



Request for Proposal: Conference Planning Consultant

Public Health Institute of Metropolitan Chicago (PHIMC) envisions systems that impact how we live, work, and play as compassionate, affirming, and racially equitable, supporting health and well-being for all people. For 30 years, we have worked alongside partners, including nonprofit organizations, community-based organizations, cross-sector government agencies, and other institutions, to bridge gaps, leverage resources, and address oppressive policies that hurt people.

PHIMC seeks proposals from a consultant to provide administrative support to its Reentry conference and lead the development of its first Youth Health Conference, scheduled for March and May 2025, respectively. This RFP includes the scope of work for the Conference Planning Consultant. The expectation is that the selected consultant will work collaboratively with PHIMC staff throughout the duration of the project period.

Conference Descriptions

Reentry Conference

The Reentry Conference brings together people who are justice-impacted, their families, their advocates and professionals from medical and non-medical community base and health care settings.

Promoting systems of health and healing for those impacted by the criminal justice system, through collaboration, education, and innovation, the Reentry Conference aims to advance equity in health for people who are justice-impacted. Attendees will hear from and engage with dynamic artists, speakers, and breakout room facilitators in meaningful discussions and workshops designed to address dignity, healing, and comprehensive support opportunities and barriers around the reentry needs of people who are justice-impacted.

Youth Health Conference

PHIMC recognizes young people's voices as central to shaping strategies, practices, and policies that will impact their lives. The conference aims to engage young people and their champions across Chicago in strategy conversations around health-related topics including mental health, LGBTQIA+ health, substance use prevention and education, HIV prevention and education, and justice involvement.

The full day, in-person Youth Health Conference is designed to inform, inspire, and mobilize young people and individuals passionate about promoting health equity and expanding access to care for young people in Chicago. The target audience of the Youth Health Conference is Chicago-based youth, community-based organizations, healthcare providers, youth development organizations, schools, city agencies involved in health programs, and public health practitioners. This unique conference will center the voices of young people by offering peer-led learning experiences, engaging youth in the conference design, and recognizing that healthcare does not just take place in the doctor's office.

The high-level goals of the conference are:

- Develop community, empower youth, and shift perspectives to support holistic care for young people.

- Unite young people and their adult allies, such as public health and social work professionals, , organizers, community advocates, and healthcare providers to address issues impacting the health and well-being of youth.
- Create an opportunity for youth to showcase their talents and concerns about their overall health.
- Highlight innovative youth focused programming led by community-based organizations and agencies.

Background on PHIMC’s youth focused work

PHIMC currently leads three programs connected to youth health: The Alliance, the Regional Substance Use Prevention Integration Centers (RSUPIC), and the School Health Access Collaborative (SHAC). The Youth Health Conference aims to build on the work of these programs and empower youth across Chicago on issues related to social drivers of health. The three initiatives are briefly described below:

- The Alliance promotes safety, support, and healthy development for lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) youth in Illinois schools and communities through advocacy, education, youth organizing, and professional development.
- Regional Substance Use Prevention Integration Centers (RSUPIC) increases the capacity of institutions, organizations, and providers to support youth in Chicago in developing a healthy relationship with substances. This includes collaboration, training, and peer support for both youth and youth service providers.
- School Health Access Collaborative (SHAC) brings together education and health stakeholders to identify ways to enhance student access to comprehensive, coordinated, and sustainable healthcare, improve the health service delivery model for Chicago students, and elevate equity and wellbeing.

In addition to the programs above, PHIMC aims to highlight additional topics led by partner organizations across Chicago.

Conference Details:

Conference	Reentry Conference	Youth Health Conference
Anticipated Conference Date	March 13, 2025	May 10, 2025 – tentative
Goal Number of Attendees	150-200	250-300
Project Time Period:	January 1 – March 30, 2025	January 1 – June 15, 2025

Consultant Primary Responsibilities

Reentry Conference:

The selected consultant will work with the Community Reentry Project Manager and Chief Program Officer on the below:

- Meeting Coordination
 - Support with external and internal Reentry Conference meeting minutes.
 - Draft and create Reentry Conference email communications for potential and selected conference participants.
- Content Development
 - Assist in drafting social media language and content for Reentry Conference.
 - Conference Online App: assist with creating and uploading content and materials online conference app.

