



Request for Proposal (RFP) Professional Meeting & Conference Planning Services

Deadline for submissions: August 28, 2026 | Submit to Brittany Langevin at blangevin@cbhc.org

Organization: Colorado Behavioral Healthcare Council (CBHC)

Conference: Annual Behavioral Health Training Conference

Location: Breckenridge, Colorado

Conference Length: 3½ Days (September–October)

CBHC | Each year, CBHC's Annual Behavioral Health Conference draws hundreds of participants, including behavioral health specialists, members of the state and criminal justice systems, physical health providers including clinicians, upper management, business and CMHC board members, state agencies, legislators and university students. This premier event highlights best practices in clinical care and business operations within the behavioral health field. CBHC engages with legislators, policymakers and community stakeholders to develop and advocate for policies to strengthen the behavioral health system and improve the wellbeing of all Coloradans. CBHC's mission is to support community resilience, guide behavioral health innovation, and enhance individual wellbeing throughout Colorado. Learn more about how we are creating a better behavioral health future for Colorado at www.cbhc.org

CBHC 2026 Conference: [2026 Conference Program](#) | [2026 Exhibit/Sponsor Prospectus](#) | [2026 Online Registration](#)

Executive Summary

CBHC is seeking proposals from qualified conference management firms to provide comprehensive, full-service conference planning and management services for its Annual Behavioral Health Conference. The selected independent contractor will serve as an extension of Association staff and will provide strategic planning, logistics, financial management, registration, speaker coordination, exhibitor and sponsor management, continuing education administration, onsite operations, and post-conference reporting. Certified Meeting Professional (CMP) designation is preferred.

Background of the Association

The Colorado Behavioral Healthcare Council is a statewide nonprofit membership organization representing community behavioral healthcare providers. The Annual Behavioral Health Conference is the Association's premier educational event and attracts more than 600 attendees, 90+ speakers, and 60+ exhibitors and sponsors.

Conference Overview

- 3½-day Behavioral Health Conference
- 2 Pre-conference Workshops
- 2 Keynote Sessions
- 1 General Session
- 7 Plenary Concurrent Breakout Sessions
- Networking Reception & Awards Ceremonies

- 600+ Attendees
- 60+ Exhibitors and Sponsors & Product Theaters
- 90+ Speakers

Detailed Scope of Work

- Provide full-service conference planning and management
- Set up and manage online and onsite registration for 600+ attendees
- Provide a single point of contact for all speaker requirements including speaker agreements, program content collection and onsite management
- Contract and manage onsite audiovisual services
- Conduct hotel site selection, negotiate hotel contracts, and manage hotel room block and single point of contact with hotel conference services director
- Coordinate food and beverage functions and BEOs
- Sell exhibits and sponsorships (commission negotiable)
- Manage exhibit hall and exhibitor sponsor personnel
- Create exhibit/sponsor prospectus
- Interface with Industry Partners and Community Behavioral Health Centers
- Create and maintain the Schedule at a Glance
- Create and facilitate updates for a 63-page conference program
- Apply for and manage continuing education credits
- Manage Product Theaters and Awards Ceremonies
- Prepare budget estimates and ongoing financial reporting
- Direct all onsite conference operations
- Interface with the Association conference liaison and attend four planning committee meetings

CBHC Conference Dates:

CBHC 2026 | 9/30/2026 - 10/3/2026 (Wed-Sat)

CBHC 2027 | 10/5/2027 - 10/8/2027 (Tues-Fri)

CBHC 2028 | 10/3/2028 - 10/6/2028 (Tues-Fri)

CBHC 2029 | 10/2/2029 - 10/5/2029 (Tues-Fri)

CBHC 2030 | 10/1/2030 - 10/4/2030 (Tues-Fri)

Timeline of Planning Activities: Four Zoom planning committee meetings total: January - April

Conference Planning	Activity
Hotel Contracts Booked until 2030	Hotel contracts finalized until 2030
January – April	Conference program development
January – April 15	Call for presentations
February	Exhibit/Sponsorship sales begin
May 1	Schedule at a Glance posted
May 1	Registration opens & website launched
June	Program
June	Apply for continuing education credits
June	AV contracted
September	Hotel specs resume and guarantee
Conference Week	Full onsite management
30 Days After	Financial reconciliation and final reports

Technology Requirements

- Online registration (Currently using Cvent)
- Payment processing
- Speaker management
- Abstract collection
- Online program book
- Session evaluations
- Continuing education tracking
- Badge printing
- Financial reporting
- Exhibitor and sponsorship income management

Budget Format

- Fixed management fees
- Optional services
- Commission structure for sponsorship sales
- Reimbursable expenses
- Payment schedule

Required Staffing

- One Lead Conference/Exhibits Manager
- One Registration Manager
- One Registration/logistics personnel

Desired Qualifications

- Certified Meeting Professional (CMP) preferred
- Experience managing healthcare or association conferences of similar size
- Experience with nonprofit membership organizations
- Strong project management and financial reporting skills
- Excellent customer service and communication
- Experience with continuing education administration
- Collaborative approach to working with volunteer planning committees

Sample Contract Terms

CBHC anticipates entering into a professional services agreement incorporating the selected proposal. The agreement will define the scope of work, identification of tasks, payment schedule, ownership of conference materials, confidentiality, independent contractor status, performance expectations, and termination provisions including termination for convenience with ninety (90) days written notice and immediate termination for material breach.

Confidentiality

All attendee, membership, financial, sponsorship, speaker, and strategic planning information shall remain confidential and may not be disclosed without the written authorization of the Association.

Right to Reject Proposals

CBHC reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate with one or more proposers, cancel or reissue this RFP, and award a contract to the proposer determined to provide the best overall value.

Proposal Submission Information

Please reply with the following in your proposal submission for consideration by August 28, 2026. We anticipate awarding the contract in the beginning weeks of September, with training starting directly upon approval. Please provide any questions within your written submission.

- Organization Name & Website
- Primary Contact (phone, email)
- Include cover letter, with resume to include years of experience, CMP designation (if applicable), and defined responsibilities, team approach, technology platforms used, and any value-added services

Please propose your management fee or fee range in your reply based on this Request for Proposal.

- Contract term of 1 year (renewed annually)

Submit proposal by August 28, 2026, to Brittany Langevin at blangevin@cbhc.org

[Colorado Behavioral Healthcare Council](#) | 303 E. 17th Ave., Suite 400 | www.cbhc.org