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**REQUEST FOR PROPOSALS**  
for  
**PROFESSIONAL**  
**CONFERENCE SPEAKERS**

**2018 HRSHRM REGIONAL CONFERENCE**  
THE MAIN  
Norfolk, Virginia  
[www.hrshrm.org](http://www.hrshrm.org)  
**July 30-31, 2018**

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## I. Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for professional Conference Speakers for the upcoming Hampton Roads Society for Human Resource Management (SHRM) Regional Conference. Conference Speakers must be willing to provide their services *pro bono publico* (without expectation of payment) for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference. Presenters selected through this proposal process can expect a wide range of exposure before Conference attendees and are welcome to attend all Conference activities, including meals, free of charge on the day(s) of their presentation(s).

## II. Background

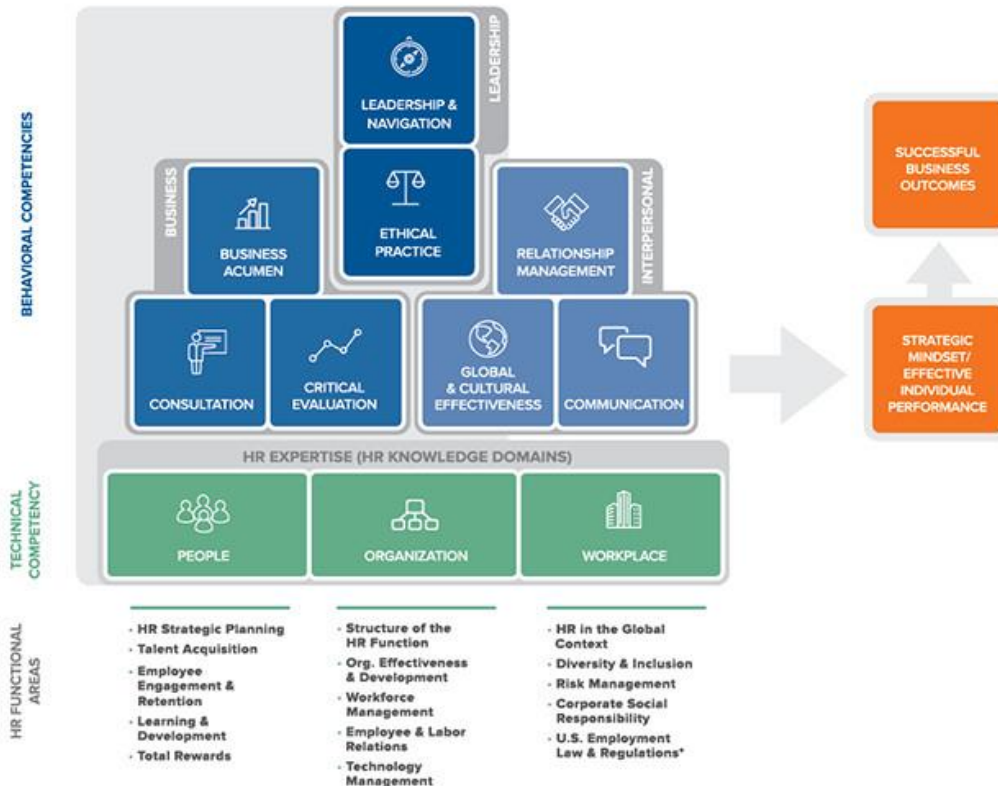
HRSHRM expects Conference attendance of 600 attendees, the majority of whom will include, but not be limited to, senior Human Resources (HR) professionals, supervisors, managers, and directors currently practicing in the Human Resources field. Potential Conference Speakers may expect a wide range of exposure before conference attendees and/or their peers.

Conference subjects and topics to be covered will include, but will not be limited to Workshops, Information Security, Compensation and Benefits, Performance Management, Recruitment and Retention, Legal, OSHA, "Techie" courses, Diversity, "Master" Series in HR, Career Management, Training and Professional Development, and Strategic Management.

Guidelines for developing your presentation would be to use SHRM BoCK or the HRCI Body of Knowledge.

SHRM Body of Common Knowledge (BoCK). Details can be found at <https://shrm.org/certification/about/bodyofcompetencyknowledge/pages/default.aspx>

# SHRM Body of Competency & Knowledge™



\*Applicable only to examinees testing within the U.S.

HRCI-the six principal knowledge areas in the HRCI Body of Knowledge are listed below and presentations should meet the criteria for eligibility for General, Strategic or International recertification credit. The six principal knowledge areas are:

- Business Management and Strategy;
- Workforce Planning and Employment;
- Human Resource Development;
- Compensation and Benefits;
- Employee and Labor Relations; and
- Risk Management.

Conference sessions may be incorporated into various learning tracks such as Entry Level HR “nuts and bolts,” “Master” Series in HR, International HR, and / or Strategic Management.

