



THE ASSOCIATION OF FACULTIES
OF MEDICINE OF CANADA

Request for Proposals

CCME 2022 Audiovisual RFP

Submission Deadline: November 19th, 5:00 P.M. Eastern

Background

The Canadian Conference on Medical Education (CCME) is the premier medical education conference in Canada. It hosts the largest annual gathering of medical educators in the country. We also welcome our international colleagues and other partners including students, other health educators, health education researchers, administrators, licensing and credentialing organizations and governments, to come and share their experiences in medical education across the learning continuum (from undergraduate to postgraduate to continuing professional development).

Scope of Work

The Canadian Conference on Medical Education is looking for an Audiovisual company to provide on-site support, on-site equipment and live streaming services.

Deliverables will include:

- The Audiovisual company will be dealing directly with exhibitors if they need to place an order through their brochure of equipment
- On-site Audiovisual and live-streaming for 10 main sessions including:
 - One large screen for 500 delegates
 - Simultaneous Interpretation Booth and equipment
 - Microphone and podium
- On-site Audiovisual equipment for Business Meetings/Receptions upon request
- On-site Audiovisual for approximately 200 Abstract Presentations which includes:
 - Projection package
 - Flip charts
- A large life size touchscreen Mobile App at two main venues
- Capability to live-stream through RTMP

The Audiovisual company that will be chosen needs to demonstrate on-site experience supporting large conferences with over 50 concurrent sessions. The company must have a wide range of equipment available and experience in live-streaming main session(s) through an external platform.

Schedule

The Audiovisual company needs to be on-site on Thursday, April 20th until Tuesday, April 26th, 2022, in Calgary Alberta.

Rated Criteria

Submissions will be evaluated under the following criteria:

Criteria	Weighting (Points)
Relevant Experience and Qualifications	20
Proposed Approach	5
Capacity to meet deliverables required	20
Timeline	15
Pricing*	25
Suitability	15
Total Points	100

* Scored using relative pricing formula, see process documentation linked below for full details

Contract

The successful proponent will be required to enter into negotiations for an agreement with the AFMC that contains the minimum contractual terms listed below, not intended as a complete or inclusive list:

- All deposits and holding fees are refundable without liability above actual expenses incurred
- AFMC has the right to terminate the contract prior to 90 days of the start of the conference if the services promised are not being delivered
- Upon termination, AFMC is only responsible for actual expenses incurred, upon sufficient proof of those expenses being provided to the AFMC
- Any refunds are payable promptly after termination, not applied as a refund against future services
- Right to postpone with reasonable notice requirements
- General liability insurance of \$2,000,000 is required upon signature
- Force Majeure clause:
 - Neither party* shall be liable for its failure to perform its obligations under this Agreement if such failure to perform is caused by events or circumstances occurring or continuing to occur beyond its control (each, a “**Force Majeure Event**”) including, but not limited to: acts of God, war, riot, epidemic, pandemic, government act or restriction, fire, flood, casualty, including hurricanes in preparation of weather of event forthcoming, any travel warning or restriction, health warning, gathering restriction, quarantine or curtailment of transportation facilities imposed by a government, the World Health Organization, the Center for Disease Control, the Public Health Agency of Canada or provincial health authority, that pertains to (i) to the Province of [LOCATION OF VENUE], or (ii) the location or locations from which over 50 percent of attendees, in the aggregate, are traveling from to attend the Event,[†] to the extent any such circumstances prevent, dissuade, or unreasonably delay at least 50 percent of prospective EVENT attendees[‡] from appearing at the VENUE, or where any of .

Proposal Submission Instructions

Proposals will be limited to a maximum of 10 pages and submitted in English as a PDF to Ola Ayoub at oayoub@afmc.ca by November 19th at 5:00 p.m. ET, along with a completed [RFP Acknowledgement Form](#). A rectification date will be set for five (5) business days following the submission deadline.

Requests for additional information may be directed to the above contact.

Early confirmation of intention to submit is appreciated, those who provide this indication will receive updates should any arise over the request period.

This request for proposals is subject to the process, terms and conditions available here:

https://www.afmc.ca/web/sites/default/files/careers/AFMC_RFP_Process_Terms_and_Conditions.pdf