



ASLM/RFP/0920/19

**ASLM Request for Proposal (RFP)
For Selection of Contractors/Vendors**

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1. Introduction – About ASLM:

The African Society for Laboratory Medicine (ASLM) is an independent, international, not-for-profit organization that coordinates, galvanizes and mobilizes relevant stakeholders at the local, national, and international levels to improve local access to world-class diagnostic services and ensure healthy African communities now and for the long-term. ASLM is the first pan-African society for laboratory professionals, endorsed by the African Union (AU) and supported by multiple African Ministers of Health through its Ministerial Call for Action.

ASLM VISION AND MISSION

Vision statement: A healthier Africa through access to quality laboratory services for all.

Mission Statement: To improve clinical and public health outcomes in Africa by enhancing professional laboratory practice, science and networks.

ASLM STRATEGIC PILLARS

Based on the partnership and network centered approach, ASLM works on five functional pillars:

1. **Laboratory Networks:** Strengthen laboratory networks and systems to support the delivery of clinical and public health functions.
2. **Laboratory Workforce:** Strengthen the laboratory workforce in Africa.
3. **Quality of Laboratory Services:** Improve the quality of laboratory services towards accreditation based on national, regional and international standards.
4. **Regulatory Systems:** Promote and support harmonized national and regional regulatory systems for diagnostic products, technologies and services.
5. **Communication & Knowledge Management:** Strengthen data collection, analysis and sharing capacity, communication platforms and advocacy to promote the laboratory profession and contribute to evidence-based laboratory medicine in Africa.

ASLM serves the community of laboratory professionals, as well as networks of public health laboratories delivering clinical and public health functions in Africa. ASLM serves the global health agenda for the laboratory sector in Africa by supporting the efforts of Africa CDC and the World Health Organization (WHO) Regional Office for Africa (AFRO) and Regional Office for the Eastern Mediterranean.

The primary goal of ASLM is to promote the value of all medical laboratories and laboratory networks in Africa within all sectors including; Ministries of Health, National Public Health Institutes, research laboratories, universities and other tertiary institutions, private medical laboratory sector, and National Laboratory Professional Associations as an essential resource to improve the overall health status of Africa. ASLM's expertise includes, support for the development of specialized diagnostic technology, international accreditations, and quality assurance, a neutral convener of international conferences on critical issues, and fostering development of laboratory workforce programs to meet the growing needs of national laboratory systems.

ASLM strives to achieve its goals and objectives by coordinating and synergizing partnerships, and advocating for and facilitating cost-effective interventions for laboratory strengthening. ASLM brings together programs, expertise, institutions and laboratory professionals to catalyse new initiatives and processes toward improved laboratory capacity on the continent.

2. RFP Objective/Terms of Reference:

ASLM is soliciting a professional conference organizer (PCO) to submit a proposal for the organization of the ASLM2020 conference to occur in December 2020 in Kigali, Rwanda. ASLM2020 will be the fifth biennial conference of the ASLM.

The ASLM Conference is a biennial conference that serves as a platform for the international laboratory medicine community to share best practices, acquire knowledge and debate innovative approaches for strengthening laboratory services, particularly in Africa. The conference objectives are to:

- Provide information on the laboratory medicine landscape and needs in Africa
- Increase awareness of opportunities to invest in laboratory medicine amongst private, public and philanthropic donors
- Facilitate networking among participants, particularly for newcomers to African healthcare settings and markets
- Promote the creation of public-private partnerships to ensure further development of both African laboratories and African diagnostics companies

In this context, ASLM is seeking a professional event management service of an experienced and independent contractor for ASLM2020, to allow the conference to achieve its purposes and objectives and to keep its excellency as world-wide event. The main objective of its assignment is to plan, organize and manage ASLM2020 entirely.

The suppliers are invited to submit their proposals to deliver the conference and exhibition organizer services for ASLM2020, following the RFP requirements.

In consideration of the scope, the appointed PCO is expected to accomplish:

- Sponsorship;
- Marketing;
- Planning;
- Organization/Coordination; and
- Financial and Evaluation Reporting.

Achieving:

- Revenue generation from the conference and exhibition to reduce the cost to organizers;
- Excellent project management support to ensure a top class event; and
- Success of the event in terms of crowd pull, while aiming for value for the audience.

Terms of Reference:

While the biennial meeting attendance varies from year to year, ASLM2020 expects to attract approximately 1500 delegates and 30+ exhibitors with ambitions to continue to grow. These figures are an estimate based on previous conferences.

Conference Format

As a guideline for initial planning purposes, the historical format is stated below. Please note, the format of the conference is subject to change.

