



REQUEST FOR PROPOSALS for PROFESSIONAL CONFERENCE SPEAKERS
2014 VIRGINIA SHRM STATE CONFERENCE
April 28 – 30, 2014

PROPOSAL INFORMATION SHEET

Please complete this proposal information sheet and submit a signed copy with your proposal package. Your proposal package should include the information requested in Section V, items B through G.

Proposed Presenter Information

Name _____

Title (if applicable) _____

Company or Organization (if applicable) _____

Email Address _____

Mailing Address _____

City _____ State _____ ZIP _____

Is this ☐ home ☐ work ☐ other (please specify) _____

Daytime phone number _____ Mobile phone number _____

Proposal Preparer Information

If this proposal is prepared by someone other than the proposed presenter, please provide his / her contact information below. Otherwise, leave this section blank.

Preparer Name _____

Email Address _____

Daytime phone number _____ Mobile phone number _____

Statement of Understanding

By signing this proposal information sheet, I acknowledge that if my proposal is accepted by the Virginia SHRM State Conference Program Committee, I will provide professional conference speaking services **pro bono publico** or as otherwise specified in this proposal for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference. I agree to indemnify and hold VIRGINIA SHRM STATE COUNCIL harmless from any liability and agree to refrain from using any portion of my presentation as a platform to promote products or services.

Signature of Proposed Presenter

Date



REQUEST FOR PROPOSALS for **PROFESSIONAL** **CONFERENCE SPEAKERS**

2014 VIRGINIA SHRM STATE CONFERENCE

The Homestead Resort
Hot Springs, Virginia

www.shrmva.org

April 28 – April 30, 2014

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I. Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for professional Conference Speakers for the upcoming Virginia Society for Human Resource Management (SHRM) State Conference, sponsored by the Virginia Society of Human Resource Management State Council. Conference Speakers must be willing to provide their services ***pro bono publico*** (without expectation of payment) for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference. Presenters selected through this proposal process can expect a wide range of exposure before Conference attendees and are welcome to attend all Conference activities, including meals, free of charge on the day(s) of their presentation(s).

II. Background

The Virginia SHRM State Council expects Conference attendance of 600 attendees, the majority of whom will include, but not be limited to, senior Human Resources (HR) professionals, supervisors, managers, and directors currently practicing in the Human Resources field.

Conference subjects and topics to be covered will include, but will not be limited to, the six principal knowledge areas in the HRCI Body of Knowledge¹ and should meet the criteria for eligibility for General, Strategic or International recertification credit. The six principal knowledge areas are:

- Business Management and Strategy;
- Workforce Planning and Employment;
- Human Resource Development;
- Compensation and Benefits;
- Employee and Labor Relations; and
- Risk Management.

Conference sessions may be incorporated into various learning tracks such as Entry Level HR “nuts and bolts,” “Master” Series in HR, International HR, and / or Strategic Management.

¹ More information about the HRCI Body of Knowledge can be found by visiting <http://hrci.org/Handbook/>

The Conference will be held at The Homestead Resort in Hot Springs, Virginia. The atmosphere will be one of fun and learning in a business casual environment, with numerous opportunities for professional development and networking. The Conference will utilize a variety of learning formats, including concurrent breakout sessions and general session keynote addresses.

III. General Information

1. **Address questions about this RFP by email, no later than 5:00 p.m., June 15, 2013, to:**
VA SHRM Conference Speakers Committee
vashrmspeakers@gmail.com
2. All qualified persons are encouraged to submit proposals. Virginia SHRM State Council does not discriminate against individuals because of race, color, religion, sex, age, disability, familial status, or national origin.
3. Conference sessions and workshops are available as follows. Offerors may submit proposals for any or all of the services requested, as a package or separately.
 - Concurrent breakout session
one hour (1.0 hour) in length
intended audience of 100---200 conference attendees
 - General session keynote address
one hour and fifteen minutes (1.25 hours) in length
intended audience of 600 conference attendeesVirginia SHRM State Council reserves the right to select proposals that, in its sole discretion, meet the planned events and theme of the Conference as well as the criteria set forth within this RFP.
4. **Written proposals are due by email no later than 5:00 p.m. on June 30, 2013.**
Proposals should be submitted to vashrmspeakers@gmail.com using the subject "Proposal for 2014 VA SHRM Conference Speaker."
5. Proposals submitted by the due date will become the property of Virginia SHRM State Council and will not be returned. Proprietary or confidential information included in proposals to this RFP must be conspicuously stated in the proposals.
6. Proposals will not be opened publicly. However, all offerors who made proposals will be notified of the results of this solicitation.
7. Virginia SHRM State Council reserves the right to accept or reject any or all proposals or waive any informality in its selection of Conference Speakers. Offerors must give notice in writing within two (2) business days after the closing date when exercising their right to withdraw their proposal. Notice shall be delivered to Stacy Hawks, SPHR, and Marcy Engle, SPHR speaker committee co-chair, via email at vashrmspeakers@gmail.com.

