



Conference for Food Protection

Summary

The Conference for Food Protection (CFP) is seeking proposals from qualified vendors for a virtual conference platform solution and supportive services for the rescheduled **2020 CFP Biennial Meeting to be held August 16-20, 2021**.

Organizational Information

The Conference for Food Protection (CFP) is a 501(c)3 nonprofit organization established in 1971. CFP was created to provide a formal process where members of industry, regulatory, academia, consumer, and professional organizations are allowed equal input in the development and modification of food safety laws, regulations, and guidance. CFP offers a unique opportunity to all stakeholders for the balanced consideration of Issues in a deliberative forum. The continued success of the Conference is a function of the range of expertise and the collaborative spirit of its members.

To provide a forum for collaboration, the CFP hosts a biennial meeting where representative constituencies meet to discuss issues, formulate recommendations, and develop and implement practices that ensure food safety and enhance the quality of our food supply. Conference meetings follow parliamentary procedures to ensure fairness, efficiency, and order. Further conference information is available on our [website](#) and in the [CFP New Member Orientation](#).

Project Description

Due to COVID-19, the CFP will be holding its rescheduled 2020 Biennial Meeting virtually on August 16-20, 2021. This is the first time this meeting will be conducted as a virtual event. To support this virtual meeting, the CFP is seeking a platform for use by 500-750 participants and viewers. The overall meeting spans 5 days and consists of opening and closing sessions, 3 council meetings held concurrently over 3 days, 4 caucus meetings held concurrently on 3 days and restricted to member constituency affiliations, on-demand Issue working sessions, an executive board meeting, orientation sessions, and a Retail Food Program Standards meeting.

Features. The meeting organizers have identified the following needs by meeting type:

1. General

- 1.1. Government Accessibility: Ability for governmental agencies at the federal, state, and local level must be able to access the platform from their worksite (i.e., platform/site access is approved and not restricted).
- 1.2. Security: Ability to prevent unregistered individuals from viewing or gaining access to the meeting.
- 1.3. Sponsor Features: Ability to recognize sponsors throughout the virtual meeting with name, logo, and/or a website link.
- 1.4. Program/Agenda Features: Ability to link or integrate a digital program book and app.
- 1.5. Connection Features: Supports web, all mobile devices, and dial-in phone.
- 1.6. Training and Development Support Features: Support and training services via live stream, dial-in phone, email, or chat prior to biennial meeting for how to use platform.



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- 1.7. Meeting/Event Support Features: Technical and logistical support services related to the use and management of the platform for all conference days.
- 1.8. A landing page that is visible to all who log in. This page would contain the agenda for the meeting, a calendar of events for the current day, information about meeting sponsors, instructions for navigating the platform, etc.
 - 1.8.1. Can the "landing page" include a space where the attendee enters a single "access code" (provided by CFP) that grants access to allowable meetings and designates any voting rights?
- 1.9. If possible, the ability to have a digital name badge consisting of name, employer, constituency, and any distinguishing titles or recognitions such as Board Member, Sponsor, Council Member, etc.
 - 1.9.1. Can a "digital name badge" be automatically created from information linked to the "access code"? (i.e., selected information from the categories below that are usually printed on a name badge or by attaching a ribbon)

2. Executive Board Meeting

- 2.1. Ability to verify a quorum exists throughout all sessions.
- 2.2. Ability for all participants to make presentations and share documents.
 - 2.2.1. Ability to present/share reports throughout the Board Meeting sessions.
 - 2.2.2. Ability for Board members to discuss various reports, proposals, and issues.
- 2.3. Ability for Board Members to request to speak on items during the meeting.
 - 2.3.1. Ability to maintain the chronological order for requests made by Board members who want to speak on an Issue.
- 2.4. Ability for voting members to vote on motions when necessary.
 - 2.4.1. Assure that each voting member gets only one vote for each motion.
 - 2.4.2. Ability to tally votes to verify approval or rejection of a motion.

3. Council Meetings

- 3.1. Ability to ensure a quorum is maintained during all sessions.
- 3.2. Ability for moderator to add a participant's name if their name does not show in the event only the participant's dial-in phone number is visible.
- 3.3. Ability for the authorized personnel to mute/unmute viewers.
- 3.4. Ability for Council members (20+) in each Council to mute/unmute themselves.
- 3.5. Ability for viewers that are muted to raise their hand or in another way be recognized and given permission by the Council Chair to speak. Only authorized personnel may unmute viewers.
 - 3.5.1. Ability to differentiate between "viewers" and "voting Council members" who are raising their hands to be recognized.
 - 3.5.2. Ability to maintain the chronological order of requests made by Council members who want to speak on an Issue.
- 3.6. Ability for voting members to vote on motions when necessary.
 - 3.6.1. Assure that each Council member gets only one vote for motion.
 - 3.6.2. Ability to tally votes to verify approval or rejection of a motion.
- 3.7. Ability for viewers to easily toggle between the 3 concurrent Council meetings.
- 3.8. Ability for viewers to see Issue documents being modified by the Scribe in real time.
- 3.9. Ability of Council Chair, Vice Chair, or technical support person to create break-out rooms that Council members can use for sidebar discussions and revision of Issue recommendations.
- 3.10. Ability to provide a "break time" screen where the new start time is posted and a count-down is visible.
- 3.11. Ability for Scribe to forward Issues to be transferred from one Council to another during Council meetings.



