



HIMSS Gulf Coast Chapters

# GC3 2019 Annual Conference

Request for Proposal

Point-of-Contact: Adele Allison, President-Elect of Alabama HIMSS  
1/31/2019

# GC3 Request for Proposal

## Overview

HIMSS is a global, cause-based, not-for-profit organization focused on better health through information technology (IT). HIMSS leads efforts to optimize health engagements and care outcomes using IT.

The Gulf Coast HIMSS Chapters (GC3) represent three state chapters of the Health Information Management Systems Society: Alabama, Mississippi and Louisiana. These 3 chapters have shared a common vision and needs in professional leadership and education unique to the gulf coast region of the U.S. GC3 chapter members have been collaboratively hosting a regional HIMSS conference for six years, rotating the venue to each member state annually. In 2019, the GC3 7th annual conference will be hosted by the Mississippi HIMSS chapter, tentatively scheduled to be held at the Beau Rivage Resort and Casino in Biloxi, Mississippi from November 12-14, 2019.

The conference spans 2-days of educational content. In 2017, GC3 added a 4-hour pre-conference session, which has been well received by membership for a total of conference spanning 3-days. The concentration of attendees come from the southeast, namely Alabama, Mississippi, Louisiana and northern Florida.

The conference has grown over the years and pulls in speakers from around the country. The 2018 conference scope and metrics includes:

- Total Attendance: 237
- Total Preconference Attendance: 75
- Number of conference sessions: 12
- Number of presenters: 26
- Number of Panels: 2
- CIO Breakfast: 1
- Reception: 1
- Number of Exhibitors: 46
- Continuing Education Units (CEUs) Available: CPHIMS, Continuing Medical Education (CME), Continuing Nursing Education (CNEs)

## RFP Overview and Process Steps

### GC3 Identification and Project Summary

Organization	RFP deadline	Organization Facilitator
GC3 HIMSS	Monday February 18, 2019	Adele Allison, President-Elect AL HIMSS*
Request		
<p>GC3 is seeking event management assistance that should include the following:</p> <ol style="list-style-type: none"> <li>1. <u>Site Coordination</u> – Including serving as liaison to the conference site during the planning process; having staff member(s) on-site for the conference; communication and arrangement of details with the meeting site including but not limited to attendee hotel rooms, conference registration, meeting rooms, venter hall, room set-up, audiovisual equipment, food and beverage; seating, staging and signage; welcoming presenters, attendees, exhibitors/sponsors at the registration site.</li> <li>2. <u>Speaker/Presenter Coordination</u> – Including coordinating session topics and prospective speakers as identified by the GC3 planning committee; coordination of speaker requirements including letters of agreement,</li> </ol>		

- speaker abstracts, speaker photos, handouts, presentations, audiovisual needs, hotel, speaker gifts, and requirements for continuing education.
3. Sponsorship /Exhibitors – Including growing the number of sponsorships/exhibitors and providing coordination including liaising, convening, and administering key tasks/timelines, reviewing and suggesting edits to the current sponsorship package, monitoring budgets, exhibit hall layout, signage, sponsor/exhibitor representative meetings, organization of functions/activities to increase attendee traffic to activities and booths, ensuring the event supports sponsors and exhibitors meaningfully, sending out thank you letters and surveys upon completion of event, and such other activities as may arise.
  4. Continuing Education Units Coordination – Including CPHIMS, CME and CNE credits; gather necessary information for application; application completion and submission for approval; editing documents as necessary when approval is granted; providing attendee sign-in and sign-out as required/applicable; arranging CEU/certification of completion for conference attendees; completing any follow-up required for CEUs approved; providing records to GC3.
  5. Marketing – GC3 is seeking to engage its members and grow conference registration and sponsorship. Marketing may include: social media promotion, GC3 brand awareness, ideas for media and/or socialization, website enhancement, or other innovations to bolster attendance.
  6. Conference Materials – Working with GC3 leadership to determine the type and quality of training and marketing materials. Materials may include: name badges, agenda, brochure, evaluations, hand-outs, sign-in/sign-out sheets, walk-in registration, exhibitor/sponsor forms, conference bags and giveaways, door prizes, drawings, reception drink tickets, signage and such other electronic or paper materials as may be necessary.
  7. Food and Beverage – Including menu facilitation, facilities, alcoholic beverages, catering and concessions for prescribed meals and snacks; reception planning and coordination; address special dietary considerations or other issues.
  8. Fiscal Agent – Maintain and track all contracts, agreements and paperwork related to site, presenters, AV, food/beverage, and hotel; set-up QuickBooks to track accounting; manage billing functions, outstanding balances, gather and process reimbursements; handle all accounts payable and submit a final report of all expenses and income to the planning committee within 30days following the conference; provide documentation to GC3.

