



MAKING THE SHIFT<sup>INC</sup>  
youth homelessness social innovation lab

## Request for Proposals (RFP)

Project Name: Child Welfare Forum 2023

Deadline for Submission: October 29<sup>th</sup>, 2022

### 1. BACKGROUND

[Making the Shift](#) (MtS Inc.) has an ambitious five-year mandate to mobilize cutting-edge research to transform Canada's response to the issue of youth homelessness: from a downstream crisis response to a focus on prevention.

This work is funded by a \$17.9-million investment from the [Network Centres of Excellence](#) and is co-led by the [Canadian Observatory on Homelessness](#) and [A Way Home Canada](#), as well as a variety of national and local partners across sectors and disciplines who are committed to preventing and ending youth homelessness.

### 2. REQUEST FOR PROPOSAL

Making the Shift Inc. is currently accepting proposals for delivery of event/project management services for a two-day conference to be held in the spring of 2023 with 150-200 participants in either Ontario or British Columbia (Ottawa/Toronto/Vancouver)

### 3. SCOPE OF WORK

This two-day conference is designed to bring together professionals working within the child welfare system and youth serving sector, along with Government representatives, researchers and subject matter experts. Plenary and breakout sessions are still to be determined for the event but anticipated room requirements are a plenary room, 2-3 breakout rooms and reception capacity.

Project Management:

- Responsible for creation and continued updates to critical path/workback schedule
- Weekly meetings/updates with appropriate MtS Inc. event leads (frequency to change as required)
- Budget creation, allocation and management
- On site execution of the conference

#### Accommodation/Venue Management:

- Research and provide venue options (Ottawa/Toronto/Vancouver)
- Full vendor, details, and logistics management
- Manage plenary/breakout/meeting room set-up
- Manage any additional meeting room needs that may arise, e.g., green room for speakers or VIPs
- Manage guest room block with hotel meeting MtS Inc.'s contractual obligations and benefits under the venue contract
- Manage all food and beverage orders

#### Logistics for the event:

- Identify and coordinate audio-visual needs including securing quotes (minimum three quotes required), determining supplier and managing all aspects of A/V (including translation services) throughout the planning and onsite delivery of the event
- Simultaneous live stream (optional but desired)
- Plenary session recording
- Coordinate insurance requirements (as required)
- Plan and coordinate with MtS Inc. website and social media team on required updates to digital channels
- Creation and distribution of program in conjunction with conference app
- Coordinate printing needs

#### Online and Onsite Registration and Conference App

- Work with MtS Inc. to develop, monitor and coordinate online registration system and conference app
- Coordinate the posting of relevant information and updates including registrants, speakers, program, venue information and more to the conference app
- Develop registration processes and delegate badges that can accommodate late registration and onsite registrations
- Operate registration desk during the conference with the support of the MtS Inc. team

#### Onsite Support

- Strong onsite support throughout the event, including A/V run of show, A/V rehearsal, signage set up and other set-up as required.
- Strong onsite presence throughout the event to troubleshoot and liaise with hotel and MtS Inc. staff and accommodate any last-minute A/V changes.

## Speaker coordination

- Speaker coordination support will be required for all speakers.
- Drafting and acquisition of releases and waivers from speakers and delegates (e.g., for video recording, webcasting, and photographer)
- Speaker waivers, travel/accommodations/visa forms as required.
- Collect photos and bios for website and program
- Book and manage travel arrangements and accommodations incorporating a variety of options (air, rail, etc.) for speakers, bursary recipients and other personnel as identified by MtS Inc.
- Maintain updated speaker list

## 4. PROCESS AND REQUIREMENTS FOR SUBMITTING APPLICATIONS

### A. Proposal Sections

Respondents are required to submit a written application that includes the following sections:

- Section 1: Description of applicant's understanding of the scope and purpose of the project
- Section 2: Description of applicant's previous experience completing projects of a similar scope and nature (a minimum of three examples that identify the activities carried out and the impact of the project)
- Section 3: Timeline and work breakdown structure for the event
- Section 4: Listing of project team members

### B. Budget Breakdown: Not to exceed \$49,999.00

In addition to the components listed above, applicants are required to provide a detailed budget that is structured in the following way:

- Breakdown of hours and cost for each aspect of the project:
  - The hourly rate of each project team member
  - The hours required to complete each aspect of the project
- A list of any ancillary costs associated with the project (cannot exceed 10% of the total budget)

### C. Submission Process

Applicants are required to email their completed proposal, including the specified sections listed above, in PDF format to [makingtheshift@yorku.ca](mailto:makingtheshift@yorku.ca) by October 29<sup>th</sup>, 2022, at 5 p.m. EST. Please include: "RFP Response: MtS Conference Planner" in the subject line.

### D. Questions

Applicants can submit questions to [makingtheshift@yorku.ca](mailto:makingtheshift@yorku.ca) and expect a response within one business day.