



## Request for Proposal

### 2021 Rhode Island Coalition for the Homeless' New England Conference on Poverty and Homelessness

<b>Requestor:</b>	Rhode Island Coalition for the Homeless 1070 Main St, Suite 304, Pawtucket, RI 02860
<b>Event Type:</b>	Northeast Regional Conference Proposal
<b>Questions Deadline:</b>	11:59 PM EST on Monday, April 27 <sup>th</sup> , 2020 Contact Email for questions: <a href="mailto:eszamocki@rihomeless.org">eszamocki@rihomeless.org</a>
<b>Submission Deadline for Proposals:</b>	11:59 PM EST on Monday, May 4 <sup>th</sup> , 2020

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#### About Rhode Island Coalition for the Homeless:

Rhode Island Coalition for the Homeless (the Coalition) works collaboratively to create and advance lasting solutions to prevent and end homelessness in Rhode Island. We are a dynamic Coalition committed to ensuring that no Rhode Islander experiences homelessness.

#### Overview of project:

The Coalition is inviting Rhode Island area Conference and Event Planners to submit a proposal to lead planning for our 1<sup>st</sup> Annual New England Conference on Poverty and Homelessness in the spring/early summer of 2021. The Coalition is seeking a conference planner to design, plan, and execute the two- or three-day regional conference in the Northeast in May or June of 2021. The selected conference planner will work in collaboration with Coalition staff, committees, and Board to bring a robust, professional, and well-attended conference to fruition. Please note that the Coalition is under no obligation to select a vendor following the evaluation of submitted proposals.

The selected respondent will enter into a contract with the Coalition to plan and coordinate the 2021 conference on behalf of the Coalition. The applicant will work with Coalition staff in the execution of all aspects of the conference, including concept development, planning, event coordination and logistics management prior to and during the event, budget management, programming, implementation, and analysis. For more detailed information see the Scope of Work section below.

### **Conference Objectives:**

The Coalition's strategy is to provide a variety of comprehensive professional development trainings, networking events, and educational opportunities to homeless service providers and partners throughout the region on best practices and important policy initiatives. The conference will convene members of multiple organizations to share success and celebrate work, while providing an opportunity to learn from one another and the regional network. Additionally, CEU credits will be available, enabling us to expand the number of service providers and employees in the workforce. The conference will occur in May or June of 2021 with an estimated attendance of 250-300 participants. A preliminary version of the conference website is available at: [www.necph.org](http://www.necph.org)

### **Financial Goal:**

As this is the first conference offered by the Coalition, our goal is to cover all expenses through sponsorships and exhibitors as well as generate a small profit in which to fund future conferences. The planner may recommend potential sponsors and exhibitors; however, the fundraising subcommittee will be responsible for making asks. All contacts, including new contacts identified through outreach, will remain property of the Coalition.

### **Skills and Experience:**

- While it is not expected that the candidate is an expert in the field of homelessness, the candidate must be open to listening and learning about the organization in order to represent the organization and its mission in a knowledgeable and professional manner
- Three+ years' experience in event planning / conference planning with ability to lend expertise on the overall conference plan before, during, and after the event
- Ability to tie all conference objectives and outputs back to organization's strategic plan
- Experience working in collaboration with teams, volunteers
- Excellent communication and organization skills
- Experience in event marketing and communications
- Previous experience in managing hotel blocks
- Excellent writing and editing skills, attention to detail
- Proficient across different event management software; such as Cvent, Social Tables, Eventbrite, Wufoo, etc.
- Experience in negotiating contracts, ideally coming in under budget
- Positive existing vendor relationships within New England desired (Rhode Island preferable)
- Works extremely well under pressure
- Demonstrated ability to build and maintain productive professional relationships
- Experience managing press and media relations
- Experience working with elected officials
- Excellent speech writer and public speaking coach

**Scope of Work:**

- Work in collaboration with Coalition staff in the design and execution of all aspects of regional conference
- Schedule and facilitate meetings with office staff, committee members, and volunteers on regional conference concept development
- Create detailed sustainable conference plan, including timelines and tasks, that can be duplicated by office staff for future regional conferences
- Frequent check-in meetings with leadership and relevant staff
- All event coordination and logistics management prior to and during the event, including; coordinating local lodging for conference attendees, identifying and securing event venue, managing vendors, and planning any evening events as part of the conference experience
- Responsible for researching and identifying potential sponsors and exhibitors
- Budget management including negotiation of contracts, tracking of expenses, sponsorships, exhibitors, and overall financial plan for conference
- Responsible for facilitating and organizing conference workshops/sessions after the Coalition staff releases requests for presenters and reviews proposals in committee
- Sponsorship and exhibitor strategy and support, tracking, fulfillment of promises to sponsors and exhibitors such as marketing, communication, and branding
- Work in conjunction with the Coalition communication staff that will provide communications work; including press releases, graphic design, and content for collateral, website, Facebook, LinkedIn, Twitter, and Instagram
- Conference programming, implementation, debrief and analysis
- Plan for regional travel and costs associated to be approved by executive director prior to travel – travel expenses to be reimbursed

**Proposal Format:**

Please submit a detailed proposal by email to [eszamocki@rihomeless.org](mailto:eszamocki@rihomeless.org) that includes the following:

- Contact information and Tax ID
- Summary of qualifications
- Rate and cost information
- Contact information for at least three references