REQUEST FOR PROPOSALS (RFP)

FOR: MANAGEMENT OF ANNUAL MEETING AND ADMINISTRATIVE ACTIVITY FOR THE SHOCK SOCIETY

Submission deadline: 15 November 2019 at 5 PM EST

1. DESCRIPTION, PURPOSE AND OBJECTIVE

The Shock Society invites proposals for the management of interim and annual meetings, and certain administrative activities in support of Society functions. The purpose of this RFP is to provide a fair evaluation for all companies and to provide the company with the evaluation criteria against which they will be judged. Based on previous relevant work experience, your firm has been selected to receive this RFP and is invited to submit a proposal to handle the meeting and management duties for the Shock Society.

The scope of the work is detailed in the “Proposed Scope of Work” section of this RFP. The bid must encompass all elements in the listed scope of the work.

2. BACKGROUND INFORMATION

The Shock Society was founded in 1977 and has held 43 consecutive annual meetings. The mission of the Society is to facilitate the integration of basic and clinical disciplines in the study of the pathophysiology and treatment of trauma and shock and to promote an awareness of its national and international health importance. To accomplish this goal, the Society promotes original basic and clinical research in molecular, cellular, and systemic pathobiological aspects of shock and trauma. New and important therapeutic approaches that result from this research are a major interest.

The Society is comprised of approximately 500 members, of which approximately 50% hold an MD, 30% a PhD and 20% are MD/PhDs.

One of the major events for the Society is the annual meeting which runs for 4 days (Sat-Tues). For 2019, there were approximately 480 attendees, with attendance ranging between 425-480 scientists per meeting over the past decade. Each meeting includes approximately 250 abstracts and 50 oral presentations. Typically, the meeting registration includes continental breakfast, some lunches, as well as dinners/receptions. The Society contracts with LWW for the publication of its journal, SHOCK.

In conjunction with the annual meeting, the Shock Society Council meets (typically on Saturday morning) to conduct business related to running the Society. The Shock Council also conducts monthly teleconferences and occasional interim meetings to discuss Society business. A business meeting for all members is conducted in conjunction with the annual meeting.

Additional background information on the Society can be found at http://www.shocksociety.org/.

3. PROPOSED SCOPE OF WORK
In general, the duties to be performed can be divided into five areas:

a) Full-time Management of the Shock Society, including communication, scheduling meetings, calls, etc.

b) Meeting management, planning and execution of the annual meeting; searching and analysis of future sites; negotiating and finalizing meeting site rates and services for the annual meeting

c) Society Financial Services, including fee collection, tax payment, investment

d) Social Media services, including website presence, social media attention, tweet, etc.

e) Philanthropy, Awareness and Fundraising campaigns.

4. PROPOSAL FORMAT AND BUDGET

Award of the contract resulting from this RFP will be based on the most responsive vendor whose offer will be the most advantageous to the Shock Society in terms of cost, functionality and other factors. Specifically, the bid should include, but not be limited to, the following information:

a. A proposal describing your qualifications and how the tasks described in Appendix A would be successfully carried out (e.g., management plan).

b. A firm cost proposal of fees for all four (4) years of the contract to be charged to the Society.

c. Resumes of all consultants/parties involved in the project.

d. Names, phone numbers and contact people of three organizations who have been clients during the past 2 years, whom we can contact as references.

e. Any other information deemed pertinent related to completion of stated objectives.

f. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal, and submitted on official company letterhead.

5. PROPOSAL EVALUATION PROCESS

Any award to be made pursuant to this RFP will be based upon the proposal and the vendor’s presentation with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the vendor’s responsiveness to the RFP and the total price quoted for all items covered by the RFP. The cost quoted should be inclusive. If the cost proposal excludes certain fees or charges, a detailed list of excluded fees with a complete explanation of the nature of those fees should be provided. Alternative solutions/recommendations related to cost savings will be considered. All subcontractors must be identified and the work they will perform must be defined.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor:

a. Completion of all required responses in the correct format.
b. The extent to which vendor’s proposed solution fulfills the stated requirements as set out in this RFP.

c. An assessment of the vendor’s ability to deliver the indicated service in accordance with the specifications set out in this RFP.

d. The vendor’s stability, experiences, and record of past performance in delivering such services.

e. Availability of sufficient high quality vendor personnel with the required skills and experience to complete the work proposed.

f. Overall cost of vendor’s proposal.

