

FUND FOR PUBLIC HEALTH IN NEW YORK, INC.

New York City Bioterrorism Hospital  
Preparedness Program

Solicitation for Surge Clinics Conference Logistics Consultant

Due: January 26<sup>th</sup>, 2007

FUND FOR PUBLIC HEALTH IN NEW YORK, Inc.  
291 Broadway 17<sup>th</sup> Floor  
New York, NY 10007

**BIOTERRORISM HOSPITAL PREPAREDNESS PROGRAM**

**SOLICITATION for  
SURGE CLINICS CONFERENCE LOGISTICS MANAGEMENT CONSULTANT**

January 12, 2007

Dear Potential Proposer:

The Fund for Public Health in New York Inc. (“FPHNY”) on behalf of the New York City Department of Health and Mental Hygiene, Bioterrorism Hospital Preparedness Program (DOHMH-BHPP) is soliciting proposals for a consultant to prepare and execute the logistics of a full-day conference occurring in April 2007. The conference, called ‘Surge Clinics’, is devoted to improving NYC healthcare’s bed surge capacity planning. Approximately 175 senior administrative and clinical managers from New York City hospitals are expected to attend this event. The conference is organized into general session presentations and small-group workshop-format sessions. Surge Clinics is a major component of BHPP’s *Rapid Patient Discharge Planning (RPDP)* initiative, a project designed to support hospitals’ efforts at maximize bed surge capacity and withstand challenges to their business during a disaster.

The hired consultant will enter in contract with FPHNY to work closely with BHPP to realize the conference’s objectives. The consultant’s responsibilities will include 1) pre- and post-conference logistics planning and execution; 2) overseeing conference-related logistics on the day of the event; and 3) conducting post-conference activities and conference evaluation summation. A detailed scope of services, deliverables and a draft of the conference agenda are included below. The selected consultant will provide these services for a fee of not more than \$15,000. Deliverables must be completed within the term of agreement.

The term of this contract will be from February 5, 2007 to May 30, 2007.

If you are interested in providing the services described in this solicitation, please provide your plan to meet the project’s objectives and required deliverables. Your proposal should include an itemized budget and projected timeline, along with your total fee. The budget should be linked to the project plan and activities, and it may be described as an hourly rate.

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**CONTENTS**

<b>I. Scope of Services and Deliverables .....</b>	<b>3</b>
<b>II. Terms of Contract and Time Requirements.....</b>	<b>7</b>
<b>III. Application Requirements .....</b>	<b>7</b>
<b>IV. Selection Criteria .....</b>	<b>7</b>
<b>V. Submission Information Schedule.....</b>	<b>8</b>

## I. SCOPE OF SERVICE AND MINIMUM DELIVERABLES

The hired consultant will conduct the following minimum required activities. Proposers should include projected completion dates in their timeline. Final completion dates will be negotiated with the selected consultant.

<b>Deliverable A: Pre-Conference Logistic Preparation, Coordination and Management.</b> In close collaboration with DOHMH conduct all necessary logistic activities in preparation for Surge Clinic conference including, at minimum the following activities:		
Activities	Expected Outcome	Completion Date No later than
1. <b>Planning</b> <i>including but not limited to</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participating in planning meeting with DOHMH</li> <li><input type="checkbox"/> Confirming conference details with BHPP</li> <li><input type="checkbox"/> With DOHMH, develop conference day evaluation forms</li> </ul>	Submission of final project plan and timeline to DOHMH for review and approval.  Submission of draft and final conference evaluation forms to DOHMH	
2. <b>Venue Coordination</b> - facility, audio/visual and food service <i>including but not limited to</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinating event with selected meeting site (e.g., coordinating appropriate room set-up)</li> <li><input type="checkbox"/> With DOHMH, arranging for catering/food service (<i>DOHMH will contract a caterer for the event</i>)</li> <li><input type="checkbox"/> Arranging or reserving audio-visual equipment and on-site technician</li> <li><input type="checkbox"/> Arranging for equipment rental (if necessary)</li> </ul>	Biweekly (minimum) submission to DOHMH of progress reports or updates on Venue Coordination	Biweekly
3. <b>Graphics Development and Program Materials Printing</b> <i>including but not limited to</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Supplying professionally printed program materials (e.g., table tent cards, name tags, meeting room signs)</li> <li><input type="checkbox"/> With DOHMH, arranging and coordinating printing of program material (<i>DOHMH will hire a separate vendor to provided printing services.</i>)</li> </ul>	Biweekly (minimum) submission to DOHMH of progress reports or updates on Graphics Development and Printing  Submission of draft and final materials for DOHMH review and approval  Submission of final 'print-ready' documents to DOHMH for review, approval and printing	Biweekly

**Deliverable A: Pre-Conference Logistic Preparation, Coordination and Management.**  
(continued)

Activities	Expected Outcome	Completion Date No later than
<p>4. <b>Pre-registration coordination</b> <i>including but not limited to</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> With DOHMH, processing all registrations received through fax, email or telephone</li> <li><input type="checkbox"/> Develop registration forms, telephone and fax numbers, and e-mail addresses for registration submission</li> <li><input type="checkbox"/> Reporting registration activities to BHPP at intervals as appropriate</li> <li><input type="checkbox"/> Inputting and maintaining registrations in database</li> <li><input type="checkbox"/> Sending confirmation emails to participants and following-up by telephone with non-responders</li> <li><input type="checkbox"/> Preparing roster of pre-registered participants</li> <li><input type="checkbox"/> Answering conference related inquiries/ Refer content specific questions to BHPP point of contact</li> </ul>	<p>Weekly (minimum) submission to DOHMH of pre-registration progress</p> <p>Provide DOHMH with registration forms, telephone and fax numbers, and e-mail addresses for registration submissions</p> <p>A Database of registrants with contact information and session assignments</p> <p>Weekly (minimum) submission of participant roster</p> <p>Maintain call log with Inquiries and responses</p>	<p>Weekly</p> <p>Weekly</p>

