



04/24/2023

## Request for Proposals (RFP): Conference Planning/Event Management Consultant

The Missouri EMS Conference & Expo Board of Directors is seeking proposals from qualified firms or individuals to provide professional event management services for our Missouri Emergency Medical Services educational conference and exhibit hall. The consultant will manage the hotel contract for MO EMS Conference & Expo, working alongside our sessions planning team to deliver a successful conference. The consultant will also serve as a liaison between the exhibit hall and the external exhibitors. Our ideal consultant will be organized, dynamic, detail-oriented, and a talented negotiator.

### Scope Of Services

The consultant will serve as a liaison between the hotel/conference center and the Mo EMS Conference & Expo planning team. The consultant will report to the Board of Directors on a regular basis. The consultant will work with a pre-negotiated and signed hotel contract to help MO EMS Conference & Expo stay on budget and deliver the best conference experience to the attendees.





Tasks and responsibilities will include:

- Identifying AV needs and negotiating fees/contract for AV services
- Managing the hotel room block at the selected hotel
- Managing the master rooming list
- Managing participant registration sales and exhibit hall participants using MO EMS Conference & Expo designated event platform
- Ordering food and beverage for the event
- Assigning rooms and set ups for sessions
- Securing spaces for special meetings both onsite and offsite
- Reviewing Banquet Event Orders (BEO)
- On-site management and troubleshooting with hotel/exhibit team for all days of the conference
- Serve as a liaison between exhibitors and exhibit hall as necessary

The consultant will be expected to join hour-long planning team meetings every other week or as needed and meet periodically with the conference sessions planning team. The Missouri EMS Conference site may be held at different venues, depending on space and time availability of the hotel and conventions centers. The consultant will be expected to be onsite to accomplish needed tasks of a successful conference. The Missouri EMS Conference & Expo has one annual in-person conference. In the future, the BOD may want to explore online options. The expected attendance is 300 people with the hope for growth.





## About The Missouri Ems Conference & Expo

This conference was established in the mid 1980's and has been offered every year (except two—due to COVID). In the early years, the conference was known as the Combined Clinical Conference. The Associations currently sponsoring the conference are Missouri Ambulance Association (MAA); Missouri Association of Air Medical Services (MOAAMS); and the Missouri Emergency Medical Services Association (MEMSA). Other like-minded Associations may be added as sponsors in the future. Our conference mission is to provide quality education to personnel responsible for initial and ongoing emergency medical care.

## Proposal Submission and Minimum Qualifications

Please submit a proposal of no more than 3 pages to [jromeo@sccad.com](mailto:jromeo@sccad.com).

## Questions and Inquiries may be addressed to:

John Romeo, MOEMS Conference Board President

636-262-9603 or [jromeo@sccad.com](mailto:jromeo@sccad.com)

Proposals should include:

- Requirements of payment for services
- Narrative highlighting the expertise that the firm/individual would bring to this role
- Examples of past experiences providing similar expertise
- References required on request





Special consideration will be given to proposals that demonstrate experience working with conference planning/event management. Experience with nonprofits adds extra value.

RFP will close Wednesday, May 31, 2023 at 4:00pm.

*Please note that MO EMS Conference & Expo requires subcontractors, including individuals and sole proprietors, to carry workers' compensation insurance while performing work under a MO EMS Conference & Expo subcontract. Mo EMS Conference & Expo subcontractors cannot have existing, pending or expired debarments that preclude them from doing businesses with the United States government and cannot have convictions for, nor have any pending indictments for, fraud or a criminal offense in connections with a public contract or subcontract.*

