

REQUEST FOR PROPOSALS
Colorado Association for Recycling

Conference Program Coordination Services

SCHEDULE OF EVENTS

RFP Issued	August 29, 2016	
Deadline to Submit Questions	September 9, 2016	5:00 PM Local Time
Response to Written Questions	September 16, 2016	
Proposal Due Date	September 30, 2016	4:00 PM Local Time
Anticipated Contract Start Date	October 10, 2016	
Program Set	March 24, 2017	
2017 Summit, Fort Collins	June 4-6, 2017	

SUBMISSION OF PROPOSALS:

Proposals should be 5 pages or less, including the cover sheet. The full application, including any appendices, must be contained in a single document and must be in PDF (read-only) format. Submit your proposal by emailing it to Amy Randell, CAFR Interim Executive Director, at amy@cafr.org. Proposals must be received no later than the date and time listed on the Schedule of Events. Incomplete applications and applications received after this deadline will not be accepted. All applicants will receive e-mail notification of receipt of their application within one (1) business day. If you do not receive an e-mail notification after one (1) business day, contact Amy Randell immediately at 303-372-5615. Do not send an application by courier, certified mail, or US postal service. Any questions regarding this RFP are encouraged and should be submitted in writing by email to Amy Randell, CAFR Interim Executive Director, at amy@cafr.org per the Schedule of Events.

The criteria to be used for the proposal evaluation include but are not limited to:

- a) Price
- b) Response to Vendor Questions and Requirements
- c) Interview results, if interviews are conducted

BACKGROUND AND SCOPE

The Colorado Association for Recycling (CAFR) is a statewide 501(c)3 non-profit organization. Our mission is to support, educate and guide individuals and leaders in business, education, nonprofits and government to take action that turns ever greater amounts of waste into marketable resources.

Our annual conference, the Summit for Recycling, is scheduled for June 4-6, 2017, in Fort Collins. The event has grown over the past two decades from a small event (less than 50 people) to a large regional event, attracting more than 250 people, with a robust vendor show, multiple workshops and breakout sessions, reception, awards gala, and add-on training.

The CAFR Summit is typically coordinated with a combination of staff time (executive director and executive assistant) and the Summit Planning Committee (comprised of a chairperson who also sits on CAFR's Board of Directors, a Host Committee from the town where the Summit is held, and volunteers from the organization). **The contractor would report directly to the executive director and take the lead on program coordination.** Learn more about the 2016 Summit at www.cafr.org/summit/.

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Conference Program Coordination Services

CAFR seeks a part-time contractor specializing in conference program coordination services to work with our staff and committee members.

The contractor's work would commence in October 2016 and conclude no more than 3 weeks after the 2017 Summit. The contractor is expected to attend the Summit, from June 4–6, 2017, in Fort Collins, Colorado. CAFR has a maximum of \$6,500 available for this contract but we would look favorably on lower cost bids. CAFR will cover the cost of two hotel nights at the conference venue and the conference registration fee for the program contractor.

SCOPE OF WORK & REQUIREMENTS

The scope of work for the contractor shall primarily include program / presenter / moderator development & coordination. These tasks include (but are not limited to):

1. Work with Summit Committee and Program Subcommittee to develop program design (number of sessions, length of sessions, etc.) beginning October 2016 through June 2017. Attend all Program Subcommittee meetings and monthly Summit Committee meetings.
2. Participate in program development discussions. Monitor and communicate schedule development (gaps, needs, conflicts, etc.) with committee volunteers, staff and Chairperson.
3. Assist in updating existing presenter solicitation and confirmation process documents to reflect current theme, dates, location and making any changes to improve clarity and usefulness.
4. Maintain efficient communication processes for informing and confirming Summit keynote and concurrent session presenters (including facilitators, moderators and speakers).
5. Coordinate moderators, speakers and facilitators. Ensure all moderators, speakers and facilitators are registered, have submitted their bios, session descriptions, A/V needs and presentations in a timely fashion.
6. Provide monthly updates on progress to Chairperson, Program Subcommittee lead and staff in advance of monthly Summit Planning Committee meetings.
7. Make sure all A/V equipment is obtained, available, set up and functioning, and work with facility staff as needed at the event.
8. Coordinate with CAFR staff to assist presenters on-site.
9. Any other reasonable task required to fulfill Program Planner scope of work.
10. Debrief Summit Chair, Program Subcommittee lead and CAFR Executive Director within one month after the end of the Summit in June 2017

MINIMUM QUALIFICATIONS AND EXPERIENCE

CAFR would like the contractor to meet the following minimum criteria:

- Program coordination experience, including working with multiple stakeholders
- Managing tight timelines to produce results
- Excellent communication & writing skills
- Ability to use existing tracking tools and/or to develop new, more efficient tools to track communications, costs, objectives & outcomes
- Strong multi-tasking abilities
- Provide own internet connection, email account, telephone access, or other communication modalities as needed

Though not a minimum qualification, knowledge of the recycling and solid waste industry is strongly preferred.