GC3 Facilitator Email	GC3 Facilitator Phone	Decision date
Amallison@dsthealthsolutions.com	205.563.2210	Friday, March 8, 2019

*\*Please note that Adele Allison is acting as facilitator and will not be participating in the selection process.*

### Instructions

Policy of Completion
GC3 will conduct procurement in a manner that is full and open. This RFP is intended to identify all evaluation factors and their relative importance. Technical, financial and organizational evaluation will be made of all proposals received and found to be responsive to the RFP. GC3 will carry out selection with impartiality and without preferential treatment.
Contract

GC3 is targeting to have final vendor selection completed by Friday, March 8, 2019, with contract completion within fourteen (14) days thereafter. The term of the contract will be expected to commence upon signature of the agree upon terms, scope of work, and deliverables, and will continue through the completion of the event.

**Questions and Answers**

Please submit any questions regarding this RFP to the organization facilitator noted above, preferably by email. Please specify this RFP by its title in the subject line when submitting questions. Answers will be submitted in writing and distributed to all bidders.

**Budget**

The budget for this project is targeted at \$12,000.

**Submission Instructions**

Please submit your proposal by email to the GC3 facilitator with the following subject line: “RFP Bid GC3 HIMSS Event Management.” Submitted proposals should include:

- Proposal cover page
- Name of the organization, point-of-contact, address, phone and email
- Brief narrative of your organization, length of time in business, number of employees, and engagement history
- Number of projects of similar scale with which you have experience
- Description of your ability to perform the items set forth in the above request.
- A total bid amount for full range of services, including an explanation and listing of fees and a description of how you are pricing your services, including any itemized costs if relevant
- Any innovations or ideas that would make this conference memorable
- Any additional attachments that may serve to provide additional considerations with the submitted proposal
- 3 references

**RFP Key Dates**

- |                                |                   |
|--------------------------------|-------------------|
| • Proposal Request Issued      | February 1, 2019  |
| • Deadline for Questions       | February 11, 2019 |
| • Submission Deadline          | February 18, 2019 |
| • Formal Review Process Begins | February 19, 2019 |
| • Selection Announced          | March 8, 2019     |
| • Contract Start Date          | March 22, 2019    |

**Miscellaneous**

- GC3 reserves the right to modify the scope of project, reject any proposals for failure to meet the requirements, waive any technicalities and to select the proposal which, in GC3’s sole judgment, best meets the needs of the project.
- GC3 will select the proposal most qualified to provide the services necessary to achieve the overall objectives of the RFP in a cost-effective fashion.
- This RFP is not in itself an offer of work and does not commit GC3 to fund any proposals submitted, nor is it liable for any costs incurred in the preparation or research of proposals and responses.
- GC3 welcomes innovation that supports its mission to educate, inspire and improve healthcare using health information technology.

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## References

### Reference 1

Please provide the name of the organization, the point-of-contact, address, phone, and email
Please tell us a little about the event you managed

### Reference 2

Please provide the name of the organization, the point-of-contact, address, phone, and email
Please tell us a little about the event you managed

### Reference 3

Please provide the name of the organization, the point-of-contact, address, phone, and email
Please tell us a little about the event you managed

**Thank you for your response!**