Proposals will first be evaluated based on merit and then based on price quote. The Society reserves the right to accept other than the lowest price offered. The Society reserves the right to reject all proposals.

6. OUTCOME AND PERFORMANCE STANDARDS

It is the desire of the Shock Society to contract with a vendor that displays professionalism, objectivity and reliability. The Council of the Society will provide annual feedback to the vendor and the general membership of the Society will provide feedback via a follow-up survey requesting comment on all aspects of the meeting process. Areas of concern will be addressed directly with the vendor to determine areas of improvement and/or appropriate corrective action.

7. TERM OF CONTRACT

Start date: 1 July 2020
End date: 31 July 2024

8. TIMELINE

This is an open and competitive process. Proposals conforming to the requirements set out below must be submitted as a single PDF file no later than 15 November 2019 to Marc Jeschke, MD PhD, University of Toronto, Ross Tilley Burn Centre Rm D704, 2075 Bayview Ave. Toronto, ON CANADA M4N 3M5 Tel: 416-480-6703 Fax: 416-480-6763 email: marc.jeschke@sunnybrook.ca.

Any bid received after the time and date specified will not be considered.

The Council of the Shock Society will review all applications within 1 month of the closing date. We reserve the option of scheduling an in-person interview prior to the final decision, which will be made on or about January 2020.
The Shock Society will begin negotiation on contract terms immediately upon selection. All contracts are subject to review by Shock Society legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

All other candidates will be notified on or about 15th January 2020.

9. PAYMENTS AND PENALTIES

Payments to vendor will be made within 60 days for invoices being submitted to the Treasurer of the Shock Society. Only those expenses directly related to the duties and responsibilities outlined in Appendix A will be reimbursed.

10. POINT OF CONTACT FOR FUTURE CORRESPONDENCE

Marc Jeschke
President, Shock Society
416-480-6703
Marc.jeschke@sunnybrook.ca
APPENDIX A: Duties and Responsibilities

**Meeting Management**

1. Attend, participate and provide administrative support for the annual Shock Society Council (hereafter referred to as “Council”) meetings and monthly teleconferences.

2. Report to Council concerning current annual meeting data and provide financial and attendance summaries of past meetings.

3. Make recommendations to Council concerning registration fees to cover meeting costs.

4. Thoroughly research potential meeting sites, including performing site inspections. Final selection of meeting sites will be approved by the appropriate officers of the Shock Society (hereafter referred to as “the Society”) at which time the meeting management firm will negotiate for hotel room rates, as well as amenities to be provided by the hotel to the Society.

5. As agent of the Society, the meeting management firm will have full authority to contract for hotel space and meeting planning services as needed; work closely with Society officers to fulfill meeting objectives.

6. Negotiate food and beverage contracts with hotel and with restaurants.

7. Negotiate contracts for audiovisual services and/or coordinate all arrangements for audiovisual and other equipment needs.

8. Negotiate decorator services for poster sessions and exhibits, including sufficient poster boards for each poster session.

9. Publicize and register exhibit companies.

10. Create meeting registration forms for web site.

11. Provide pre-meeting registration and confirmation, on-site registration, and ticket and badge preparation. Collect all registration and exhibit fees and deposit into an exclusive account for the Society meeting income and expenses. Registration includes entering registrant in meeting database, recording personal data (institution, address, telephone, email, etc.), and processing registration fee payments either by credit card or check.

12. Be on site for coordination and management during annual and interim meetings and will personally manage, in conjunction with hotel personnel, food and beverage services and meeting room space, as well as performing
appropriate accounting, budgeting, and audit procedures to verify meeting income and expenses.

13. Arrange all social events and special committee meetings pertaining to the annual meeting as directed by the officers including transportation, menus, room reservations, entertainment, and decorations.

14. Monitor hotel room block to assure availability of sleeping rooms for attendees and communicate with hotel sales staff on a regular basis and, if necessary, adjust contractual obligations in order to prevent attrition penalties to the Society.

15. Reconcile monthly checking accounts and credit card payment accounts for annual meeting expense and income revenue.

16. Work in conjunction with Society Program Committee chair and abstract management company to coordinate abstract grading, resolve any problems/concerns with the abstract submission, send acceptance or rejection emails to presenters, and create annual meeting program.

