

REQUEST FOR PROPOSAL

VANDERBILT UNIVERSITY MEDICAL CENTER

Fogarty Global Health Program for Fellows and
Scholars Orientation 2019

November 13, 2018

Vanderbilt University Medical Center (VUMC) Confidential Information

The information contained within this Request for Proposal (RFP) is considered confidential. All recipients are advised against discussing the contents of this RFP with anyone other than those involved in constructing its response.

If you do not intend to respond to this RFP, either return all RFP documents to VUMC or destroy all documents and delete all related electronic media.

If you elect to respond by annotating this RFP document, please fill out the Supplier information section.

Supplier Name	
Mailing Address	
Supplier Contact	
Email address	
Phone	
Fax	

1 Project Scope

- 1.1 We seek an event planner and coordinator who will manage all aspects of planning and execution for an event, with the potential to include two days of quantitative and qualitative methodology workshops pre-Orientation (June 29-30, 2018), followed by the five-day Orientation (July 1-5, 2018), including invited speakers, alumni presentations, breakout sessions, and other events.

2 General RFP Terms and Conditions

- 2.1 Revisions to the Request for Proposal - In the event that it becomes necessary to revise any part of this RFP prior to the assigned response deadline, revisions will be provided by Procurement Services to all Suppliers involved in this project. VUMC shall be the sole determinant of whether any revisions / addenda should be issued as a result of any question or other circumstances, and will extend the proposal deadline if, in VUMC's sole judgment, such information significantly amends this solicitation or makes compliance with the original deadline impractical.
- 2.2 Ownership of Materials – Ownership of all data, materials and documentation originated and prepared for VUMC pursuant to this RFP shall belong exclusively to VUMC.
- 2.3 Errors in Proposals - VUMC will not be liable for any errors in Supplier proposals. Except during negotiations initiated by VUMC, modifications to proposals will not be accepted after the deadline.
- 2.4 Withdrawing Proposals - Suppliers may withdraw a proposal at any time prior to the deadline by submitting a written request to VUMC from an authorized representative of the Supplier. After withdrawing a proposal, the Supplier may submit another proposal at any time prior to the proposal due date.
- 2.5 It is the responsibility of all suppliers to ensure their proposals are received by VUMC no later than the appointed hour and date for submission as stated in the Request for Proposal. Unless there are extenuating circumstances acceptable to Procurement Services, or it is deemed to be in the best interests of VUMC, late bids will not be accepted.
- 2.6 Unsolicited proposals or counteroffers submitted after the proposal submission date will not be considered.
- 2.7 VUMC expressly reserves the right to reject any and all proposals or any portion thereof and to award contracts based on factors other than price. Neither receipt of a proposal nor failure to reject shall impose any legal obligation on VUMC.
- 2.8 Supplier's submittal of their proposal certifies it is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid/offer for the same services, and is in all respects fair and without collusion or fraud. Supplier agrees to abide by all conditions of this solicitation and certifies that the signatory is authorized to submit the proposal for the Supplier.
- 2.9 Use of VUMC Name - Supplier shall not use VUMC's name, logos or other trademarks in any marketing and/or advertising media without VUMC's written approval to do so.

- 2.10 Suppliers are to direct all questions related to this RFP to the VUMC contacts identified herein. Unauthorized contact, discussions or requests for meetings with any other VUMC personnel during the bid process may result in the rejection of your proposal.
- 2.11 Confidentiality - As an independent, privately supported research institution, VUMC is not required to disclose contracts, RFP documents, proposals or other purchasing documents to outside parties. All such materials are considered confidential and all requests for access to these materials will be declined. All suppliers are expected to maintain the confidentiality of all materials and correspondence with VUMC regardless of whether or not any actual business is conducted.

3 General RFP Requirements

3.1 RFP Schedule:

Release of RFP	11/06	2018
Intent to Bid due date	11/20	2018
Deadline for RFP Questions	11/27	2018
Supplier Proposal due date	12/10	2018
Anticipated Supplier selection date	01/25	2019

3.2 Intent to Bid

Suppliers should indicate by email they have intentions of providing a proposal to VUMC. Email acknowledgement is required by 11/20/2018. With this acknowledgment, Supplier should also indicate the name and contact information of the person within their organization who will be the liaison for correspondence and questioning following proposal submission.

