



**IACAPAP**

International Association for Child and  
Adolescent Psychiatry and Allied Professions

# **REQUEST FOR PROPOSAL (RFP) FOR CORE PROFESSIONAL CONGRESS ORGANISER (CORE PCO)**

## **FOR THE IACAPAP WORLD CONGRESS**

Issue Date : 1<sup>st</sup> October 2020 (Thursday)

Closing Date / Time: 1<sup>st</sup> December 2020 (Tuesday)



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International Association of Child & Adolescent Psychiatry and Allied Professions (IACAPAP) is pleased to invite your organisation to tender for the appointment as Core Professional Congress Organiser (Core PCO) in respect to the above congress. The following information is provided to assist you with the preparation of a proposal for the Core Professional Congress Organiser (Core PCO) to consider.

## **INTRODUCTION**

The forerunner of IACAPAP, the International Committee of Child Psychiatrists, was established in 1937 in Paris. In 1948 it was renamed IACPAP, incorporating allied professions, and in 1978 adolescent psychiatry was added to form IACAPAP. For decades the Congress was held four yearly, but as of 2004, two yearly. So far, it has been held in some twelve countries; IACAPAP strives to have the sequence of Congresses spread as evenly around the globe as possible.

Hosting a IACAPAP World Congress is regarded as a privilege by the child and adolescent mental health professional community of the country involved. It is seen as an opportunity to link in a very intimate way with the world community of colleagues who share the desire to improve conditions affecting the mental health of the young and their families everywhere. It is also seen as an opportunity to raise public consciousness in the country and Region of the Congress, of the needs of children, adolescents and families from a mental health perspective, a perspective often neglected and poorly understood. Despite clear evidence of these needs, they often go unnoticed and inadequately addressed, even in wealthy, industrialized countries with well-developed education systems. The Congress is often held in conjunction with that of a national or regional organization in the same field, often of a Member Organization of IACAPAP

The overall role of the World Congress is to support IACAPAP in its work of facilitating improvement of the mental health of children, adolescents and their families in communities around the world. It does this by aiming to bring mental health and allied professionals from as many countries as possible into forums in which they can share their experiences and knowledge with each other, learn from each other, and build alliances and bridges towards



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concrete ends of collaboration. It brings together members of its constituent organizations, as well as other individuals, groups and organizations active in the field of child and adolescent mental health, including policy makers and service managers in both government and nongovernment sectors, and service users and sponsors.

## SECTION ONE

### 1. TIME FRAME FOR TENDER PROCESS

Invitation to Tender forwarded to PCO Companies ( <i>Tenderers</i> )	1-Oct-2020
Closing date/time for tender submission	1-Dec-2020
Interview of selected Tenderers	1 <sup>st</sup> & 2 <sup>nd</sup> week of Jan 2021
Announcement of decision ( <i>subject to Contract negotiation</i> )	2 <sup>nd</sup> week of Mar 2021

### 2. SUBMISSION OF TENDER DEADLINE

Written submissions should be forwarded by the due date in PDF format to:

*Administrator*

Via email to: [info@iacapap.org](mailto:info@iacapap.org)

### 3. ENQUIRIES

Requests for further information or clarification of requirements may be directed to:

*Administrator*

Via email to: [info@iacapap.org](mailto:info@iacapap.org)

Please note that we reserve the right to advise, at our discretion, all parties issued with an RFP, of further information/clarification of tender requirement resulting from any enquiry.



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## 4. CORE PROFESSIONAL CONGRESS ORGANISER INVITED TO TENDER

Consideration will be given to those applicants who has attained IAPCO (International Association of Professional Congress Organisers) membership which is the recognised international quality standard for PCOs.

## 5. BRIEF HISTORY OF THE CONGRESS

- No of days of the congress: Four (04 days), introduced by a preliminary evening – the Opening Ceremony and Welcome Reception. The day prior to the Congress is often devoted to Pre-Congress courses or workshop. The Donald Cohen Fellowship Program and the Helmut Remschmidt Research Seminar (HRRS) are integral to the Congress.
  - DJCF Program is a training program for young professionals. Approximately 25 applicants may be awarded Fellowship. A tailored program of discussion group meeting is provided. DJCF Program will be organised during IACAPAP Congress.
  - HRRS involves a group of seminars, about 6 months in advance of the Congress.
- How frequently the congress is held: Every 2 year
- No of delegates = 1,500 from 85 countries (on average)
- Size of exhibition = 10 – 12 booths (on average)
- No of abstracts/papers to be accepted as oral presentations = 200 (on average)
- No of abstracts/papers to be accepted as poster presentations = 600 (on average)
- No of parallel sessions: 15 blocks of parallel session
- No of social events: Opening and closing ceremony, welcome reception, Donald J Cohen Fellowship Program Social Event and congress dinner

## 6. SELECTION CRITERIA

- i. Core PCO should be an International group of Local PCOs organized in an “umbrella” with international operations. It does not necessarily have branches on all continents, but it must prove that it has organized several congresses in different parts of the world and present which local PCOs it cooperates with.



- ii. Local organizers may have a decision on the local PCO chosen by the core PCO to have the best cooperation.
- iii. Core PCO should guarantee a consultative and flexible relationship between the LOC (Local Organizing Committee) and the local PCO as set out in the Handbook of Guidelines for Organizing the IACAPAP World Congress.
- iv. Core PCO should have strong references regarding the previously organized psychiatry and/ or mental health congresses.
- v. Core PCO should be capable of and promising on contract, the coordination or consolidation of fund-raising, including industry and other corporate sponsors, for the congresses.
- vi. Core PCO should be a company with its own software platform for registrations and managing the abstracts and capable of producing mobile apps for the congresses without buying these services from other companies
- vii. Core PCO should be able to guarantee the profit of the congress and the share of IACAPAP and the LOC (Local Organizing Committee) in the amount determined for each congress. Some proof of such a capability should be presented to IACAPAP on application along with the other required references.
- viii. Core PCO should be creating a list of financing resources and handing this list to IACAPAP at the beginning of each congress.
- ix. Core PCO should be keeping a list of attendees with their contact emails, phones and addresses and handing it to IACAPAP at the end of each congress.
- x. Registration fees should be approved by the Congress Team of IACAPAP to make it most feasible for the international attendees from various parts of the world.