The Conference will be held at THE MAIN in downtown Norfolk. The atmosphere will be of one fun and learning in a new high-tech environment, while providing numerous opportunities for professional development and networking. The Conference will utilize a variety of learning formats, including concurrent breakout sessions and general session keynote addresses.

### III. General Information

1. Address questions about this RFP by email, no later than 5:00 p.m., November 20, 2017, to: [HR2speakers@hrshrm.org](mailto:HR2speakers@hrshrm.org)

2. All qualified persons are encouraged to submit proposals. HRSHRM does not discriminate against individuals because of race, color, religion, sex, age, disability, familial status, or national origin.
3. Conference sessions and workshops are available as follows. Offerors may submit proposals for any or all of the services requested, as a package or separately.
  - Concurrent breakout session one hour (1.0 hour) in length, intended audience of 100---200 conference attendeesHRSHRM Conference Committee reserves the right to select proposals that, in its sole discretion, meet the planned events and theme of the Conference as well as the criteria set forth within this RFP.
4. **Written proposals are due by email no later than 3:00 p.m. on December 1, 2017.** Proposals should be submitted to [HR2speakers@hrshrm.org](mailto:HR2speakers@hrshrm.org).
5. Proposals submitted by the due date will become the property of HRSHRM and will not be returned. Proprietary or confidential information included in proposals to this RFP must be conspicuously stated in the proposals.
6. Proposals will not be opened publicly. However, all offerors who made proposals will be notified of the results of this solicitation by January 31, 2018.
7. HRSHRM reserves the right to accept or reject any or all proposals or waive any informality in its selection of Conference Speakers. Offerors must give notice in writing within two (2) business days after the closing date (12/1) when exercising their right to withdraw their proposal. Notice shall be delivered to [HR2speakers@hrshrm.org](mailto:HR2speakers@hrshrm.org).

#### **IV. General Instructions and Selection Process**

The HRSHRM Regional Conference Program Committee will evaluate the proposals received and select the professional Conference Speakers it desires to participate in the Conference. *The proposals shall be Responsive and Responsible.* A proposal is considered “Responsive” if it conforms exactly to the requirements in this Request for Proposals. A proposal is “Responsible” if the offeror has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance. Based on the selection criteria, the HRSHRM Regional Conference Program Committee will hold discussion/s with the best---qualified offerors and select the Conference Speakers who best meet the needs of the HRSHRM Program Committee. Offers of selection of Conference Speakers shall be at the sole discretion of the HRSHRM Regional Conference Program Committee.

An offeror’s proposal shall include a written proposal stating your ability to meet each of the SELECTION CRITERIA listed below. The proposals will be evaluated considering the following items listed in rank order of importance with corresponding potential points as shown below in addition to the basic requirements outlined above.

1. Quality, availability, and adaptability of the services and related products offered in conjunction with HRSHRM’s desired needs for the Regional Conference. The proposal

topic must address the Body of Knowledge set forth by SHRM and the HR Certification Institute.

2. Quality of performance and services to previous and existing clients. Reputation and experience of the selected offeror.
3. Capability of the selected offeror to perform the services desired by HRSHRM within a specific budget (pro bono publico) and time constraints and provide supportive and related administrative services to implement such services.

## V. Specific Proposal Instructions

Proposals for conference presenters should include the following information in writing in the same order as it appears below.

- A. A **completed and signed proposal information sheet** including your full name, title and company (as applicable), mailing address, phone number with area code, fax number, and email address.

B. ***Presentation/Session/Workshop Information.***

1. State the proposed title of your presentation, session or workshop. HRSHRM reserves the right to suggest changes in the proposed session/s and to edit the session title if your proposal is accepted.
2. In eighty (80) words or less describe your proposed topic for your presentation, and specifically address the relevance of your proposed topic to HR professionals. This description will appear in promotional materials, the HRSHRM Regional Conference program and/or related literature. HRSHRM reserves the right to revise the description for consistency and applicability.
3. State the Presentation/Session/Workshop Duration. Indicate the recommended/preferred amount of time that should be dedicated to this subject.
  - All concurrent breakout sessions will be one hour (1.0 hour) in length
4. Indicate the appropriate program track for your presentation (your presentation can address multiple levels and / or knowledge areas). Please choose at least one from each column.

***Program Level***

Entry Level HR professionals  
Middle Level HR professionals  
Senior Level HR professionals  
Global

***Program Knowledge Area***

Business Management and Strategy  
Workforce Planning & Employment  
Human Resource Development  
Compensation and Benefits  
Employee & Labor Relations  
Risk Management

5. State at least three (3) Learning Objectives for the proposed Presentation/Session/Workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: "***After participating in this workshop,***

**participants will be able to...**” Please reference specific responsibilities and knowledge areas from the SHRM BoCK and the HRCI HR Body of Knowledge, provided earlier in this document.