An acknowledgement should be sent to both of the following:

Contact: Michael Jessing, Sr. Sourcing Officer
 VUMC Sourcing
 Email: m.jessing@vumc.org
 Phone: 615.343.4375

Contact: Donna J. Ingles, Senior Program Manager
 Vanderbilt Institute for Global Health
 Email: donna.j.ingles@vumc.org
 Phone: 615.343.3555

Suppliers are to review this RFP and reply with a formal proposal on the Supplier's letterhead no later than 12/10, 2018. All proposals must be valid for at least 90 days from the bid submission date. Proposals are to be sent to the following addresses (one to each):

Michael Jessing, Sr. Sourcing Officer
 Vanderbilt University Medical Center
 VUMC Sourcing
 68 Athletes Way
 Mt Juliet, TN 37122

Donna J. Ingles, Senior Program Manager
 Vanderbilt University Medical Center
 Vanderbilt Institute for Global Health
 2525 West End Avenue, Suite 725
 Nashville, TN 37203

3.3 Proposal Format and Content - Your firm must submit the following items at the location and/or email address indicated above:

1. One (1) ELECTRONIC copy of your proposal via email and/or flash drive. Proposals must be in Microsoft Word. A copy of your proposal should also be submitted in PDF file format as reference.

- 3.4 Any questions or clarification must be submitted by email to m.jessing@vumc.org with a copy sent to donna.i.ingles@vumc.org. Responses to questions will be through email. A copy of the question and response will be sent to all Suppliers. Any verbal communication between Suppliers and VUMC employees is not binding in any way to this RFP or any subsequent contract.

- 4 Statement of Work**
Fogarty Global Health Program for Fellows and Scholars Orientation 2019
- 4.1 **Overall Description of Work:** The Fogarty Global Health Program for Fellows and Scholars (<https://www.fic.nih.gov/Programs/Pages/scholars-fellows-global-health.aspx>) will hold their annual Orientation event from July 1-July 5, 2018 at the National Institutes of Health (NIH) campus in Bethesda, MD. We seek an event planner and coordinator who will manage all aspects of planning and execution for this event, with the potential to include two days of quantitative and qualitative methodology workshops pre-Orientation (June 29-30, 2018), followed by the five-day Orientation, including invited speakers, alumni presentations, breakout sessions, and other events. Approximately 125-150 participants are anticipated to attend.
 - 4.1.1 If awarded, it is expected that the applicant will actively solicit input from lead faculty (PIs) and staff (PMs) from the six participating Fogarty-funded Consortia and representatives from the Fogarty International Center (FIC) at the NIH through emails and teleconferences to complete the tasks detailed below.
- 4.2 **Qualifications:** Applicants must be able to demonstrate that they have planned and executed all aspects of a minimum of three events of similar size and complexity. Preferred qualifications include:
 - 4.2.1 Experience coordinating events in concert with the NIH or other government agencies
 - 4.2.2 Experience in contracting and interfacing with academic environments and personnel
 - 4.2.3 Experience working and communicating effectively with individuals from other countries
 - 4.2.4 Knowledge of the Bethesda, Maryland area and local vendors
 - 4.2.5 Each applicant must submit an itemized proposed budget that addresses the tasks included below, as well as a cover letter documenting relevant experience and other qualifications.
 - 4.2.6 ****Please note:** Consortia are billed separately for lodging, meals, per diem, and transportation costs for their respective attendees and should not be included in submitted planning bids. Any space at the NIH, A/V services, and the photographer are covered by the NIH/FIC and should also not be included in submitted bids.
- 4.3 **Applicants can choose to submit one bid for the 5-day orientation event or two bids: one for the 5-day orientation event and a second for the 5-day orientation plus the 2-day methodology workshops.**
- 4.4 **Pre-Orientation tasks:**
 - 4.4.1 Negotiate lodging agreements with local hotel for all attendees. Based on Consortium preference, either set up contracts with hotel and each Consortium or pay hotel directly and invoice Consortium.

