**REQUEST FOR PROPOSAL
Brief and Response Sheet**

**Professional Conference Organiser Services for the International Working Group (IWG) World Conference on Women & Sport (5 – 8th May 2022, Auckland, NZ)**

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| --- | --- |
| Trading name:  |  |
| Full legal name (if different): |  |
| Physical address: |  |
| Postal address: |  |
| Registered office: |  |
| Business website: |  |
| Type of entity (legal status): |  |
| Registration number: |  |
| Country of residence: |  |
| GST registration number: |  |

**KEY CONTACT**

 Full name: Nicky van den Bos

Email: nicky@womeninsport.org.nz

Phone: 022 059 7999

Position: Programme Director, Women in Sport Aotearoa (WISPA) and the International Working Group (IWG) on Women in Sport Secretariat and Conference 2018 – 2022.

**CHECKLIST**

|  |  |
| --- | --- |
| Completed all sections of response form |  |
| Submitted electronically to nicky@womeninsport.org.nz by 22 January 2021 |  |
| Advised if submitting hard copy as well as soft copy |  |
| Attached rate card and any other relevant documents |  |
| Reference details supplied |  |
| Declaration signed |  |

**BACKGROUND**

*About the International Working Group (IWG) on Women & Sport*[*https://iwgwomenandsport.org/*](https://iwgwomenandsport.org/)

The International Working Group (IWG) on Women & Sport is the world’s largest network dedicated to ‘empowering women and girls and advancing sport’. It is fully aligned to the 17 United Nations Sustainable Development Goals, in particular SDG 5: ‘Achieve gender equality and empower all women and girls.’ For over 25 years, the IWG has advocated for gender equity in global sport and physical activity. It continues to lead from a place of respect within the sport and physical activity system, releasing research and advocating amongst key global stakeholders such as the United Nations, UNESCO, and the International Olympic and Paralympic Committees. Every four years since 1994 it has staged the [IWG World Conference on Women & Sport](https://iwgwomenandsport.org/world-conference/) – the largest global gathering on gender equity in sport and physical activity. The IWG also developed and remains guardian of the [Brighton plus Helsinki 2014 Declaration on Women & Sport](https://iwgwomenandsport.org/brighton-declaration/), which now has almost 600 Signatories. It produces the quadrennial [IWG Progress Report](https://iwgwomenandsport.org/programmes/insight-hub/), tracking the progress of Signatories and to date, providing the only collective report on these global bodies. This is released at the World Conference. The IWG is governed by the [IWG Global Executive](https://iwgwomenandsport.org/about/iwg-global-executive/members-2018-2022/), a diverse group of 13 global board members.

*About WISPA and the IWG World Conference on Women & Sport*[*https://womeninsport.org.nz/iwg-2018-2022/*](https://womeninsport.org.nz/iwg-2018-2022/)

The IWG Secretariat & Conference 2018 – 2022 quadrennial is being hosted by Aotearoa New Zealand, with [Women in Sport Aotearoa](https://womeninsport.org.nz/) (WISPA) as global delivery agent. WISPA is a registered charity. Its vision is: ‘women and girls are valued, visible and influential in sport’. It works across Aotearoa New Zealand, delivering advocacy, change leadership and research activity. In addition to setting and delivering on a 4-year strategy for the IWG, WISPA will also stage the 8th IWG World Conference in Auckland, New Zealand, from 5 – 8 May 2022. A provisional booking has been made at the Aotea Centre in Auckland Central, but contracts have not yet been negotiated nor signed.

The 8th IWG World Conference on Women & Sport will be delivered as a full-scale physical-digital hybrid. A four-day event will take place on the ground in Auckland, New Zealand, between 5-8 May 2022 and in recognising the ongoing impacts of COVID-19 on travel, IWG will also for the first time in its history, run a fully interactive virtual programme in parallel to the physical event. It is going to be staged 18-months in to a 2-year journey toward and beyond the event, with a view to empowering the global IWG network and building a global ‘community of action’ dedicated to ‘women in sport.’ This was launched in early September 2020, with the announcement of the ‘Change Inspires Change’ storytelling campaign through a [90min digital launch](https://www.youtube.com/watch?v=JZu3N13Jqfo&t=2130s) featuring Deputy Prime Minister and Minister for Sport & Recreation, the Hon Grant Robertson. You can watch the 90sec launch film on [this link](https://www.youtube.com/watch?v=S1oaaOGcMSg&t=7s).