6. State the format for the proposed Presentation/Session/Workshop.
    - i. Lecture (Discourse given before an audience for instruction).
    - ii. Panel Presentation (Group of persons who share responsibilities of discourse before an audience).
    - iii. Group Discussions (Presenter and audience interact and discuss various points of a given topic).
    - iv. Other. Please specify.
  7. Describe the handouts, if any, or other materials, if any, you will provide to support your proposed Presentation/Session/Workshop. Conference presenters are asked to allow their presentations to be made available to attendees on the Conference website for two weeks prior to and following the Conference.
  8. Describe your AV and / or room configuration requirements. *Please note: Each breakout and general session room will be equipped with a laptop computer, projector and screen and presenters equipped with a wireless lavalier microphone. Additional AV or configuration needs, including internet access or computer audio projection, must be noted in your proposal and approved by the HRSHRM Regional Conference Planning Committee.*
- C. **Evidence of Professional Qualifications and Credentials.** Include relevant education, Professional Certifications, personal and professional awards and/or commendations received personally or as a “key player” in the organization for specific project/s. Include your public speaking experience/s, listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.
- D. **Demonstration of Presenter Ability.** Provide evaluation results from a past presentation on the topic and a link or video attachment of you presenting that demonstrates your style and ability. **Proposals for general session keynote speakers will not be considered without a video.** Preferred videos will include content related to the proposed topic.
- E. **Professional References.** Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker.
1. If you have presented at a Virginia State Conference or SHRM chapter in the past, please provide the date and topic *in addition*, to the three references requested above.
- F. **Biographical Sketch of Speaker.** In fifty (50) words or less describe your background and expertise which qualifies you as an expert in your subject presentation within the context of the HRSHRM Regional Conference and the Human Resources profession. This description will appear in promotional materials, the HRSHRM Regional Conference program and/or related Conference literature. HRSHRM reserves the right to revise the

description for consistency and applicability.

- G. **Co-Presenter/s Information.** If co-presenter/s are being proposed for your presentation, please provide their name/s, mailing address/es, phone number/s, fax number/s, and email address/es as well as the same information required in the Specific Proposal Instructions, Items C, E and F for each presenter.
- H. **Statement of Understanding.** The proposed presenter's signature on a completed proposal information sheet acknowledges that he/she will provide professional conference speaking services *pro bono publico* for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference. Any and all requested exceptions to this practice must be detailed in this section of your proposal and are subject to review by the HRSHRM and the HRSHRM Regional Conference Planning Committee.

## VI. Timelines and Terms

The selected Conference Speaker will be subject to the following provisions:

- A. **Agreement to Perform Conference Speaking Services.** The dates, timelines, and terms of the Conference speaking engagement will be outlined and confirmed in writing by The HRSHRM Regional Conference Program Committee to selected offerors after proposals are selected.
- B. **Indemnification and Insurance.** The selected offeror will indemnify and agree to hold HRSHRM harmless from any liability, which may be imposed against HRSHRM by reason of its acts or omissions.
- C. **Non-solicitation.** Marketing and sales to attendees may only be conducted in the Vendor Exhibition area if the Conference Speaker has also contracted to procure a booth. Conference presentations must not be used as a platform to promote products or services. If you are interested in procuring a Vendor's Booth, please visit our website at [www.HRSHRM.org](http://www.HRSHRM.org). Opportunities for sponsorships are also available.
- D. **Discrimination prohibited.** The selected offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability or national origin, unless required as a bona fide occupational qualification reasonably necessary to the normal operations of the selected offeror.

***HRSHRM reserves the right to cancel the engagement with the speaker at any time with or without cause and with or without notice, and in the event of any such cancellation, HRSHRM shall have no liability to the speaker as a result of the cancellation.***



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PROPOSAL INFORMATION SHEET

Please complete this proposal information sheet and submit a signed copy with your proposal package. Your proposal package should include the information requested in Section V, items B through G.

Proposed Presenter Information

Name \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

Company or Organization (if applicable) \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Is this  home  work  other (please specify) \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Mobile phone # \_\_\_\_\_

Proposal Preparer Information

If this proposal is prepared by someone other than the proposed presenter, please provide his / her contact information below. Otherwise, leave this section blank.

Preparer Name \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Mobile phone # \_\_\_\_\_

Statement of Understanding

By signing this proposal information sheet, I acknowledge that if my proposal is accepted by the Virginia SHRM State Conference Program Committee, I will provide professional conference speaking services pro bono publico or as otherwise specified in this proposal for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference. I agree to indemnify and hold HRSHRM harmless from any liability and agree to refrain from using any portion of my presentation as a platform to promote products or services.

Signature of Proposed Presenter

Date