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3.12. Ability for Scribe to send Issue recommendations to the Issue Reviewers after the Council has voted on the Issue.

4. Issue Working Sessions

4.1. Ability for designated Issue Reviewers to view final Council Issue recommendations and review the final Recommended Solution for errors/omissions to ensure readability, conformance with required language/terminology, and completeness.

4.1.1. Ability for Issue Chairs to present recommended changes or edits to Council Chairs for their review and approval.

4.1.2. Ability to exchange Issue documents with Council leaders during final review and approval using electronic signatures.

4.2. Ability for Issue Chairs to transfer Issues from one Council to another when requested by a Council Chair.

5. Caucus Meetings

5.1. Ability to restrict access to members of each constituency (based on their affiliation self-identified when registering for the meeting); need to assure only eligible people can participate.

5.2. Ability for caucus leaders to present information.

5.3. Ability to allow caucus members to speak when they have requested to do so and have been recognized by the caucus leaders.

5.4. Ability to conduct straw polls, and tally actual election votes. An individual's vote must be anonymous.

5.4.1 Assure that each caucus attendee gets only one vote for each poll and election.

6. Opening session

6.1. Ability to have viewers ask questions during the session.

6.1.1. Ability to track the chronological order of requests made by session attendees to ask questions.

6.2. Ability to provide a "break time" screen where the new start time is posted and a count-down is visible.

7. Closing session

7.1. Ability to establish a quorum and track continuation of quorum throughout the Assembly of Delegates meeting.

7.2. Ability to track Issues that are extracted by the Assembly of Delegates from each Council.

7.3. Ability to track Issue status coming from each Council (3 different status levels to track: approved as submitted, approved as amended, or no action taken).

7.4. Ability to maintain the chronological order of requests made by Delegates who want to speak on an Issue.

7.4.1. Ability to allow viewers to speak when they have requested to do so, and they have been recognized by the Conference Chair at the request of a Delegate.

7.5. Ability for voting members to vote on motions when necessary using voice or roll call votes.

7.5.1. Assure that each voting Delegate gets only one vote for each motion.

7.5.2. Ability to tally votes on motions to verify approval or rejection of the motion.

7.5.3. Votes with the Assembly are NOT anonymous.

7.6. Ability for a Reporter to create a transcript of the Closing Session proceedings.



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Feature Inquiries. The meeting organizers have identified questions regarding features and conference logistics:

1. General Questions

- 1.1. Are there suggested time limits for individual sessions, and a suggested timeframe for scheduling breaks?
- 1.2. Will individuals registering for the meeting need a new login credential each day?
- 1.3. Is there a minimum bandwidth required for individuals who will be presenters at the meeting, and for individual viewers (attendees) at the meeting?
- 1.4. Are there any additional technology requirements for viewers?
- 1.5. Please bring to our attention features needed to assure a successful virtual meeting that the organizers have not considered.

2. Council and Assembly of Delegates Management Questions

- 2.1. Will different login credentials with permissions be needed for voting Council members, other key council personnel, and members of the Assembly of Delegates as opposed to those who are only watching the proceedings?
- 2.2. Can the chat option be disabled or hidden from view for Council members and Delegates?
- 2.3. What methods are available to minimize sidebar chats during Council and Assembly deliberations?

Budget

A “representative” budget for the services requested must be inclusive of all discovery, consultation, design, and support costs. It can include separate fees for specific services or support identified in this RFP, but justification for the additional fee(s) should be provided. If the price quoted excludes certain services or support, please provide a detailed list of excluded fees with a complete explanation of those fees.



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Submission

Proposal Submission Deadline: 03/15/2021

Point of Contact for Questions and Submissions: David McSwane | dmcswane.cfp@gmail.com

Please include the following items in your submission:

1. A primary point of contact name and contact information.
2. A detailed description of the virtual solution and features by Meeting Type as outlined above, as well as general feature needs.
3. Information regarding feature inquiries as outlined above.
4. Event/meeting analytics or insights.
5. Availability for a live demonstration
6. A detailed list of services proposed.
7. Detailed milestones and timeline for all deliverables.
8. A detailed budget breakdown including platform, labor, taxes, and fees by service type. Pricing must be valid for the proposed meeting dates of August 16-20, 2021 and may not be modified or canceled.
9. Any available not-for-profit rates or discounts.
10. Availability and detail of training and support for pre-meeting testing/rehearsals and event support during the biennial meeting. If support services are not available, please provide a referral to a vendor knowledgeable about your product.

All proposals will be confidential and used internally for decision-making.

Evaluation Process & Criteria

Proposals will be evaluated by the information provided, the quality of the product, features, overall cost, and ability to meet CFP's needs.

The meeting organizers are targeting 4/16/2021 for selection and notification.