

## EVENT COORDINATOR REQUEST FOR PROPOSALS

CES-NS Chapter is hosting the 2019 CES conference from Sunday May 26<sup>th</sup> to Thursday May 29<sup>th</sup> at the Westin Nova Scotian Hotel.

### Organizational Information

One of the major activities of the CES is its Annual Conference. This provides a forum for the discussion of major theoretical, philosophical, and practical issues in evaluation.

At the CES Halifax 2019 conference we will engage in the collective exploration of what it means to value differences of all kinds in the profession and practice of evaluation.

### The Opportunity

CES-NS is seeking Conference Planning & Coordination support in this initiative. The successful applicant will be responsible for coordinating all logistics around the planning and successful delivery of the conference including facilities, sponsorship, exhibits, and programme. The successful candidate will also work closely with parties responsible for digital services associated with registration, communications and promotions.

The successful applicant will report to the co-chairs of the conference committee through the co-chair responsible for hospitality. The event coordinator will work closely with both the conference committee and (national and local members of a CES-NS planning team.

The total cost for these services is **\$21,500** excluding HST.

### CES-NS Service Statement

CES-NS is dedicated to consistently providing our members with a positive, value driven experience, in a timely and professional manner. This year's conference is themed "Bridges" and is planned with intentional integration of the Sustainable Development goals (People, Profit, Planet). The Conference Committee shall make all reasonable efforts to minimize the environmental footprint of the conference and all associated activities.

### CES-NS Commitment to fairness and equity in the RFP Process

This call for proposal demonstrates CES-NS Conference 2019 is committed to a fair, equitable and an efficient use of funds and other resources in the delivery of a successful conference. While all submissions will receive an acknowledgement of receipt, only those selected for further consideration by the Selection Committee will be contacted.

### Criteria & Proposal Content

CES-NS is mandated by the CES National body to adhere to their conference guidelines. As such, it is important that proposals align with these guidelines and the mandate of the CES.

The Appendix highlights key aspects of these guidelines, interested applicants requiring additional information to support their proposals can contact [louise.adongo@novascotia.ca](mailto:louise.adongo@novascotia.ca).

Proposals should include a detailed breakdown of timelines and tasks, as well as compensation rate (or range) associated with tasks. Cost breakdowns should also include the applicant's policy and costs associated with unforeseen/out of scope tasks. The conference will take place in Halifax, Nova Scotia. Applicants should highlight their ability and strengths in working in this location. Applicants should also demonstrate their understanding of and ability to apply sustainable development goals to their work.

The successful applicants will also demonstrate their experience and expertise in conference planning and delivery. This includes the capacity to demonstrate their expertise through any of the following criteria:

- a. List of relevant experience, qualifications, degrees, or accreditations;
  - b. List of conferences that you have coordinated in the past and accomplishments related to said conferences;
  - c. Description of a typical conference that you coordinate including number of attendees, sponsorship goals and accomplishments, scope of conference (e.g., regional, provincial, national, etc.)
- A minimum of two (2) written references from past clients who've contracted your services AND a list of two to three additional (2-3) references that can speak to your abilities and accomplishments;

### Format

1. Proposals should be no longer than **5 pages** in length (*excluding any attachments*).  
\*To reduce number of pages (maximum of 10), applicants are encouraged to prepare presentations or other visual material to summarize submission details wherever possible.
2. Proposals must be sent electronically to [louise.adongo@novascotia.ca](mailto:louise.adongo@novascotia.ca)
3. Deadline for proposal submission is 4:00 pm (AST) July 27<sup>th</sup>, 2018.

### NOTE:

All submission will be scored using the above criteria and, top-scoring applicants may also be scored on the successful completion of an interview process if required.

**DECLARATION:**

Please sign and attach this page to your submission to confirm that you have read and understood the terms and conditions as listed above.

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[Name of Company]

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[Key Contact – Name and Title]

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[Date]

## Appendix

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### **CES Vision**

Advancing excellence in evaluation across Canada and internationally.

### **Mission**

Through our national operations and a network of chapters, members, and partners, the CES:

- Promotes the development of evaluation theory and practice;
- Leads the professionalization of evaluation;
- Builds awareness of evaluation; and
- Advocates for the use of quality evaluation.