- 4.4.2 Work with PIs/PMs/FIC to set orientation agenda, to include invited speakers, program alumni, breakout sessions, social events (poster session, group dinner, etc.), and FIC/PI/PM meeting
 - 4.4.3 Coordinate with Fogarty International Center to arrange A/V support and equipment and confirm space for all activities
 - 4.4.4 Invite and confirm speakers, including alumni, and collect all presentation materials and bios for introductions
 - 4.4.5 Select and contract with caterer for all meals, including breakfasts, morning and afternoon breaks, lunches, dinners, and special events
 - 4.4.6 Set up individual budgets, execute contracts, and submit invoices to each Consortium to cover meals, per diem, and other costs for respective attendees
 - 4.4.7 Create a biography book of meeting attendees
 - 4.4.8 Create introductory presentation of all attendees to be shared at opening session
 - 4.4.9 Develop and print materials, including agendas, badges for all participants, and biography books
 - 4.4.10 Develop and update meeting website to include registration form, logistics (hotel, travel, etc.), and agenda
 - 4.4.11 Coordinate registration for all attendees and create hotel rooming lists
 - 4.4.12 Organize evening poster session for alumni and rent poster easels/stands (note: cost for poster stands should be included in submitted bids)
 - 4.4.13 Coordinate with FIC/NIH to set up photographer for group and event photos
- 4.5 On-site Orientation tasks:
- 4.5.1 Ensure all meeting logistics proceed smoothly (including hotel, A/V, speakers, food, etc.)
 - 4.5.2 Provide assistance with on-site requests, including ad-hoc meetings
 - 4.5.3 Set up and manage registration/check-in table for all attendees, including issuing per diem
 - 4.5.4 Provide 24-hour on-call service to address urgent issues for attendees
 - 4.5.5 Send daily email updates to attendees and invited speakers
 - 4.5.6 Organize group photos
 - 4.5.7 All other duties required by Consortia, FIC officials, and NIH Directors and Staff
- 4.6 Post-Orientation tasks:
- 4.6.1 Upload speaker presentations and handouts, as well as photos, to shared folder for all attendees
 - 4.6.2 Create and send online workshop and orientation evaluations to all participants, ensure participants complete evaluations, and prepare final meeting report based on collected data
 - 4.6.3 Send thank you letters to invited speakers
 - 4.6.4 Review and pay final meeting bills from vendors, including confirming hotel bills with each of the consortia
 - 4.6.5 Participate in post-orientation assessment via teleconference with FIC, PIs, and PMs
- 4.7 Methodology workshops:
- 4.7.1 Secure space and A/V for sessions and additional hotel days for participants and instructors
 - 4.7.2 Secure methodology workshop instructors and work with instructors/Pis/PMs to set agendas for sessions
 - 4.7.3 Obtain and distribute necessary software licenses for workshops to attendees (note: software costs should be included in submitted bids)

- 4.7.4 Pay for honoraria (estimated \$500/person), lodging, transportation, and per diem for workshop instructors (note: these costs should be included in the proposed budget)
- 4.7.5 Create registration form for attendees and manage registration and check-in
- 4.7.6 Ensure logistics proceed smoothly and provide 24-hour on-call service to address urgent issues
- 4.7.7 Organize meals or provide per diem to participants

4.8 Examples of the following items from previous Fogarty Global Health Fellows and Scholars Orientation events will be made available to the successful applicant for the following:

- 4.8.1 Participant evaluation data
- 4.8.2 Agendas for workshops and orientation
- 4.8.3 Biography book
- 4.8.4 Online registration form
- 4.8.5 Poster and presentation templates
- 4.8.6 List of previous speakers
- 4.8.7 Consortium budget templates

5 General Terms and Conditions

- 5.1 Payment Terms - Terms of Payment shall be Net 45 Days from the date of the invoice. If discounts for accelerated payment are offered, it must be clearly indicated in the proposal.

6 Supplier Profile Information

- 6.1 Company Structure – Describe the structure of your company. Is your company privately owned, an owner/agent or part of a franchise?
 - 6.1.1 If your company is part of a franchise what is your relationship with the parent company?
 - 6.1.2 If your company is an owner/agent how does your operation relate to the parent company?

7 References and Supplier Diversity

- 7.1 Customer References – Please provide a minimum of three (3) customer references (including contact information) whose business profile is similar in size and scope as is represented in this RFP. References from other universities or medical centers are especially desired.
- 7.2 VUMC seeks to provide maximum business opportunities for Minority, Disadvantaged and Small Business Enterprises either as Tier 1 (direct) or as Tier 2 (Indirect) suppliers. The VUMC Supplier Diversity Program (SDP) promotes participation by diversity suppliers as well as cooperative partnerships with mainstream suppliers. Information on our Supplier Diversity Program is available at our web site:

<https://finance.mc.vanderbilt.edu/proc/diversity/>

- 7.2.1 Is your company considered a Minority, Disadvantaged or Small Business Enterprise? If yes, please specify type and certification.

7.2.2 Does your company have a Supplier diversity program? If yes, provide program information.

7.2.3 Diversity Partnerships – Describe your partnerships with diversity suppliers and how you would propose to structure a similar program for VUMC.

8 Final Incentives and Exceptions

8.1 List all exceptions taken to any portion of this Request for Proposal, or to any portion of the terms and conditions herein referred to. Unless specifically identified and stipulated here, VUMC assumes that all portions of this Request for Proposal and terms and conditions herein referred to have been accepted by Supplier.

Thank you for your participation in this Request for Proposal.