We will soon be beginning the process of building a world first IWG Insight Hub, to be launched in 2021. The hub will become the home for the world’s best research, insight, case studies, news, and interactive programmes such as training and seminars and be utilised to deliver the digital arm of the conference. It will also be the home to the virtual edition of the IWG World Conference and play a key role in supporting physical and digital participants via online registration and other services.

The Local Organising Committee made up of 16 dedicated volunteer members was assembled to develop the ‘Game Plan’ for the IWG World Conference (enclosed). It details the 2-year journey and thinking behind ‘Change Inspires Change’, which is also the theme for the IWG World Conference. In order to bring our ‘Game Plan’ to life, our global community of programming teams, consisting of 150 sports administrators, academics, and specialists from 24 countries and 5 continents has been assembled. They are in turn tasked with constructing the 4-day programme of the physical-virtual conference centred around global action, case studies combined with industry leading research.

**INTRODUCTION**

As Women in Sport Aotearoa, on behalf of the IWG Global Executive, prepares and builds towards the staging of the IWG World Conference in 2022, an essential component of our preparations and progress will be onboarding a Professional Conference Organiser (PCO) to support the work of the planning and delivery teams in realising our goals of creating the first virtual and physical hybrid international conference of the IWG and the world’s largest gathering dedicated to gender equity.

Reporting into the Programme Director of Women in Sport Aotearoa, the role of the PCO will be to drive the day-to-day execution of our event strategy both on the ground and virtually, delivering against key milestones and objectives toward and beyond the event. WISPA will also shortly bring in some communications and marketing personnel internally, who will work with the PCO as well.

An overview of the likely services and responsibilities of the Professional Conference Organiser is listed below; note this is not a final nor exhaustive list of responsibilities.

* Implementing and developing the evolving project plan
* Supporting the event Risk Management plans and mitigation strategies
* Support of the venue selection, contracting and planning process
* Support of the procurement of a technical delivery partner and platform for the virtual event programme delivery including the Conference app which will deliver personalised agendas
* Advising on pricing and go to market strategies for participants, exhibitors, and partners
* Set up and management of the delegation registration process from online launch through to physical execution
* Travel and accommodation supplier management – securing of rates and block reservations, processing bookings for speakers and key stakeholders and advising attendees on preferred rates
* Transport management (airport transfers, shuttles to venue, VIP cars, public transportation)
* Assistance and information on visa management and any MIQ requirements
* Exhibitor Management from pricing and space strategy through to sale, planning and set up
* Identifying suitable parallel event activities and social/extra-curricular programme, or working with World Conference commercial partners and others to support their staging
* Budget tracking and regular reporting
* Health and Safety management
* Support to the marketing and promotions plan for attracting key target participants
* Support to the communications plan with our speakers, exhibitors, partners, and participants
* Development of opportunities for merchandise and materials
* Physical event delivery including management of suppliers and staffing
* Post event reconciliation, reporting and communications

The PCO will work hand-in-hand with other WISPA agencies, including its preferred creative agency for brand and marketing assets. WISPA is also working to bring a technical partner on board to support the development and launch of the Insight Hub and a production agency to support the delivery of TV-quality content online, although is open to agencies recommended by the PCO.

**THIS RFP**

We are seeking a response from professional conference organisers specialising in large-scale national and/or international conference event execution in the B2B, charity and ideally sports sectors. Experience in digital events and/or hybrid virtual and physical events is imperative. The contract is for approximately 18 months starting ASAP and running through to June 2022.

The two high-level outcomes are:

* Successful delivery of an international standard conference with high level satisfaction results for our contributors, partners, speakers, and participants both in the physical and digital event format
* Delivery of the event within budget parameters, returning successful output on investment for all parties involved

Both these outcomes will support the realisation of our core goals in hosting the IWG Secretariat and World Conference on Women & Sport 2022.

* Establish a vibrant and highly engaged ‘Community of Action’
* Empower Participants to confidently drive sustainable change in their environments
* Lead systems change through dissemination of applicable good practice
* Increase visibility of ‘gender equity in sport and physical activity’ topics
* Create a sustainable legacy for IWG and establish Women in Sport Aotearoa for the future

The success measures set out in the ‘Game Plan’ are as follows.

