



Request for Proposals (RFP) Conference Virtual Software Platform

Overview

Children's Trust is seeking proposals from qualified vendors for a Virtual Platform Experience solution for use by attendees, vendors, presenters, and staff participating in the Building Hope for Children Conference. The goal is to provide an opportunity for professionals, leaders and advocates for children and families in South Carolina to connect, learn and explore solutions that will build a better future for children and families across the state.

Organizational information

Children's Trust is a 501(c)3 nonprofit organization whose mission is to strengthen families and lead communities to prevent child abuse and neglect. Children's Trust leads the state's coordinated efforts for the Strengthening Families Program; Triple P (Positive Parenting Program); S.C. Adverse Childhood Experiences Initiative; Maternal, Infant and Early Childhood Home Visiting; Child Abuse Prevention Month; and KIDS COUNT.

The organization provides funding, resources and training to help local program partners build strong families and positive childhoods. To support our mission of child abuse prevention, Children's Trust hosts a biennial conference, the Building Hope for Children Conference, to support regional prevention efforts, child welfare and building strong community resources that support family well-being.

Professionals, leaders and advocates for children and families work tirelessly to build strong families and thriving communities. Their contributions give us hope for a better future for our children and our families across South Carolina. Conference attendees will be inspired by dynamic breakout sessions, local and national experts, and networking opportunities with peers from around the state.

Scope of Work

Historically, the Building Hope for Children Conference has been held in-person. Due to COVID-19, the Conference will be held virtually on March 23-25, 2021.

To support this transition, Children's Trust is seeking a Virtual Platform Experience solution for use by 500 to 1,000 attendees between March 23-25, 2021. The conference will span all three days from 9am-12pm each day, with two keynotes and 12 workshops total. Workshop sessions will consist of three concurrent breakout sessions.

Virtual Platform Experience solution must offer the following key features:

- Attendee management including the ability to track attendance for the duration of the session
- Native networking features such as direct messaging, group chat, personal profiles, polling, bulletin board, whiteboard, two-way communication for question and answer and chat feed.
- Sponsor/exhibitor features, such as virtual exhibition spaces, meetings, bulletin boards, or banners
- On-demand services including the ability to share pre-recorded videos and download documents inside the platform
- Live streaming services including dedicated live streaming sessions, multiple streaming channels, unlimited streaming views, live reactions, whiteboard and slide functions

- Support solution services such as phone, email and chat support, on-demand and live platform training, and self-service knowledge base
- Security features including password protection and encryption
- Online environment that supports web and mobile attendance, telephone connection
- Branding services including configuration of virtual spaces with icons, logos, banners, overlays and lower thirds
- Event supports services including technical and logistical support related to use of and management of the platform for all conference days.

Below is a tentative agenda:

DATE	AGENDA
March 23, 2021	9:00-9:15 a.m.: Welcome 9:15 – 10:00: Keynote 1 10:00 - 10:15: Engagement Activity 10:15 – 11:00: Breakout Session 1 11:00-11:15: Break 11:15 – Noon: Breakout Session 2
March 24, 2021	9:00-9:15 a.m.: Welcome 9:15 – 10:00: Keynote 1 10:00 - 10:15: Engagement Activity 10:15 – 11:00: Breakout Session 2 11:00-11:15: Break 11:15 – Noon: Breakout Session 3
March 25, 2021	9:00 – noon: Affinity sessions

Budget

The budget must encompass all consultation, design and production costs. The price quoted should be inclusive. If the price excludes certain fees or charges, please provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

Submission

Please include the following information in your submission

1. A detailed description of the Virtual Platform Experience solution and features, including attendee management features, native networking features, on-demand features, live-streaming capability, support and training solutions, security features, online environment capabilities, sponsor/exhibitor features and event support services
2. Support for registration and whether use of platform registration feature is recommended or if a separate registration mechanism needs to be used

3. Any associated mobile app for the product and dial-in by phone options
4. Product integration with WebEx or another software that is not Zoom.
5. Event data and analytics, including the ability to track attendance (specifically that at least 90% of each session was attended by the attendee in order to award continuing education credits)
6. Availability of live demo environment
7. Availability of training and support services to configure the platform pre-conference, test it, train and rehearse with live speakers, and to provide technical and logistical support during the conference; if training and support services are not available, please indicate that, and if possible, supply a vendor that the company recommends that knows their product.
8. A timeline of work with all contracted deliverables delivered on March 23-25, 2021
9. A detailed list of services that the vendor is proposing, including number of meetings (in person or virtual) with the client and any optional services not otherwise noted in this Request for Proposals.
10. A detailed budget breakdown, including itemized cost for all services the vendor is proposing, including platform/software, labor, taxes and fees
11. A copy of the standard contract for product and services
12. Any available not-for-profit rates or discounts
13. Any conflicts of interest

All proposals will be treated with the highest confidence and will be used internally in our decision-making process.

Submission of proposals

All components of the proposal should be contained within a single PDF document and appropriately labeled. Web addresses and/or links to sample work are acceptable. All proposals should be submitted by email to Alison Askins, event planner, by 5 p.m. EST, on Monday, October 7, 2020 to aaskins@scchildren.org. A confirmation receipt will be sent by email within 24 hours. If you do not receive a confirmation, please call 803-744-4047. Any proposals received after the due date may not be considered.

Key Dates

MILESTONE	DATE
Deadline for proposals	October 7, 2020
Proposal review period	October 7, 2020 to October 22, 2020
Selection and notification	On or before October 23, 2020
Building Hope Conference Kick-Off	March 23, 2021

Evaluation Process & Criteria

Proposals will be evaluated according to the detailed information provided by the vendor, the quality of the product and features, overall cost, ability to meet the conference's needs, and using additional information from any other person it deems appropriate.

Terms & Conditions

Individuals and organizations providing a proposal agree to the following terms and conditions:

- Successful bidder will not release records or information related to Children’s Trust unless an application for public information is submitted and approved by Children’s Trust Board of Directors.
- Children’s Trust reserves the right to reject any or all quotes received, to request clarification of any quote, to waive informalities or irregularities; and to award a contract not based solely on the lowest cost.
- Pricing included in your quote must be valid for at least 60 days and may not be modified, withdrawn or canceled.
- Children’s Trust will not pay for receipt of any information requested herein, nor is it liable for any costs incurred by the participant in responding to this request. All quotes submitted become the property of Children’s Trust; they will not be returned.
- None of the information released either verbally or in writing shall be deemed binding to Children’s Trust in any manner.
- All quotes or offers must be signed by a duly appointed officer or agent of your company.
- All proposals will be kept confidential.
- Any questions regarding this opportunity must be submitted in writing to Alison Askins at aaskins@scchildren.org.