**Deliverable B: Conference-day logistics management and supervision.**

Conduct a full-day conference, managing, executing and overseeing all logistic activities including, at minimum the following activities:

Activities	Expected Outcome	Completion Date No later than
<p>1. <b><u>Conference day logistics execution and management</u></b> <i>including but not limited to</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Monitor traffic flow and assist participants in finding assigned rooms</li><li><input type="checkbox"/> Manage meeting spaces during event (ensure that all spaces have appropriate supplies, troubleshoot problems, etc.)</li><li><input type="checkbox"/> Verifying meeting room set up</li><li><input type="checkbox"/> With DOHMH, verifying catering and printing delivery, set-up and removal of materials at end of conference day.</li></ul>	<p>Provision of staff to manage and supervise conference logistics throughout conference day (e.g., oversee room set-up, monitor traffic)</p> <p>Provision of sufficient supplies (e.g., name tags) and copies of all printed materials</p> <p>Confirmation of room set-up, deliveries, removal</p>	
<p>2. <b><u>Participant Registration</u></b> <i>including but not limited to</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Supervising and staffing the registration/information desk</li><li><input type="checkbox"/> Posting registration and meeting room signs</li><li><input type="checkbox"/> Registering participants and managing meeting room assignments</li><li><input type="checkbox"/> Distributing program materials</li><li><input type="checkbox"/> Distribute conference evaluation forms</li></ul>	<p>Provision of staff to register participants and distribute conference materials logistics</p>	

**Deliverable C: Post-Conference Activities and After-Action Reporting.**

Conduct activities to ensure appropriate conclusion of conference activities , provide report on participants’ evaluations of event and suggestions for improvement

Activities	Expected Outcome	Completion Date No later than
<p>1. <b><u>Closing Conference Site</u></b> <i>including but not limited to</i></p> <p><input type="checkbox"/> Overseeing and assisting with clean up of site</p> <p>2. <b><u>Prepare Conference Evaluation and After-Action Report</u></b> <i>including but not limited to</i></p> <p><input type="checkbox"/> Collecting participant’s experience and satisfaction evaluations</p> <p><input type="checkbox"/> Providing DOHMH with a final roster of attendees</p> <p><input type="checkbox"/> Providing DOHMH with a final written summary of conference evaluations</p> <p>3. <b><u>Participating in Post-Conference De-briefing</u></b> <i>including but not limited to</i></p> <p><input type="checkbox"/> Attending post-conference meeting with DOHMH and providing suggestions for improvement</p>	<p>Provision of staff to oversee and assist in close up and clean-up of venue not done by venue staff</p> <p>Provide staff to collect participant evaluations</p> <p>Submission of collected evaluations</p> <p>Submission to DOHMH of final attendance roster</p> <p>Submission to DOHMH of draft report summarizing participant evaluations</p> <p>Attendance at post-conference meetings to be arranged by DOHMH</p>	

## II. TERM OF CONTRACT AND TIME REQUIREMENTS

**This is a deliverables based contract. Therefore, all monies must be spent on project related needs and no indirect institutional costs will be funded.**

The term of this contract will be from February 5, 2007 to May 30, 2007.

The consultant must be available for consultation during DOHMH business hours, February 5, 2007 to May 30, 2007. *A very tight timetable must be adhered to during the project period.* As such, the major work of the project is planned for completion in a four month time frame. The Final Report will be due May 18, 2007. The consultant must be available for in person as well as teleconference communication as required by the New York City Department of Health and Mental Hygiene to assure timely progress and completion of the project.

## III. APPLICATION REQUIREMENTS

**Proposals are due no later than January 26, 2007.**

Proposals must include the following:

- A cover letter detailing your understanding of the project, your qualifications and relevant experience, indicating your availability to complete the project;
- The resume or curriculum vitae of key personnel assigned to this project
- Two (2) recent samples of evaluation reports prepared by you or other pertinent materials of a similar nature;
- A budget, detailing your fee;
- Three (3) References from agencies and/or organizations for whom you have provided a similar service;
- A plan and timeline for executing the project as you understand it in concordance with the scope of services and deliverables outlined in this document.
- Samples of previous work in a similar role.

## IV. SELECTION CRITERIA

Proposers will be evaluated according to the following criteria:

<u>Criteria</u>	<u>Section Total</u>
• Prior relevant experience with similar projects (including conferences, symposia, and professional meetings, etc. / samples of previous work will be considered)	30%
• Familiarity and knowledge of the NYC healthcare clinical and administrative management and (10%); demonstrated experience in working successfully with government planners and senior administrative and clinical healthcare managers (15%); references from prior consulting projects (5%)	30%
• Strong writing skills, as evidenced by writing samples of past conference evaluations.	10%
• Clearly articulated project plan and timeline.	30%

## V. SUBMISSION INFORMATION

If you are interested in this project please provide by January 26, 2007, a cover letter and all items outlined in *Section III. Application Requirements herein*. Address all correspondence to:

Paul J. Tamboia, CPPB  
Contract Manager  
Fund for Public Health in New York  
291 Broadway, 17th Floor

Electronic submissions are acceptable.

If you have questions, please contact Christopher John Godfrey, MA, PhD at 212-442-9054 or [cgodfre1@health.nyc.gov](mailto:cgodfre1@health.nyc.gov).

Sincerely,

*Paul J. Tamboia*

Paul J. Tamboia