- Conference Award Development
 - Assist in the development of the Margaret Burroughs Award application (formerly known as the “Champion Award”), which promotes self-efficacy for people who are justice-impacted.
 - Assist in the selection of the Margaret Burroughs recipient(s) selection
- Conference Participants Coordination
 - Support with information sharing with conference artists, speakers workshop facilitators, and volunteers leading up to the date of the conference
 - Support with Volunteer search, selection, and responsibilities

Youth Health Conference:

The selected consultant will work primarily with the Director – Adolescent and School Health and the Program Managers of the three programs described above.

- Project Management and Planning
 - Develop and implement a detailed project plan in collaboration with PHIMC staff to ensure project activities and deliverables are met according to the timeline.
 - Lead project meetings and activities with PHIMC program staff on a regular basis and Finance, Communications, and the Executive Leadership Team, as needed.
- Conference Programming Development
 - Collaborate with PHIMC's Conference Planning Committee, which includes youth and representatives from community-based organizations, to design an engaging and educational event.
 - Develop and implement a process to solicit and select workshop abstracts in collaboration with PHIMC staff and planning committee that encompasses a broad range of topics impacting Chicago youth.
 - Lead the search for key note and/or plenary speaker(s) that align with the conference theme.
- Conference Promotion and Communications Support
 - Collaborate with the PHIMC Communications team on developing and disseminating promotional materials.
 - Support community engagement strategies with existing PHIMC partner organizations, new partners, and youth to attend and participate in the conference.
 - Serve as the liaison between PHIMC and additional conference consultants and vendors. Potential vendors may include Audio/Visual (AV) support, social media/graphic design consultant, conference evaluator, conference venue, food, and photographer/videographer.

Consultant Profile:

PHIMC is looking for a dynamic event consultant capable of providing comprehensive event management and execution services. From event management to post-event analysis, PHIMC seeks a partner who can handle the entirety of this process. While the consultant profile and proposal may not meet all criteria below, the following qualifications are key areas of consideration in the review and selection process. We welcome partnerships or collaborations.

- Commitment to and demonstration of practices for diversity, equity, inclusion, and justice.
- Interest in thought partnership that includes raising questions, pushing existing thinking, and an iterative project plan process.

- Experience in working with youth or youth development preferred.
- Based in, or experience in Chicago, connections to Chicago-based organizations preferred.
- Experience with youth-serving agencies, health systems, and programs and adolescents is desired.
- Prior conference and event development experience, including managing or directing conferences for between 200 - 400 participants.
- Very detailed oriented and able to manage multiple tasks and timelines related to the project.
- Knowledge and experience with registration and event management systems and conference apps, preferred.
- Willingness to be iterative and reasonably adaptable.

Project Budget:

PHIMC is a non-profit, 501(c)3 organization, and this opportunity is grant funded. Candidates will be considered based on their previous experience and ability to deliver the scope of services within the budget constraints. PHIMC will share the itemized budget upon hiring. The estimated compensation for the Conference Planning Consultant is \$25,000.

Submission Details:

In line with our focus on equity, we aim to reduce the burden on interested applicants. Therefore, we ask applicants to provide a brief proposal of no more than 3-5 pages by end of day **Friday, November 29, 2024**. We ask that all interested applicants submit proposals to liz.wilson@phimc.org.

The proposal should be seen as a starting point for a longer conversation with our team. Following the submission of proposals, we will invite a smaller pool of applicants to discuss their interest in a brief call with the team. Finalists will be contacted the week of December 9 to schedule a virtual meeting for the week of December 16, 2024 to discuss the proposal. PHIMC anticipates making a final selection the week of December 30 and the work beginning the week of January 6.

The proposal should outline the following:

- A brief statement describing why you are interested in and well-placed to support this work;
- A brief explanation of your principles, policies, and/or practices related to diversity, equity, and inclusion;
- Reflections on how you would design and implement the scope of work and timeline for each phase of implementation;
- A brief work plan of the steps you propose, which we recognize are subject to change;
- An estimated budget of (fees and expenses) and requested payment schedule.
- One professional reference.

We ask that all interested applicants submit proposals to liz.wilson@phimc.org. The deadline for submissions is **Friday, November 29, 2024**.