



Economic  
Developers  
Council  
of Ontario

## **ECONOMIC DEVELOPERS COUNCIL OF ONTARIO (EDCO) REQUEST FOR PROPOSAL FOR HOST VENUE EDCO REGIONAL SEMINAR**

### **INTRODUCTION**

The Economic Developers Council of Ontario (EDCO) plans to hold four (4) in person regional events (North, Southwest, Midwest and Eastern Ontario) in 2024. The meetings will be one day in length and attended by 50-70 economic development professionals from both the public and private sector. The program allows members to learn and share information on current issues and programs that affect the profession.

Economic Development offices and municipalities are encouraged to apply. All requirements are outlined in this request for proposal (RFP).

### **WHAT IS EDCO?**

EDCO is Canada's largest provincial economic development organization. For over 64 years, EDCO has increased the capacity of those who practice economic, industrial, and community development through professional development initiatives, information exchanges among members and the promotion of the economic development profession. It has also been a catalyst for assisting in the development and promotion of Ontario and its municipalities.

EDCO's membership is comprised of specialists from various disciplines. Each contributes his or her expertise to the complex job of economic development.

The Council consists of:

- Municipal, Business and Economic Development Professionals
- Municipal, Regional, Provincial, Federal Government Officials
- Land Developers
- Educators and technology assistance developers and facilitators
- Industrial and Commercial Realtors
- Tourism Industry Representatives

- Industrial/Commercial/Tourism Development Specialists from Banks, Public Utilities and Transportation Companies

EDCO enjoys a close working relationship with the Provincial and Federal Governments as well as links with other professional associations.

For further information, visit the EDCO web site [www.edco.on.ca](http://www.edco.on.ca)

## **PROJECT BACKGROUND**

The EDCO Regional Events allow economic development professionals to gather in small groups in their local regions for a one-day professional development event. The event agenda includes a mix of presentations and networking opportunities. Some members may travel from outside the region so consideration should be given to host communities offering attractive add-on-stay packages to encourage members to spend more individual time in host communities.

The EDCO Professional Development Committee will work with the host communities to develop the program, speaker solicitation and session planning. EDCO will coordinate the food and beverage requirements.

As community host you will receive time on the agenda.

## **Function Space Requirements**

EDCO will require one meeting room that will accommodate 50-70 people adhering to local and provincial health standard guidelines. The meeting room shall offer complimentary Wi-Fi and have equipment available for projection of presentations including screens. Microphone sound system is also essential. It is optimal if there is a stage setup for presenters that could include up to four panelists on the stage at one time.

Food and beverage is required for two breaks and one lunch. Special dietary restrictions would be recorded by EDCO and presented to local facility.

## **PROPOSAL CONTENT**

You will be asked to include the following details in your proposal:

1. Confirmation of meeting room availability for preferred dates in May, June, September and/or October 2024. Specific dates should be recommended by the proponent.
2. Proposed allocation of meeting space with diagrams and photographs or videos outlining space capabilities and capacities.
3. Catering menus with pricing information.
4. Description of the venue's features that would provide value-added services/amenities.

5. Description of A/V equipment and pricing menu
6. Any incentives your community has to offer for hosting event (i.e., Sponsorship of event, free room space, equipment, etc.).
7. Be sure to answer why your community should be selected to host this event. Feel free to include a video, photographs and pitch.

### **SELECTION PROCESS**

An evaluation team will review all proposals received and score the proposals using a “consensus” approach, in relation to the criteria that are identified. One or more Proponents may be invited to attend a formal interview with the evaluation team, and to provide written clarification on their proposal, if required. Finalists may be asked to host a site visit.

EDCO is not bound to accept any proposal and reserves the right to modify or revise the successful submission in discussion with the proponent following acceptance of the original proposal.

### **DELIVERY SCHEDULE**

An agreement will be completed by EDCO and the host facility/community for each event.

### **SUBMISSION OF PROPOSAL**

Please complete the [Online Proposal Form](#)

Proposals must be received by no later than Tuesday, October 21<sup>st</sup>, 2023.

Late submissions will not be given consideration and will be returned.

For additional information please contact Laura DeMille at [laura.demille@edco.on.ca](mailto:laura.demille@edco.on.ca)

### **ENQUIRIES**

Enquiries regarding terms, conditions and proposal process or format of response should be directed to Laura DeMille at [laura.demille@edco.on.ca](mailto:laura.demille@edco.on.ca)

### **ERRORS OR OMISSIONS**

It is understood and acknowledged that while the RFP includes specific requirements, a complete review and recommendations are required. Minor items not herein specified but obviously required, shall be provided as if specified. Any misinterpretation of requirements within this proposal shall not relieve the bidder of the responsibility of providing the service aforesaid.