**Request for Proposal**

**Conference Planner Services**

**Colorado Behavioral Healthcare Council**

**1. Background Information**

The Colorado Behavioral Healthcare Council (CBHC) is the statewide membership organization for Colorado’s network of community behavioral health providers. CBHC provides a network of skilled therapeutic and community resources to meet the behavioral health needs of all Colorado residents and their families so that all can have equal and full access to a quality of life.

Please visit our website ([http://www.cbhc.org/who-is/)](http://www.mtlib.org/Store/Membership/default.asp)) for more information about our membership and a description of what CBHC does for its membership. You can also find information about past conferences on our website.

The CBHC annual training conference is an important event for CBHC members. CBHC currently schedules its annual conferences in late September or early October.

The conference has been hosted at the Beaver Run Conference Center and Resort in Breckenridge, CO for the last 5 years. CBHC has contracted with Beaver Run for the use of their facility through 2019.

For the last 2 years over 600 clinicians, management staff, board members; and up to 70 speakers and 50 exhibitors have attend the annual conference, which lasts 4 days.

CBHC Staff and membership are significantly involved in the planning and implementation of the conference each year.

**2. Request for Proposal**

CBHC is seeking a proposal from conference planners who would like to work with the Council to plan and carry out the 2017 CBHC annual training conferences, as well as other associated duties.

The “Scope of Work” section below provides some of the specific job duties of the annual conference planner. This RFP was developed based on the current contracts and history in mind, however, it is not intended to cover all details of how a conference planner could be involved. We are looking for proposals that may include additional features that could enhance our current system. Please include systems and details that you have found to be most efficient and beneficial.

In your proposal, please include:

* Background information about your company, including your resume, list of clients, conferences you have planned, professional association memberships, certifications and number of employees.
* A statement describing your methods for locating suitable sites for conferences, taking into consideration conference size, number of meeting/sleeping rooms, Internet connectivity and bandwidth, geographic location, etc. Please include examples of your company successfully negotiating multi-year contracts with the same facility.
* Information about how your company invoices for services.
* A list of current references that CBHC representatives could contact for further information.

**3. Term of Contract**

The contract between CBHC and the selected conference planner will be in effect from February 1, 2017 through December 31, 2017 and will be renewable on a yearly basis if mutually agreeable to each party.

**4. Scope of Work**

CBHC hires conference planners to assist with the logistical aspects of planning the annual conference and to assist CBHC in identifying future appropriate conference sites. CBHC will retain control of the conference content (theme, logo, solicitation and/or selection of pre-conference workshops, conference breakout sessions, association business, general sessions, poster sessions, author events, keynote speeches, social and special events, etc.). Please tell us, in detail, how you would approach and handle each of the following areas and phases of the conference planning:

* Budget, income, expense & general budgeting
* Program development (schedule & graphics)
* Marketing & publicity
* Conference registration
* Specific duties before, during and after the conference
* Working with the conference facilities
* Speakers & presenters
* Equipment needs
* Sponsors & exhibitors
* Planning for future conferences
* Any other areas or phases of the planning you would like to address

**5. Dates & Contact**

Deadline for receipt of this proposal is **July 29, 2016**.

Respondents will be notified if an interview is desired. Interviews will take place at the CBHC office in **August 2016**. Travel expenses for interviews will not be paid. A conference call using Skype or other conference call technology may be an option.

All respondents will be notified of the final decision by the end of September 2016.

If you feel that your company can meet CBHC’s conference planning needs, please submit a proposal to:

Joseph Councilman, Membership Services Coordinator

Colorado Behavioral Healthcare Council

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Denver, CO 80203

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