* 500 regular Digital Hub users have been secured by the IWG World Conference, Auckland
* 1,200+ Participants have attended the IWG World Conference (exceeding Botswana 2018)
* % increase in Participant satisfaction and commitment levels (exceeding Botswana 2018)
* Delivery of the event in multiple languages (English, Te Reo Māori and Sign Language, English, Spanish, and French with exploration of further languages; Arabic, Mandarin, Hindu and Pacific Languages
* Usage of policies, research, case studies and learnings from IWG World Conference 2022
* Coverage in global/local media; coverage on varied organisational channels of Participants
* Growth of Women in Sport Aotearoa reputation and income channels secured for future

| WHAT WE ARE BUYING We are seeking companies that can specifically provide us the following: * Expertise and track record in delivering large-scale national or international conference events for the B2B or charity sector
* Expertise in project management of destination based large physical events
* Experience in delivering interactive and engaging digital event programmes
* Connections to existing suppliers and relevant partners to support securing preferred rates
* Systems and technologies to support project management
* Innovative ideas that help broaden the current concept and opportunities
* Flexible, cost effective approaches
* Ability to commence immediately
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| --- |

**RFP PROCESS**

Our approach is a request for proposal.

Both electronic and hard copy submissions are welcomed as part of this RFP process and should be forwarded by the due date to:

Nicky van den Bos
Via email: nicky@womeninsport.org.nz
Hard copies (2x copies) sent to:
Women in Sport Aotearoa, Sport Central, 14 Normanby Road, Mt Eden, Auckland 1024

**Enquiries:** Requests for further information or clarification on requirements can be directed to Nicky.
Please note that we reserve the right to advise, at our discretion, all parties issued with an RFP, of further information/clarification of tender requirements resulting from any enquiry.

**KEY DATES**

| Activity | Deadline |
| --- | --- |
| **RFP advertised**  | 15 December 2020 |
| Last date for supplier questions | 15 January 2021 |
| Last date for WISPA to answer questions | 20 January 2021 |
| **RFP closing date** | 22 January 2021 |
| Bidders advised of shortlisting | 28 January 2021 |
| Short listed interviews with Evaluation Panel | w.c. 1 February 2021 |
| Preferred provider agreed  | 8 February 2021  |
| Debrief unsuccessful bidders  | 8 February 2021 |
| Due diligence and contract negotiation  | w.c 8 February 2021 |
| Contract award notice published on WISPA/IWG  | 15 February 2021 |
| **Contract start date** | 15 February 2021 |

**RFP QUESTIONS**

**Preconditions**

|  |  |
| --- | --- |
| 1. | A CINZ Approved PCO (or equivalent organisation outside of New Zealand) |
| 2.  | Supplier must be available to start work immediately on signing of contract |

Please find below the questions each supplier must answer in their proposal. Outside of this feel free to add (up to 10 pages) of background information on your organisation e.g.

* Credentials, experience, and qualifications

**RESPONSES**

|  |  |
| --- | --- |
| **Technical Merit / Fit for Purpose** |  |
| Explain how your organisation’s goods/services meet or exceed our requirements e.g., the totality of full service offering by your organisation and the people in the roles  |
| [insert your answer here] |
| Describe your level of experience in delivering high end conferencing events and related services that reflect those outlined in this RFP with a particular focus on digital or hybrid event experience  |
| [insert your answer here] |
| Describe your level of understanding of diversity and inclusion, including your understanding of the principles of the Treaty of Waitangi and the Te Arawhiti guidelines and how you would apply them to this contract  |
| Describe the level of broader expertise and experience within your team and where this could add additional value to our conference preparation and delivery |
| [insert your answer here] |
| Describe any new ideas, services or processes you offer or that we might consider which are innovative/creative. Describe the benefits of these and how they can enable WISPA and the IWG to successfully achieve the outcomes from this work  |
| [insert your answer here] |
| Please explain your approach to pricing  |
| [insert your answer here] |

|  |  |
| --- | --- |
| **Capability / Capacity**  |  |
| Describe your organisation’s size, structure, and overall capacity. Explain why this is enough to deliver the requirements needed, noting the need to commence immediately  |
| [insert your answer here] |
| Describe your track record in delivering contracts (on time, to specification and within budget)  |
| [insert your answer here] |
| Outline your understanding of the potential requirements and likely priorities needed by WISPA/IWG in relation to the proposed contract  |
| [insert your answer here] |
| Provide information about your operational systems/processes to manage contract delivery |
| [insert your answer here] |

|  |  |
| --- | --- |
| **Overall fit with WISPA/IWG**  |  |
| Please explain your reasons for wanting to work with us |
| [insert your answer here] |
| List the relevant qualifications and experience of the team (named personnel) likely to deliver the requirements needed |
|  [insert your answer here] |