17. Make necessary arrangements with the abstract management company to collect abstracts electronically.

18. Receive final program and selected abstracts from the Society program chair and abstract management company along with author index.

19. Update pages for June issue of SHOCK Supplement and incorporate final program, meeting room identification, abstracts, and author index. Send updated material to Editor for proofing. Coordinate advance meeting schedules and assignments to the publisher of SHOCK in order that timely printing of meeting programs may be accomplished.

20. Produce registrant packets to include all necessary meeting information.

21. Produce signs for identification of meeting room and social functions.

22. Contract with local temporary personnel to assist, if needed, at on-site registration.

23. Construct signs to identify exhibitors.

24. Prepare banquet event orders for each food function.

25. Provide post-meeting financial accounting after all bills paid and return net profit to the Society Treasurer. Provide summaries to include final statistics.
26. Deposit all registration and exhibit fees associated with each meeting into the Society account.

**Administrative Services**

1. Full-time management of the Shock society including substantial communication between executive council, council, committee chairs and membership.

2. Receive membership application forms with NIH-style biosketches and forward these to Membership Committee for consideration.

3. Collect annual membership dues, including sending up to 3 billing notices for collection of dues. Forward dues payments to the Treasurer’s office quarterly. Membership dues will be received by check or credit card, promptly logged in the member file, and promptly deposited in the Society account.

4. Send out an e-mail to all newly elected members, and perform complete processing of new members; send out thank you e-mails to members of all council and standing committees who have finished terms of office.

5. Maintain and update electronically the Society mailing list for marketing purposes.


7. Coordinate Council meeting at Annual meeting and monthly Council meetings via teleconference throughout the year.

8. Organize Fall executive council meeting in the Fall of each year.

9. Edit and update on an annual basis the Handbook for Officers and Committees and By-laws.

10. Receive nominations for election of officers and members of Council.

11. Create and distribute ballots to the membership via the internet and/or mass e-mailings, at the direction of the Society. Receive election ballots and tabulate them for the use of the Council.

12. Assists Council members in execution of their duties.

13. Collects abstract fees and forwards to Treasurer.
14. Communicate with the Council regarding approval of necessary revisions to the Rules/Bylaws of the Society.

15. Prepare detailed agenda and annual report for use by Council at Annual Meeting.

16. Send timely membership dues report and dues revenue to Treasurer.

17. Communicates with the publisher monthly to add or delete journal subscriptions - requires emailing Excel data file of current dues paying members.

18. Receive updates from Editorial office for upcoming journal issues and send those to webmaster for posting.

19. Prepare a monthly report to the publisher of the Society journal with membership details to be used for distribution of the journal “SHOCK.” Work with publisher to trouble-shoot membership mailing problems associated with journal distribution.

20. Communicate with Society members (telephone and e-mail) concerning SHOCK journal subscriptions, membership dues, meeting registration, abstract receipts, and meeting logistics.

21. Serve as liaison to the Awards and Honors Committee and in that role will order award plaques for distribution at the Annual Meeting.

22. Hold in a secure location the archived records of the Society (e.g., a single DVD and small box of papers).

Social Communication

1. Maintain the Society website, ensuring that all information and announcements on the website are up-to-date. Provide general oversight of public and private areas of the website.

2. Work in conjunction with the elected officers to produce two newsletters per year for distribution to the membership and for reproduction on the Society web site.

3. Creates links to various websites at request of membership or Council.

4. Sends mass e-mails to membership concerning newsletters, meeting information, elections, proposed bylaws changes, dues collection, etc.

5. Assist Treasurer and Program Committee Chairs in subcontracting online
abstract submission services and providing a link for on-line payment of abstract fees.

6. Provide poster information and award announcements on the web site.

7. Establish links for online payments of meeting registration as well as direct links for making hotel reservations for annual meeting.

8. Provide periodic updates of SHOCK “upcoming issues” link.

9. Monitor and maintain the Society’s Facebook page or other social media.

10. Create information for on-line annual meeting exhibitor instructions.

11. Organize the electronic voting system for members to vote for new Executive Council.

**Philanthropy and Awareness**

1. Work with Companies to support the annual meeting. Raise funds for the Society via exhibitors.

2. Raise awareness for Shock and Trauma and Sepsis with government, funding agencies, and Philanthropic Association.

3. Actively pursue donors to sponsor the Society.

4. Create a foundation where members and sponsors can donate money to support the Shock Society.