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- There will be categorization of fees depending on the country list of WHO as A, B and C.
- x. The Congress Team of IACAPAP and the LOC have the decision for supervision of the work being carried on by the core PCO.
  - xi. The congresses should be organized by the core PCO considering all the items and principles listed in the 'Handbook of Guidelines for Organizing the IACAPAP World Congresses'.
  - xii. It will be a preferential but not a crucial criterion if IACAPAP has had some experience in the past or present with the applicant company.
  - xiii. Positive net worth in last audited financial year.

## **SECTION TWO**

The tender document provided by the PCO should follow the format and include written responses to sections A, B and C.

### **A. CONDITIONS OF APPOINTMENT OF A CORE PCO**

The successful Tenderer shall, as a minimum, be capable of providing professional congress managerial services for the Congress to international standards and best practice. Membership of IAPCO is considered verification of a company's capability to organise a congress to such a standard.

This section is the Tenderer's opportunity to provide further details of their company including:

- Financial viability
- Proven track record
- References
- Staffing infrastructure
- Capacity and ability to provide electronic facilities in a secure environment



The Core PCO will work collaboratively with a Congress Organising Committee and a Local PCO.

## **B. SERVICES TO BE PROVIDED**

The Core PCO is invited to tender for the provision of the following services. The list is not necessarily exhaustive, and Tenderers are welcome to incorporate additional services as they believe would be required for the successful organisation for this Congress.

The list is intended to be indicative of the responsibilities of the Core PCO as envisaged by the Organising Committee at this preliminary point in time. Tenderers should indicate their ability to provide the areas of service or indicate that it is not a role that they would consider.

### **1. Project Management**

- i. Budgeting (setting up and maintaining a running congress budget)
- ii. Financial Management (management of congress bank account)
- iii. Administration (management of all matters relating to be the congress)  
(Maintaining, checking, and activating when needed the databases relating to past publicity of all kinds and past attendance)

### **2. Programme Management**

- i. Abstract handling
- ii. Speaker management
- iii. Assisting with logistic of Scientific Program planning

### **3. Marketing and Promotion**

- i. Congress marketing and promotional strategy
- ii. Production of promotional materials

### **4. Sponsorship and Exhibition**

- i. Sponsorship (development of opportunities, sales and delivery)
- ii. Exhibition (sales and exhibitor logistic)
- iii. Fundraising

### **5. Logistics**

- i. Delegate registration (including Visa issues)



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- ii. Venue management
- iii. Accommodation management
- iv. Onsite management
- v. Onsite materials and print
- vi. Social programme
- vii. Tours
- viii. Transport

## **C. FEES**

The fees shall cover all the services:

- General congress management
- Sponsorship sales and management
- Scientific programme management
- Registration

General budgeting consideration:

- Pricing should clearly state whether any additional charges and/or fee are applicable
- VAT should be indicated separately from quoted prices
- All prices to be quoted in USD (US Dollars)
- Quoted prices to be guaranteed throughout the services rendered period, transparent
- Any additional fees that may be incurred should be disclosed
- Commission received by any third party should also be disclosed

Sub-contracting may be considered but in any case, this must be clearly indicated in the proposal as well as nature and volume of services that might be outsourced.

To reiterate, the purpose of this RFP is to assess capabilities and determine affordability. The Evaluation Committee must be able to determine the cost for the offered services, including clearly understanding which elements are fixed price, which are variable, and the general circumstances where price variations might occur.

Tenderers are asked to outline any other charges that may be made, such as mailing, telephone, fax, email, IT, general stationery, additional staff cost etc.





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## RFP Response

### Core PCO Service

*Please return this section together with your bidding proposal to:*

IACAPAP Administrator

[info@iacapap.org](mailto:info@iacapap.org)

Date Submitted	Click or tap here to enter text.
Organisation Name:	Click or tap here to enter text.
<b>Head Office Location</b>	
City	Click or tap here to enter text.
State & Country:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
<b>Contact Person</b>	
Name:	Click or tap here to enter text.
Designation:	Click or tap here to enter text.
Contact Email:	Click or tap here to enter text.

*Part 1 – About the PCO credential*



## **Part 1 – About the PCO credentials**

1. For how long has the PCO been operating as the entity name on the cover sheet of this RFP (years)? [Click or tap here to enter text.](#)

2. Does the PCO employ staff (i.e. have employees)

Yes  No

How many permanent employees are located at the address given on the cover sheet [Click or tap here to enter text.](#)

Are any staff actually contractors (in law) to the PCO? Yes  No

3. Does the PCO rely on non-employed contract staff to deliver core services?

Yes  No  Sometimes

4. Is the PCO a member of an industry association or body?

Yes  No

i. Name of association or body [Click or tap here to enter text.](#)

ii. For how long has the PCO been a member of the association (years)?

[Click or tap here to enter text.](#)

5. Does the PCO have any quality accreditation for the provision of services?

Yes  No

i. Name of accrediting agency [Click or tap here to enter text.](#)

ii. In what year was the accreditation first obtained? [Click or tap here to enter text.](#)

iii. In what year does the current accreditation expire? [Click or tap here to enter text.](#)