### **CES History**

The CES was first incorporated in May 1981. Over the years, the CES has continued to evolve, establishing initiatives that continue to be important to the field of evaluation in Canada. The following are some of our achievements:

- CES has organized annual conferences since 1980, touring all regions of Canada and providing first-rate access to professional development to its members.
- There are now 11 regional chapters tasked with providing local services to members and with building a sense of community among evaluators.
- In 1996, the National Capital Chapter of CES launched the Student Case Competition to help students gain exposure to evaluation; the Competition was later taken under National wings. Other student awards were also created and are now managed by the CES Educational Fund.
- The CES developed the Essential Skills Series (ESS) in 1999, introducing learners to foundational skills in evaluation. The ESS has been periodically re-designed (most recently in 2014) and continues to be a key professional development opportunity for new evaluators. CES has developed intermediate-level courses in recent years and continues to complement its offer in this regard.
- In 2001, CES started developing an active website to offer electronic services like a literature database, the on-line delivery of the CJPE, the distribution of job and contract opportunities, and a weekly e-newsletter.
- The CES is one of the founders and an active member of the Consortium of Universities for Evaluation Education in Canada (CUEE), established in 2008.
- In 2009, the CES became the first evaluation society in the world to create a professional designation credentialing program.
- CES initiated the use of on-line webinars in 2012 to support the professional development of its members.
- In 2016, the CES acquired an on-line learning system and broke the distance barrier in delivering professional development
  - Today the CES has approximately 1,800 members. It is an active force in the world of evaluation.

## **CES CONFERENCE**

Each year the conference is held in a different city and is organized by the local chapter. CES National and the Host Chapter form a partnership in which all major decisions related to the conference – including budget development, financial and contract approval and oversight, venue/hotel selection, program development, etc. – are jointly negotiated, managed, and approved by the Host Chapter and National.

As the organizing and conducting of the CES annual conference is intended to be a partnership between CES National and the Host Chapter, two levels of committees will exist: CES National Conference Committee; and Host Chapter Conference Organizing Committee. This partnership includes collaborative planning on all conference matters.

## **OBJECTIVES**

The objectives of the CES annual conference are to:

- Be the premier annual event for the Society and, as such, demonstrate that the CES is the leading national organization representing the evaluation community;
- Be the professional development forum that advances evaluation for its members and the public by offering workshops and sessions that foster a learning and sharing environment;
- Create opportunities for learning and professional development at beginner and advanced levels in areas specific to the competencies required of a Credentialed Evaluator;
- Provide valuable networking opportunities among colleagues in the evaluation community;
- Provide the opportunity to enhance the Host Chapter's profile by showcasing the Chapter, featuring local flavour and stimulating growth in local membership; and
- Be an excellent venue to promote the Society to members, non-members, Chapters, various sectors and interest groups;
- Contribute to the financial health of the Society and the Host Chapter and, as such, is encouraged to generate a profit.

## **PROMOTION**

The Host Chapter Conference Organizing Committee will develop, format, and publish promotional material to advertise the Conference. This includes: conference program; workshop handouts; tickets for social events; and any other conference information. Where they exist, the CES National Conference Committee will share any templates or examples that could be used for future conferences.

## **CONFERENCE EVENTS**

The Host Chapter agrees to host a Conference over a minimum of two days in the May/June months, including pre-conference professional development workshops which are usually held on the Sunday, and (if feasible) post-conference workshops on the Wednesday. To the extent possible, the conference

dates should avoid the weekends of: Mother's Day, Father's Day, and the Victoria long weekend in May.

The opening reception for the conference should normally be on the Sunday evening, with the conference beginning on the Monday and running through Tuesday and (if feasible) the morning of the Wednesday.

### **TIME AND SPACE ALLOCATIONS**

The Host Chapter agrees to ensure time and space is allocated during the conference for the following:

- Pre-conference workshops
- Opening reception, joint with the CESEF Silent Auction on the evening before the conference
- Keynote organized by CES fellows
- CES Awards Luncheon
- Student Case Competition– organized by a representative of the Canadian Evaluation Society Education Fund (CESEF). This includes: preparation, presentations and reception
- Professional Designations Program (PDP) information session and networking events, organized by the Vice President PDP; and
- A networking, display and meet-up area for CES, PDP, CJPE and national Committees, Chapter Boards ("CES Lounge area").

### **CES Corporate Management Meetings**

In addition, the following CES corporate management meetings should be accounted for and included in contract negotiations with venues (including for hotel rooms, food and beverage):

- CES Board of Directors meeting prior to the Conference – ½ day + full day + ½ day usually starting the Friday before the conference (1pm to 9pm), continuing on the Saturday (8am to 5pm) and Sunday (8am to 1pm);
- Annual General Meeting of the CES on the first day of the conference (e.g., Monday);
- Canadian Journal of Program Evaluation (CJPE) Board Meeting (1 or 1.5 hrs catered w/teleconference line);
- Presidents' Luncheon (1 or 1.5 hrs catered w/teleconference line); and
- Professional Designations Program Credentialing Board meeting (1 or 1.5 hrs catered w/teleconference line).

It will also be necessary for there to be one boardroom available for the duration of the conference to accommodate up to 15 people. This boardroom will be for CES National use for events including, Committee meetings, President's luncheon and other requirements as needed.

### **CES 2019 Conference Planning Milestones**

- Confirmed Venue – The Westin Nova Scotian
- Conference Budget
- Conference Planning committee (including co-chairs, treasurer and volunteer coordinator)

