Request for Proposals:
Conference Planner and Manager Service

Statement of Purpose
The American College of Obstetricians and Gynecologists (ACOG) seeks a conference planner and manager service to support the planning and implementation of the 8th international Indigenous Women’s Health Meeting to be held in Albuquerque, New Mexico. The meeting objectives are to enable attendees to:
1) recognize obstetric, neonatal, and gynecologic conditions and health problems and provide comprehensive and culturally appropriate patient care consistent with national guidelines;
2) address current public health challenges affecting Tribal communities through appropriate screening, supportive care, and community engagement, and;
3) better recognize and respond to the psychosocial conditions which influence health outcomes.
This will be achieved through a two and a half day meeting with both didactic and hands-on sessions with nationally-recognized faculty.

Background
Founded in 1951 in Chicago, Illinois, ACOG has over 60,000 members and is the nation's premier group of professionals providing health care for people who seek obstetric and gynecologic care. Now based in Washington, DC, it is a private, nonprofit membership association.

ACOG’s work is focused on:
• Serving as a strong advocate for quality health care for people who seek obstetric and gynecologic care.
• Maintaining the highest standards of clinical practice and continuing education for its members.
• Promoting patient education and stimulating patient understanding of and involvement in medical care.
• Increasing awareness among its members and the public of the changing issues impacting the access and provision of obstetric and gynecologic care.

Meeting Overview
The international Indigenous Women’s Health Meeting (IWHM), held every two years, focuses on innovative clinical care models and community-based public health approaches for people who seek obstetric and gynecologic care and their families in First Nations, Inuit, Métis, American Indian and Alaska Native and other Indigenous communities. During the meeting, participants further strengthen their knowledge about prevalent health problems facing Indigenous people who seek obstetric and gynecologic care, and acquire practical skills. Opportunities to share knowledge and support one another’s efforts, to network, and to develop partnerships are built into the program. Topics include rural maternity safety, trauma-informed care, maternal substance use, and cultural safety.

Qualifications
ACOG is looking for an experienced firm or individual to provide conference management support, including the development of the planning timeline, accreditation of the conference, development of marketing plan and materials, registration management, attendee packets, conference supplies and materials, and on-site staff support.

ACOG has a strong preference for:
Familiarity with and awareness of Indigenous populations, values, and health outcomes
Familiarity with large event planning and management in Albuquerque, NM

Tasks and Deliverables (Required Services)
ACOG expects the selected vendor to uphold the responsibilities outlined below (at minimum):
• Collaborate in the development of the conference planning and implementation timeline.
• Adhere to the agreed-upon timeline.
• Lead the accreditation application and approval process.
• Advise on event marketing plan and materials.
• Partner with ACOG on contract management and payments to event sponsors, exhibitors, venues, vendors, etc.
• Develop and/or provide registration platform, attendee packet, and conference supplies and materials.
• Report and escalate on items of concern regarding finances.
• Provide on-site staff and support.

Preferred Dates
March 13th – 16th, 2024
(Alternate dates: March 19th -22, 2023)

Meeting Overview
The event is a two and a half day conference, with sessions held between 7:00 AM and 3:00 PM local time. The event is comprised of four general sessions, six break-out sessions, one evening reception, and one working lunch. The event may include pre-and/or post-conference courses lasting one to two days, each.

Additional Information
• Group will require audiovisual services and supports including but not limited to lavaliere and podium microphones, screens, projectors, recording, and/or livestream support.
• Group may or may not bring their own laptops.

Proposal
To be considered as a subcontractor for this work, please submit a complete proposal to the online portal by the deadline. A complete proposal is comprised of:

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<tr>
<th>#</th>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Cover letter</td>
<td>Limited to one page</td>
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<tr>
<td>2</td>
<td>Contact information</td>
<td>The name, title, mailing address, phone number, and email address of the primary point of contact.</td>
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<td>3</td>
<td>Vendor qualifications and roles</td>
<td>Description of vendor’s qualifications to conduct the required services, including their expertise, knowledge, and experience. Experience should include examples of conducting similar or related work.</td>
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<td>Proposed budget</td>
<td>Please include an overview of cost elements, breakdown of costs (direct, indirect, equipment and materials, travel, and other expenses), and a cost summary.</td>
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| 5 | References | Please provide two (2) references from your most recent clients with the following information:  
  • Primary contact name,  
  • Primary contact title,  
  • Organization name,  
  • Primary Contact email and phone number, and  
  • A brief description of services provided |

**Budget**  
The budget for this project is $22,600.00.

**Application Instructions**  
Please submit a complete application to [the online portal via this link](#) by 11:59pm on *Friday, July 21st, 2023*, to be considered.

**Questions?**  
Further questions can be directed to Kat Patterson, Indigenous Health Program Manager, at [kpatterson@acog.org](mailto:kpatterson@acog.org).