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QUESTIONS & REQUIREMENTS

Your proposal must specifically address each of the questions/issues that are listed below. The quality and detail of your responses will figure significantly in the overall evaluation of your proposal. You are encouraged to give examples and provide additional information to support your compliance on each point. **To standardize the format of all proposals, applicants are required to respond to all questions in the order given using the heading for each question as presented below.**

1. Cover Sheet
 - a. Include your organization, contact name, street address, city/state/zip, email address, phone number, cell number and website.
2. Program Planning Experience
 - a. Detail your program planning and coordination experience. Explain how your past experience meets the minimum qualifications. Include your resume as an attachment with your proposal.
3. Scope of Work
 - a. Describe your ability and approach to meeting the required Scope of Work. Specifically address, at a minimum, each of the following:
 - i. How you will ensure timely and productive communication among the various parties involved in planning the Summit for Recycling;
 - ii. How you can help improve the solicitation for presentations and assist in coordinating the selection and confirmation process;
 - iii. How you will coordinate ensure all logistics in regards to speaker presentations and workshop sessions are arranged; and
 - iv. Experience with A/V equipment and ability to troubleshoot hardware/software issues.
4. Industry Experience
 - a. Discuss your knowledge of and experience in recycling, solid waste and/or other environmental industries.
5. Hours
 - a. Although attendance at the Summit for Recycling and Summit planning and Program Committee meetings is required, this position allows flexibility in the number of hours worked per week. Considering the responsibilities outlined in the Scope of Work, provide a generalized estimate of the number of hours you anticipate working per week and your availability. We estimate the contractor will work 24 hours per month and 20 hours during the Summit.
6. References
 - a. Provide up to 3 references to document your program planning and coordination experience. List the most recent first and include the following information for each reference:
 - i. Name of programs planned and organizations served
 - ii. Time period for which service was provided
 - iii. Name of contact person with organization that is most familiar with your work and include his/her title or position, phone number and email address
 - iv. Type of industry served in your previous program planning experience
 - v. Size of conference, how many attendees, speakers, sessions, etc. (include any relevant sample program brochures or materials as an optional attachment to your proposal)

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INVOICING & SAMPLE CONTRACT

Contractor will submit an invoice to the CAFR Interim Executive Director or Executive Director no later than the 25th of each month for all work completed in the previous month. Invoices must be accompanied by the contractor's monthly update. See sample contract as Attachment A.



ATTACHMENT A – SAMPLE CONTRACT

Colorado Association for Recycling-Summit Contractor AGREEMENT

THIS AGREEMENT is made by and between the Colorado Association for Recycling (“CAFR”) and **XXXXXXXX** (“Contractor”, which is defined to include all subcontractors and employees which work under this Agreement) as follows:

1. SCOPE OF SERVICES

After receiving written notice to proceed, Contractor will perform the scope of services described in Attachment A. The attached scope of services shall not alter, modify or change any of the terms and conditions of this Agreement and in the event of a conflict, the terms and conditions of this Agreement shall govern. All of Contractor’s services under this Agreement will be provided as an independent contractor. Contractor will at all times carry insurance as required in paragraph #8.

2. COMMUNICATIONS / DATA

All of Contractor’s communications with CAFR will be through the Executive Director or Board President, unless otherwise authorized in writing. CAFR will provide Contractor with all information and documents pertinent to the services Contractor is to perform to the extent that they are available and not confidential.

3. STANDARD OF CARE

All of Contractor’s services hereunder shall be performed within generally accepted standards of professional care in the same locality and under similar circumstances and in compliance with all applicable laws, regulations, codes and other requirements. Contractor will obtain all required permits and licenses in order to perform its Services under this Agreement at Contractor’s expense and Contractor will pay for all taxes, charges or fees associated with the performance of Contractor’s services.