IV. General Instructions and Selection Process

The Virginia SHRM State Conference Program Committee will evaluate the proposals received and select the professional Conference Speakers it desires to participate in the Conference. *The proposals shall be Responsive and Responsible.* A proposal is considered “Responsive” if it conforms exactly to the requirements in this Request for Proposals. A proposal is “Responsible” if the offeror has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance. Based on the selection criteria, the Virginia SHRM State Conference Program Committee will hold discussion/s with the best---qualified offerors and select the Conference Speakers who best meet the needs of the VIRGINIA SHRM STATE COUNCIL Conference Committee. Offers of selection of Conference Speakers shall be at the sole discretion of the Virginia SHRM State Conference Program Committee.

An offeror’s proposal shall include a written proposal stating your ability to meet each of the SELECTION CRITERIA listed below. The proposals will be evaluated considering the following items listed in rank order of importance with corresponding potential points as shown below in addition to the basic requirements outlined above.

1. Quality, availability, and adaptability of the services and related products offered in conjunction with VIRGINIA SHRM STATE COUNCIL’s desired needs for the Virginia SHRM State Conference. The proposal topic must address the Body of Knowledge set forth by SHRM and the HR Certification Institute. Presenters may obtain additional information at www.hrci.org
2. Quality of performance and services to previous and existing clients. Reputation and experience of the selected offeror.
3. Capability of the selected offeror to perform the services desired by VIRGINIA SHRM STATE COUNCIL within a specific budget (pro bono publico) and time constraints and provide supportive and related administrative services to implement such services.

V. Specific Proposal Instructions

Proposals for conference presenters should include the following information in writing in the same order as it appears below.

- A. A **completed and signed proposal information sheet** including your full name, title and company (as applicable), mailing address, phone number with area code, fax number, and email address.

B. Presentation/Session/Workshop Information.

1. State the proposed title of your presentation, session or workshop. VIRGINIA SHRM STATE COUNCIL reserves the right to suggest changes in the proposed session/s and to edit the session title if your proposal is accepted.
2. In eighty (80) words or less describe your proposed topic for your presentation, and specifically address the relevance of your proposed topic to HR professionals. This description will appear in promotional materials, the Virginia SHRM State Conference program and/or related literature. VIRGINIA SHRM STATE COUNCIL reserves the right to revise the description for consistency and applicability.
3. State the Presentation/Session/Workshop Duration. Indicate the recommended/preferred amount of time that should be dedicated to this subject.
 - All concurrent breakout sessions will be one hour (1.0 hour) in length
 - All general session keynote addresses will be one hour and fifteen minutes (1.25 hours) in length
4. Indicate the appropriate program track for your presentation (your presentation can address multiple levels and / or knowledge areas). Please choose at least one from each column.

Program Level

Entry Level HR professionals
Middle Level HR professionals
Senior Level HR professionals
Global

Program Knowledge Area

Business Management and Strategy
Workforce Planning and Employment
Human Resource Development
Compensation and Benefits
Employee and Labor Relations
Risk Management

5. State at least three (3) Learning Objectives for the proposed Presentation/Session/Workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: ***"After participating in this workshop, participants will be able to..."*** Please reference specific responsibilities and knowledge areas from the HR Body of Knowledge, available for reference at <http://hrci.org/Handbook/>
6. State the format for the proposed Presentation/Session/Workshop.
 - i. Lecture (Discourse given before an audience for instruction).
 - ii. Panel Presentation (Group of persons who share responsibilities of discourse before an audience).
 - iii. Group Discussions (Presenter and audience interact and discuss various points of a given topic).
 - iv. Other. Please specify.