- The meeting occurs biennially, typically from Monday to Thursday, with a series of symposia held on Saturday and Sunday prior to the commencement of the biennial meeting.
- The exhibition typically starts on the morning on the second day of the annual meeting (Tuesday) and runs until the afternoon on the last day (Thursday).
- Social functions have included a welcome reception, an awards ceremony and closing reception, an official board meeting, and partner events.
- Program format includes: 3 plenary sessions; numerous special sessions, symposia, roundtables, and workshops; Opening and closing ceremony; Satellite sessions from sponsors; and Oral and poster abstract sessions.

A copy of the last conference program overview can be found on the ASLM2018 website at: <http://aslm2018.org/programme/>.

Contracting Organization

The contracting organization is the African Society for Laboratory Medicine (ASLM)
Joseph Tito Street, Nega City Mall, Suite 800
P.O. Box 5487
Kirkos Subcity, Kebele 08
Addis Ababa, Ethiopia
Phone: (+251) 11-557-1021 • Fax: (+251) 11-557-1030

Services to be Provided

PCOs are invited to tender for the provision of the following services. The list provided below is intended to be indicative of the responsibilities of the successful PCO at this point in time and is not exhaustive. The list is also subject to change.

Tenderers are requested to describe their ability to, and identify how they will, provide the following services. In addition, tenderers are welcome to include other services they believe would be required for the successful organization of this meeting. Tenderers should also indicate if there are any roles they would not would undertake. Where the Tenderer would subcontract any such role this must be clearly stated.

1. **Abstract Management.** This includes setting up an online platform for abstract submissions and evaluations, managing the abstract review process, notifying accepted speakers, designing the abstract book to make it available online (as well as in physical form), and supporting speakers, both leading up to the event and on-site.
2. **Speaker/Program Management.** This includes the coordination of all speakers and awardees (for example, invited speakers, young scientist awardees, travel grant recipients); obtaining Conflict of Interest forms and slides for uploading during their presentation and post meeting; issuing invitations; production of speaker bios and program overview; and reimbursement management.
3. **Registration Management.** All aspects of registration including, online registration, on-site registration, collection of fees, providing receipts, responding to any follow-up necessary with delegates directly in a timely fashion, production of registration material, and statistical reports on registration numbers.
4. **Marketing and Communications.** Assisting with the design of any marketing collateral, event website design and social media presence, among other services.

5. **Financial Management.** This includes budgeting and risk management, basic accounting, invoicing and invoice/payment tracking.
6. **Exhibition Management.** Soliciting potential exhibitors; designing the exhibit floor plan; liaising with the venue and necessary suppliers for exhibit set-up; coordination of stand services, invoices, set-up and dismantling of exhibition; and providing ongoing support to all exhibitors, both leading up to the event and on-site.
7. **Sponsorship Management.** Designing sponsorship packages, soliciting potential sponsors, maintaining relationships with industry and sponsors to accommodate all requirements, managing administration of sponsor benefits and sponsors acknowledgement, developing and maintaining a sponsor database, and providing ongoing support to sponsors, both leading up to the event and on-site.
8. **Accommodations/Travel Arrangements.** Negotiating room blocks with selected hotels, providing online booking for attendees, as well as remaining in constant contact with all hotels leading up to the event. Management of all aspects of hotel reservation and accommodation including, but not limited to, allocation of hotel rooms to individual participants and/or groups, payments, management of modifications and reporting, and organizing hotel-conference center shuttle service. Assisting with travel arrangements for special guests, VIPS, speakers, ASLM board members and staff; providing mechanisms for facilitating visa and immigration processes and managing these processes onsite.
9. **On-site Management.** Includes the selection, contracting and co-ordination of local vendors and supplier services required and the on-site management of the event; managing on-site registration, communications team and equipment, information desks, host and general management of all aspects during the meeting (including pre and post meeting events). Provide onsite support, inclusive, for all hours of the scientific program and satellite meetings, and hours of set up and breakdown; provide advice on signage needed for the venue; design and produce signage based on needs; ensure venue has information needed for signage for meeting rooms; obtain approval for all branded materials; arrange for collating of VIP, special guest and delegate packages; arrange for photographer/videographer to be onsite during the conference; identify number of volunteer roles needed, define volunteer roles (e.g. registration, room monitoring etc.) and create volunteer orientation package; identify and provide list of volunteers; and provide onsite support for all components of the program.
10. **Technical Arrangements.** This includes organizing all technical arrangements during the conference, audio-visual services, screens, internet and all required equipment.
11. **Social Programs.** Management of various social activities including but not limited to, open and closing ceremony, receptions, ASLM Board meeting; providing creative and current options to the conference organizing committees.
12. **Conference Materials.** Design and production of any and all conference supplies such as programme and abstract books, badges, bags, as required; arrange for an onsite conference app, as possible; ensure the program is kept up-to-date on the ASLM2020 website; and prepare/print the final program book and send to the venue.