4. PAYMENT

CAFR will pay for all authorized and properly performed services as provided in Attachment B. Payments will be based on monthly invoices for labor costs and expenses received by the CAFR Executive Director by no later than the 25th of each month for all work completed in the previous month. Invoices must be accompanied by the contractor’s bi-weekly reports. Final payment will be made only after complete performance of this Agreement and final acceptance of Contractor’s services by CAFR. Contractor will be paid within fifteen (15) business days. No payment will constitute a waiver or acceptance of defective or deficient services.

5. DELAYS

If the time allotted for completion of Contractor’s services is exceeded through no fault of Contractor, additional fee and/or time to complete performance may be allowed if written notice of the cost and estimated length of the delay is given to CAFR within three (3)



business days of Contractor's discovery of the delay. Contractor will provide such additional supporting data as CAFR may require in a timely manner. If the delay is beyond the control of CAFR and the Contractor, any additional fee and/or additional time to complete the affected services will only be granted by CAFR to the extent it does not interfere with timely completion of the project. If the delay is wholly within the control of CAFR, the parties to this Agreement shall negotiate a fee and/or time modification to this Agreement.

6. SUSPENSION/TERMINATION

This Agreement will automatically be suspended or terminated, as appropriate, if the Summit is suspended or terminated. CAFR may also suspend or terminate this Agreement with or without cause upon three (3) business days' written notice. If this Agreement is suspended or terminated because of no fault of Contractor, Contractor will be paid for services it satisfactorily performed to the date of suspension or termination, conditional upon delivery of all instruments of service to CAFR, their approval by CAFR. In no event will Contractor be entitled to the recovery of damages arising out of or related to the suspension or termination of this Agreement.

7. RECORD RETENTION

Contractor will retain all records pertaining to its services for three (3) years following the completion or termination of Contractor's service under this Agreement.

8. INSURANCE

The Contractor shall procure and maintain at its own expense, and without cost to CAFR, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed until this Contract has expired or is terminated:

- a. Commercial General Liability. This coverage should be provided on an ISO 1998 Form or most current with minimum limits of \$500,000.00 combined single limit for each occurrence.
- b. Automobile Liability. Minimum limits are required to be \$500,000.00 for each occurrence. Coverage must include:
 - All vehicles owned, non-owned, and hired to be used on the Contract

The Contractor shall provide Certificates of Insurance to CAFR demonstrating that the insurance requirements have been met prior to the commencement of Work under this Contract.

These Certificates of Insurance shall also contain a valid provision or endorsement that these policies may not be canceled, terminated, changed or modified without **thirty (30) days** written notice to CAFR while acting under the terms of this contract.

9. INDEMNIFICATION

To the fullest extent permitted by law, Contractor will indemnify, defend and hold CAFR,



their employees, officers, directors, and agents harmless, from and against all liability, claims, losses, costs, expenses and fees arising out of this Project or this Agreement to the extent caused or alleged to have been caused by any wrongful or negligent acts, errors or omissions of Contractor, its agents, employees, Contractors or suppliers.

Further, CAFR will indemnify, defend and hold Contractor harmless from any and all liability, losses, costs, expenses and fees arising out of this Project or this Agreement to the extent caused or alleged to have been caused by any negligent or wrongful acts, negligent errors or negligent omissions of CAFR, its employees, officers, directors and agents. Any and all legal expenses that CAFR undertakes due to any wrongful or negligent acts, errors or omissions of Contractor, its agents, employees, contractors or suppliers, Contractor agrees to fully pay CAFR for all legal services for all harm that arises out of Contractor's activities.

10. CONFIDENTIALITY

Contractor will not disclose any confidential or proprietary information of CAFR as identified in writing unless authorized by CAFR to do so. Contractor will not release any information to third parties or make any public statements about this Project without CAFR's express written consent.

11. COMPLIANCE WITH LAW / INSPECTIONS

Contractor will comply with all applicable health, safety, environmental protection, quality assurance and quality control requirements of Owner, federal, state and local authorities. Contractor at all times is acting as an independent contractor and is not acting as an agent of CAFR.

12. GOVERNING LAW / DISPUTES

If any dispute between these parties cannot be resolved by negotiation, such disputes may be resolved by mediation or binding arbitration in accordance with Colorado state law. If any arbitration or litigation is commenced between the parties concerning this Agreement or their respective rights, duties and obligations hereunder, the prevailing party in such litigation or arbitration shall be entitled to reasonable attorney's fees, court costs and litigation expenses.

