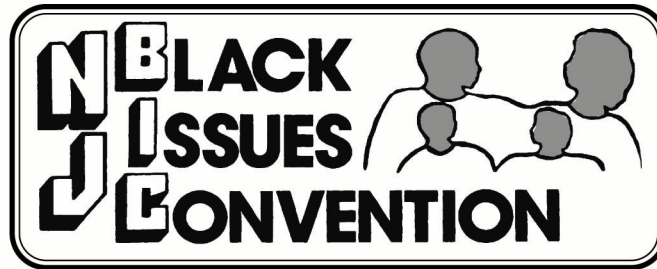


Request for Proposals
Conference Coordination Services

New Jersey Black Issues Convention



RFP Issued: January 23, 2021

Proposals Due: February 15, 2021

Via email to lmakleridley@njbic.org

I. Introduction

The New Jersey Black Issues Convention is requesting the submittal of proposals from qualified individuals and/or consulting firms authorized to do business in the State of New Jersey that are interested in providing conference coordination services for our 2021 Annual Black Leadership Conference. This will be the organization's second virtual conference being hosted October 7-8, 2021. The Annual Black Leadership Conference has a history of hosting two to three hundred participants per day, including youth for area K-12 school districts and older (senior) adults.

The individual and/or firm will be responsible for the following services:

- Work with the Program Committee in the development of a theme for the 2021 Annual Black Leadership Conference, along with the development of workshops that complement the selected theme and keynote speakers
- Solicit sponsorships, registrations, advertising and exhibitors to participate in the 2021 Annual Black Leadership Conference
- Develop promotional materials to conduct an advertising and promotional campaign in advance of the 2021 Annual Black Leadership Conference, including, but not limited to, print and social media communications
- Advise / recommend / cost out suitable virtual conference software
- Coordinate activities with the virtual conference software selected by the Board of Directors to allow conference participants, workshop presenters, keynote speakers, exhibitors and sponsors a platform to experience the full complement of conference activities in a virtual environment
- Provide monthly written reports to the Board of Directors of the progress of conference activities

II. Submission Information

When responding to the above request, the bidder should demonstrate past success with events of this size or a description of how the individual/organization will handle the size of the event if there is no comparable past work. Please include the following in your submission:

- a. Management
 - i. Organizational structure: communication process, including lines of reporting and any special tools used
- b. Budget with a schedule of benchmarks by which to track progress
- c. Attachments
 - i. A minimum of three (3) references including the type of work done for each reference and date of execution. Past projects must be within last three (3) years.
 - ii. Qualifications and Experience, include experience working with any of the virtual conference platforms

- iii. Biographies/Resumes of Individual(s) who will work on project and in what capacity and identification of individual who will be the primary point of contact
- d. All submissions should be in pdf format.

Submit Cover Letter and Proposals to:

New Jersey Black Issues Convention
PO Box 1843
Newark, NJ 07101
lmakleridley@njbic.org