13. **Post-conference Support.** Assist ASLM to evaluate the impact, quality and content of conference (through surveys among participants and sponsors). Post-meeting evaluation, execution and results provided to the ASLM leadership team.
14. **Administration.** Includes management and coordination of all administration matters relating to the PCO role for the meeting; obtaining third party and professional liability insurance to cover the association, ASLM Staff and PCO; developing and adhering to a timeline and schedule for the planning and execution of the conference; and liaising regularly with the ASLM2020 conference committees and conference co-chairs. Contractor should demonstrate its ability to manage the conference in a timely fashion.
15. **Additional Considerations.** Language skills in both English and French; assistance to ASLM in arranging CPE credits; and working with ASLM to address gaps and improve the quality, participation and relevance of the conference.

3. Application Comments

Final selection of the contractor(s) will be based on technical, cost and other considerations as deemed necessary by the terms of reference. ASLM shall enter into a contract with the selected contractor(s). Duration of contracts shall be up to January 31, 2021. The review shall include checking deliverables in relation to the terms of reference and feedback from other references on performance of the contractor(s). Where the contractor(s) fails to meet the contract requirements, ASLM shall communicate formally of its decision.

4. Instructions for Submitting Proposals

- A. The format of the submission, in response to this RFP, must include, but is not limited, to the following:
 - i. Background on the organization/individual and staffing qualifications and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for. Where the organization is affiliated/has partnerships with other institutions, a description of how this will result in effective implementation of the proposed areas of work should be included.
 - ii. A description of the Respondent's work history (experience) with similar projects (Capability Statement). This should include, but is not limited to, a narrative description of the principal results achieved, how they were achieved.
 - iii. How the Respondent proposes to accomplish the functional area (s). Include specific objectives and activities that will be done under each objective.
- B. Completed proposals shall consist of typewritten pages utilizing a 12-point font. A maximum of 10 pages for the proposal is allowed.
- C. The authorized individual representing the **Respondent** will sign and date the proposal cover sheet. The signatory agent's printed name, title, name of the organization, address, phone and fax numbers and email address must be provided. Failure to provide a signed copy of the affirmation statement below will be cause for the proposal not to be considered.

I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization's contract being terminated.

- D. Include at least two (2) current references and their contact information from organizations that have used Respondent's services within the last twelve (12) months.
- E. Send your completed application by email to rfpsubmission@aslm.org by **11 October 2019**

Point of contact

Direct any written questions or request for information about this RFP to:

Aliou Moctar Traore

GHSA Program Coordinator

Email: rfpsubmission@aslm.org, atraore@aslm.org

Phone Number: +223 72 99 99 14

5. Evaluation and Award Process

A team of ASLM staff and outside experts will evaluate the applications based on preset standards relevant to the specific RFP objectives. An evaluation matrix with assigned weighted numerical values will be used to rate each applicant. The following represents some, not all, of the criteria that will be used to the assessed feasibility of each Respondent.

1. Does the organization / individual have the right skill set and expertise to accomplish the required assignments?
2. Does the organization / individual demonstrate adequate and verifiable past experience in similar projects?
3. Did the application include references that attest to the Respondents personal and professional integrity and competency?
4. Did the Respondent demonstrate knowledge of ASLM's project needs and objectives?

ASLM reserves the right (but is not under obligation to do so) to enter into discussions with one or more Respondents in order to obtain clarifications or additional details, to suggest service delivery refinements in the proposal or other aspects of the proposal, or to negotiate the cost proposal.

Each Respondent submitting a proposal will be notified in writing or via e-mail of ASLM's decision concerning their proposal. Should your organization be recommended for acceptance, the contract shall be effective on the contract execution date and shall run until January 31, 2021. All work must be scheduled and completed within the contract period timeframe. Any modifications or extensions must be negotiated in advance, and submitted to ASLM for review and approval. The selected Respondent's proposal, and any subsequent material submitted in response to requests for additional information, will become the basis of contractual agreements with said Respondent.

6. Contractual Terms and Conditions

Responses must be in accordance with the guidelines as specified in this RFP. This RFP does not commit ASLM to accept any proposals submitted, nor is ASLM responsible for any costs incurred in the preparation of responses to this RFP. All materials submitted in response to this RFP or developed during the life of the contract will become the property ASLM. The detailed itemized budget must be submitted in US dollars and will be evaluated in terms of best value to ASLM.

ASLM reserves the right to delay, amend, reissue or cancel all or part of this RFP at any time without prior notice. ASLM discourages ex parte communication with any Board member, the public and/or staff member after the deadline for the receipt of proposals. ASLM will be under no obligation to reveal, or discuss with any Respondent on how a proposal was assessed, or to provide any other information relative to the selection

process. Respondents whose proposals are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.