**PROPOSED CONTRACT**

*Contract type*

* The preferred supplier will be offered a contract for services
* The proposed contract term is 18 months
* The quality standards / key performance indicators for measuring the supplier’s performance will include:
	+ Services delivered on time and as agreed
	+ Pricing and value for money
* Specific reporting requirements will include a rhythm of written reporting as well as virtual and or face to face meetings
* Payment will be on invoice
* New intellectual property arising as a result of the contract will be the property of WISPA
* The proposed contract terms and conditions are TBC

**OUR EVALUATION APPROACH**

The evaluation model that will be used is weighted attribute (weighted criteria). Price is not a weighted criterion. This means that Proposals that are capable of full delivery on time will be shortlisted by score and an overall assessment of best value-for-money over the whole-of-life of the Contract will be made.

| **Criterion** | **Weighting** |
| --- | --- |
| 1. **Proposed solution (fit for purpose)**
 | **40%** |
| Proposal demonstrates understanding of requirements and intent  |  |
| Proposal has unique value-adds supporting the desired outcomes and benefits  |  |
| 1. **Capability of the Respondent to deliver**
 | **30%** |
| Proven track record of delivery |  |
| Previous experience in the B2B or Sports **or** the Charity sector |  |
| 1. **Capacity of the Respondent to deliver**
 | **30%** |
| Delivered similar projects on time, to scope and within budget  |  |
| **Total weightings** | **100%** |

**SCORING**

The following scoring scale will be used in evaluating Proposals. Scores by individual panel members may be modified through a moderation process across the whole evaluation panel.

|  |  |  |
| --- | --- | --- |
| **Rating** | **Definition** | **Score** |
| **EXCELLENT significantly** exceeds the criterion | Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence. | **9-10** |
| **GOOD** exceeds the criterion in some respects | Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.  | **7-8** |
| **ACCEPTABLE** meets the criterion in full, but at a minimal level | Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence. | **5-6** |
| **MINOR RESERVATIONS** marginally deficient | Satisfies the criterion with minor reservations. Some minor reservations of the Respondent’s relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence. | **3-4** |
| **SERIOUS RESERVATIONS** significant issues that need to be addressed | Satisfies the criterion with major reservations. Considerable reservations of the respondent’s relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence. | **1-2** |
| **UNACCEPTABLE** significant issues not capable of being resolved | Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence. | **0** |

**PRICE**

We wish to obtain the best value-for-money over the whole-of-life of the Contract. This means achieving the right combination of fit for purpose, quality, on time delivery, quantity and price.

If a Respondent offers a price that is substantially lower than other Proposals (an abnormally low bid), the Buyer may seek to verify with the Respondent that the Respondent is capable of fully delivering all of the Requirements and meeting all of the conditions of the Proposed Contract for the price quoted.

**EVALUATION PROCESS AND DUE DILIGENCE**

In addition to the above, we will undertake the following process and due diligence in relation to shortlisted Respondents. The findings will be considered in the evaluation process.

**REFERENCES**

Please supply the details of two referees for your organisation. Include a brief description of the services that your organisation provided and when.

Please note in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Proposal. You also agree that all information provided by the referee to us will be confidential to us.

|  |
| --- |
| **First referee**  |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision: | [insert the date when you provided the goods/services] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

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| **Second referee**  |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision: | [insert the date when you provided the goods/services] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

**DECLARATION**

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| --- |
| **Respondent’s declaration**  |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **RFP Process, Terms and Conditions:** | I/we have read and fully understand this RFP, including the RFP Process and Terms and Conditions. I/we confirm that the Respondent/s agree to be bound by them. | **[agree / disagree]** |
| **Collection of further information:** | The Respondent/s authorises the Buyer to:1. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client
2. use such information in the evaluation of this Proposal.

The Respondent/s agrees that all such information will be confidential to the Buyer. | **[agree / disagree]** |
| **Requirements:** | I/we have read and fully understand the nature and extent of the Buyer’s Requirements. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | **[agree / disagree]** |
| **Ethics:** | In submitting this Proposal, the Respondent/s warrants that it: 1. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor
2. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP
3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
 | **[agree / disagree]** |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the Buyer’s Point of Contact. | **[agree / disagree]** |
| **Details of conflict of interest:** [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. |
| **DECLARATION****I/we declare that in submitting the Proposal and this declaration:**1. **the information provided is true, accurate and complete and not misleading in any material respect**
2. **the Proposal does not contain intellectual property that will breach a third party’s rights**
3. **I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**
4. **I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.**

**By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.** |
| **Signature:** |  |
| **Full name:** |  |
| **Title / position:** |  |
| **Name of organisation:** |  |
| **Date:** |  |