lists for meetings and events as needed
3. Site research, visits and recommendation for meeting venues
4. Negotiate hotel and vendor contracts
5. Assist in development of program agenda
6. Coordinate with internal staff on agenda and program changes.
7. Liaison with speakers regarding program needs and travel as required
8. Develop and coordinate registration process (COG uses in-house web-based registration application)
9. Serve as main contact to relay and manage all logistics through hotel and vendors
10. Coordinate food and beverage, set ups, a/v, theming and entertainment
11. Creative development of on-site events and productions. Seek approvals as needed.
12. Develop detail guide for entire conference and send for approval before distributing
13. Maintain rooming lists, function space set up, a/v requirements and vendor orders
14. Secure and manage group airline contracts and travel activity (with travel agent if used)
15. Secure discounts and coordinate ground transportation from airport
16. Develop communications/forms to coordinate with employees regarding their attendance
17. Develop communications and forms to coordinate with sponsors and exhibitors
18. Communicate with employees and sponsors for all meeting and travel related needs
19. Coordinate and develop communication materials for registration and on-site handouts
20. Liaison with Trade Show Company regarding exhibitor needs and requirements
21. Secure special arrangements for and serve as point of contact for VIPs
22. Coordinate promotional item and meeting supply orders as necessary
23. Oversight/Management of all on-site meeting details, registration and staffing
24. Pre and post conference meetings with internal staff and outside suppliers
25. Review all meeting related invoices and resolving all discrepancies
26. Post conference summary reports and budget reconciliation
27. Other services as required to meet client's specific meeting planning needs.

Vendors should provide an effective date of the rates being offered and how long the rates will be guaranteed.

b. Project Timeline

Event Date COG issues RFP	11/20/14
Deadline for questions related to RFP Patricia Isaak (626) 241-1736	12/15/14
Proposal from vendor(s) due to Patricia Isaak at COG	12/19/14
Evaluation process	12/22/14 – 12/26/14
Notification of Award	12/29/14
Start date for contract	01/01/15

2. RFP Procedures

a. Submission Details

Proposals shall be received until 4:00 p.m. Pacific time, December 19, 2014.

Vendors may submit their proposals by mail or via email (*see Proponent Information below*).

The Children's Oncology Group may award a contract resulting from this solicitation to the responsible offeror whose offer conforming to this solicitation will be most advantageous to The Children's Oncology Group. The Children's Oncology Group may reject any or all offers if doing so is in the best interest of the organization.

This Request for Proposals (RFP) shall not be construed as a guarantee of contract, nor does it commit The Children's Oncology Group to pay any costs associated with submissions or any other costs incurred prior to the execution of a formal agreement.

3. RFP Submission Requirements

a. Cover Letter

Vendors should provide basic information about their qualifications and why they or their organization is a good fit for COG as well as a brief summary of pricing options being offered.

b. Proponent Information

All proposals must be submitted to:
The Children's Oncology Group
222 E. Huntington Drive, Suite 100
Monrovia, CA 91016
Attn: Patricia Isaak
Email: pisaak@childrensoncologygroup.org
Fax: (626) 445-4334

In order to be considered, interested vendors should submit their proposals no later than 4 pm Pacific on 12/19/14.