13. CHANGES

Any changes to the Contractor's services, schedule and/or compensations shall be agreed to by both parties in writing.

14. DEFAULT

If Contractor becomes insolvent or is otherwise in default of this Agreement, CAFR may, without prejudice to any of its other rights or remedies and without liability to Contractor, terminate this Agreement and complete the services Contractor was obligated to provide hereunder as CAFR deems appropriate.



15. NOTICES

All communications required by this Agreement may be personally delivered or mailed to the other party at the address set forth on the signature page. The address and party may be changed by written notice given as provided in this paragraph. Upon signed agreement between both parties, electronic mail shall constitute acceptable written communications.

16. ENTIRE AGREEMENT

This Agreement contains the parties' entire understanding and supersedes all prior negotiations or agreements over the services described herein. This Agreement may only be modified by written instrument duly executed by both parties, except as otherwise provided herein.

17. ASSIGNMENT

The rights and interests under this Agreement cannot be assigned without the written consent of the other party. Unless otherwise specifically stated in any such consent, the Assignor will not be released from any responsibility under this Agreement.

18. OWNERSHIP OF DOCUMENTS

All documentation furnished by Contractor to CAFR under this Agreement shall become the property of CAFR. Contractor hereby grants CAFR approval to use this documentation in connection with performing services.

19. SEVERABILITY

To the extent that any provision of this Agreement is finally adjudged invalid by a court of competent jurisdiction, that provision shall be deleted or modified, as necessary, to make it enforceable, and the remaining provisions of the Agreement shall remain in full force and effect and be binding upon the parties hereto.

20. SURVIVAL

The terms and conditions of this Agreement regarding indemnification, insurance, record keeping, and any other provision allocating responsibility or liability between the parties hereto, shall survive the completion of the services under this Agreement and the termination of this Agreement for any cause.



This Agreement is hereby executed on this ____ day of _____, 2016.

“CAFR”

“CONTRACTOR”

BY: _____
NAME: _____
TITLE: Interim Executive Director
ADDRESS: PO Box 11130
Denver, CO 80211-0130
TELEPHONE: (720) 839-9531
EMAIL: amy@cafr.org

BY: _____
NAME: _____
TITLE: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____



ATTACHMENT A

PROPOSED SCOPE OF SERVICES

SUMMIT 2017: TASKS & LEVEL OF EFFORT	
#	Activity
I. Program Development / Presenter Coordination: Contractor	
1	Work with Summit Committee and Program Subcommittee to develop program design (number of sessions, length of sessions, etc.) beginning October 2016 through June 2017. Attend all Program Subcommittee meetings and monthly Summit Committee meetings.
2	Participate in program development discussions. Monitor and communicate schedule development (gaps, needs, conflicts, etc.) with committee volunteers, staff and Chairperson
3	Assist in updating existing presenter solicitation and confirmation process documents to reflect current theme, dates, location and making any changes to improve clarity and usefulness
4	Update and maintain efficient communication processes for informing and confirming Summit keynote and concurrent session presenters (including facilitators, moderators and speakers)
5	Coordinate moderators, speakers and facilitators. Ensure all moderators, speakers and facilitators are registered, have submitted their bios, session descriptions, A/V needs and presentations in a timely fashion
6	Provide monthly updates on progress to Chairperson, Program Subcommittee lead and staff in advance of monthly Summit Planning Committee meetings.
7	Make sure all A/V equipment is obtained, available, set up and functioning, and work with facility staff as needed at the event
8	Coordinate with CAFR staff to assist presenters on-site
9	Any other reasonable task required to fulfill Program Planner scope of work
10	Debrief Summit Chair, Program Subcommittee lead and CAFR Executive Director within one month after the end of the Summit in June 2017

ATTACHMENT B

COMPENSATION



Contractor shall be compensated for services specified in Attachment A in accordance with the Cost Estimate: \$6,500.00.

Maximum of \$ 6,500.00

Not to Exceed Fee for Contractor's scope of services is \$ 6,500.00.

Contractor shall provide written monthly invoices to CAFR by the 25th of each month. CAFR shall hold the final 10% of contract until final completion.

“CAFR”

“CONTRACTOR”

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: Executive Director

TITLE: _____