7. Describe the handouts, if any, or other materials, if any, you will provide to support your proposed Presentation/Session/Workshop. Conference presenters are asked to allow their presentations to be made available to attendees on the Conference website for two weeks prior to and following the Conference.
 8. Describe your AV and / or room configuration requirements. *Please note: Each breakout and general session room will be equipped with a laptop computer, projector and screen and presenters equipped with a wireless lavalier microphone. Additional AV or configuration needs, including internet access or computer audio projection, must be noted in your proposal and approved by the Virginia SHRM State Conference Planning Committee.*
- C. **Evidence of Professional Qualifications and Credentials.** Include relevant education, Professional Certifications, personal and professional awards and/or commendations received personally or as a “key player” in the organization for specific project/s. Include your public speaking experience/s, listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.
 - D. **Demonstration of Presenter Ability.** Provide evaluation results from a past presentation on the topic and a link or video attachment of you presenting that demonstrates your style and ability. ***Proposals for general session keynote speakers will not be considered without a video.*** Preferred videos will include content related to the proposed topic.
 - E. **Professional References.** Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker.
 1. If you have presented at a Virginia State Conference in the past, please provide the date and topic *in addition*, to the three references requested above.
 - F. **Biographical Sketch of Speaker.** In fifty (50) words or less describe your background and expertise which qualifies you as an expert in your subject presentation within the context of the Virginia SHRM State Conference and the Human Resources profession. This description will appear in promotional materials, the Virginia SHRM State Conference program and/or related Conference literature. VIRGINIA SHRM STATE COUNCIL reserves the right to revise the description for consistency and applicability.
 - G. **Co---Presenter/s Information.** If co---presenter/s are being proposed for your presentation, please provide their name/s, mailing address/es, phone number/s, fax number/s, and email address/es as well as the same information required in the Specific Proposal Instructions, Items C, E and F for each presenter.
 - H. **Statement of Understanding.** The proposed presenter’s signature on a completed proposal information sheet acknowledges that he/she will provide professional conference speaking services ***pro bono publico*** for the good of the Human Resources

Management profession and in support of the goals and objectives of the Conference.

Any and all requested exceptions to this practice must be detailed in this section of your proposal and are subject to review by the VIRGINIA SHRM STATE COUNCIL and the Virginia SHRM State Conference Planning Committee.

VI. Timelines and Terms

The selected Conference Speaker will be subject to the following provisions:

- A. **Agreement to Perform Conference Speaking Services.** The dates, timelines, and terms of the Conference speaking engagement will be outlined and confirmed in writing by The Virginia SHRM State Conference Program Committee to selected offerors after proposals are selected.

The Timelines to be met are:

June 15, 2013	Receive questions about the RFP until 5:00 p.m.
June 30, 2013	Proposals due no later than 5:00 p.m.
August 2, 2013	Conference topics selected
August 15, 2013	Conference presenter (names, titles) finalized and offer to selected offerors distributed.
September 1, 2013	Conference session titles and descriptions finalized.

- B. **Indemnification and Insurance.** The selected offeror will indemnify and agree to hold VIRGINIA SHRM STATE COUNCIL harmless from any liability, which may be imposed against VIRGINIA SHRM STATE COUNCIL by reason of its acts or omissions.
- C. **Non---solicitation.** Marketing and sales to attendees may only be conducted in the Vendor Exhibition area if the Conference Speaker has also contracted to procure a booth. Conference presentations must not be used as a platform to promote products or services. If you are interested in procuring a Vendor's Booth, please visit our website at www.SHRMVA.org. Opportunities for sponsorships are also available.
- D. **Discrimination prohibited.** The selected offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability or national origin, unless required as a bona fide occupational qualification reasonably necessary to the normal operations of the selected offeror.

Virginia SHRM State Council reserves the right to cancel the engagement with the speaker at any time with or without cause and with or without notice, and in the event of any such cancellation, Virginia SHRM State Council shall have no liability to the speaker as a result of the cancellation.