



Pacific Seabird Group

REQUEST FOR PROPOSALS

A. PROJECT NAME: Pacific Seabird Group (PSG) 2019 Event Coordinator

B. TIMEFRAME: April 2018 – March 2019. Part-time availability leading up to the conference; full-time availability for the week of the conference.

C. LOCATION: TBD, Kauaʻi, Hawaiʻi

D. SUMMARY

Through this contract, we seek to hire an event organizer with conference experience to plan and execute, in coordination with the Local Committee (LOCO) chair/co-chairs, the annual meeting of the Pacific Seabird Group (PSG), scheduled to be held on Kauaʻi, Hawaiʻi, January-March 2019.

The PSG is a 501(c)(3) organization of professional seabird researchers and managers dedicated to the study and conservation of seabirds and their environment. PSG members strive to increase knowledge of Pacific seabirds, to understand ecosystem dynamics and both small- and large-scale oceanic processes, to address climate change impacts on seabirds, and to identify and address threats from human development and activities.

E. LOCATION

PSG is considering one of the following 3 venues, based on accessibility, A/V capabilities, and environmental compliance:

1. Saint Regis Princeville Resort, North shore Kauaʻi
2. Kauaʻi Marriott at Kalapaki Bay, Lihuʻe, Kauaʻi
3. Aqua Kauaʻi Beach Resort, Lihuʻe, Kauaʻi

The conference is typically held in February, but dates can range anywhere from mid-January to mid-March. If none of these venues offers acceptable terms and availability, others may be considered.

A fourth site, Anaina Hou, Kīlauea, Kaua‘i, HI, is in consideration as the location for a benefit concert + dinner to raise funds for organizations that support a plastic-free Pacific Ocean.

F. POSITION SPECIFICATIONS

1. Visit each of the three recommended venues in person and/or provide detailed guidance to the chair/co-chairs of the LOCO.
2. Negotiate contract for conference venue (includes audio-visual equipment in session rooms) and set up hotel room blocks.
3. Negotiate catering contract, including lunches, snacks, and banquet. Work with the sustainability subcommittee lead to ensure that food and materials are environmentally sound and locally sourced where possible.
4. Negotiate contract with benefit concert venue + vendors.
5. Work with vendors to finalize all details. Keep track of timeline and payment due dates.
6. Submit insurance documents for vendors if needed.
7. Manage registration desk during conference hours, including walk-up registration requests.
8. Coordinate on-site volunteers during the conference.
9. Assist with ordering conference merchandise and gifts.
10. The candidate is required be on-site Tuesday – Sunday the week of the annual meeting. The desired candidate is not required to be located on-island, but ability to visit ahead of the meeting is preferred.

G. PROPOSAL FORMAT

Please provide a proposal that includes:

1. A brief description of qualifications and experience coordinating similar events
2. A price estimate that includes the following:
 - a. Total cost for approximately 150 hours of service
 - b. State GET
 - c. Travel to attend the meeting
 - i. Airfare
 - ii. Lodging
 - iii. Car
3. Billing rate for additional services
4. Other contract specifications
5. Applicant Information (Résumé, phone/email contact information for three references, signed PSG Conflict of Interest Disclosure Form)

Note that proposals will not be considered until these 5 components are submitted.

H. REQUIRED EXPERIENCE

Successful applicants will demonstrate previous experience with planning and managing a meeting of at least 100 participants.

I. CONDITIONS OF WORK/PERMITS/LICENSES

May include night and weekend work and travel, long hours, lifting boxes/equipment >30 lbs. Applicants must have a valid driver's license.

J. TIMELINE

When the proposal review process is complete, the notification of intent to award a contract will be made via the email address provided in the proposal. The Event Coordinator has seven (7) days to respond and accept the offer, in writing.

Work will begin in April 2018 and will continue until the completion of the PSG 2019 annual meeting. Event Coordinator will work with the LOCO to provide post-event follow up within 2 weeks of concluding the meeting.

K. EVALUATION CRITERIA

Proposals will be judged on prior conference organizing experience, cost, flexibility, strength of references.

Please submit proposals to Adrian Gall (chair@pacificseabirdgroup.org) by Friday, 6 April, 2018, 5PM ADT (UTC-8).