RFP No ASLM/03/03/21

ASLM Request for Proposal (RFP)
For Selection of Contractors/Vendors
Table of Contents

Table of Contents ........................................................................................................................................... 1
Introduction – About ASLM: .......................................................................................................................... 2
RFP Objective/Terms of Reference: ............................................................................................................... 3
Application Comments .................................................................................................................................. 6
Instructions for Submitting Proposals .......................................................................................................... 6
Evaluation and Award Process .................................................................................................................... 7
Contractual Terms and Conditions .............................................................................................................. 7
1. Introduction – About ASLM

The African Society for Laboratory Medicine (ASLM) is an independent, international, not-for-profit organization that coordinates, galvanizes and mobilizes relevant stakeholders at the local, national, and international levels to improve local access to world-class diagnostic services and ensure healthy African communities now and for the long-term. ASLM is the first pan-African society for laboratory professionals, endorsed by the African Union (AU) and supported by multiple African Ministers of Health through its Ministerial Call for Action.

Based on the partnership and network centered approach, ASLM works on five functional pillars:

1. **Laboratory Networks**: Strengthen laboratory networks and systems to support the delivery of clinical and public health functions.
2. **Laboratory Workforce**: Strengthen the laboratory workforce in Africa.
3. **Quality of Laboratory Services**: Improve the quality of laboratory services towards accreditation based on national, regional and international standards.
4. **Regulatory Systems**: Promote and support harmonized national and regional regulatory systems for diagnostic products, technologies and services.
5. **Communication & Knowledge Management**: Strengthen data collection, analysis and sharing capacity, communication platforms and advocacy to promote the laboratory profession and contribute to evidence-based laboratory medicine in Africa.

ASLM serves the community of laboratory professionals, as well as networks of public health laboratories delivering clinical and public health functions in Africa. ASLM serves the global health agenda for the laboratory sector in Africa by supporting the efforts of Africa CDC and the World Health Organization (WHO) Regional Office for Africa (AFRO) and Regional Office for the Eastern Mediterranean.

The primary goal of ASLM is to promote the value of all medical laboratories and laboratory networks in Africa within all sectors including; Ministries of Heath, National Public Health Institutes, research laboratories, universities and other tertiary institutions, private medical laboratory sector, and National Laboratory Professional Associations as an essential resource to improve the overall health status of Africa. ASLM’s expertise includes support for the development of specialized diagnostic technology, international accreditations, and quality assurance, a neutral convener of international conferences on critical issues, and fostering development of laboratory workforce programs to meet the growing needs of national laboratory systems.

ASLM strives to achieve its goals and objectives by coordinating and synergizing partnerships, and advocating for and facilitating cost-effective interventions for laboratory strengthening. ASLM brings together programs, expertise, institutions and laboratory professionals to catalyse new initiatives and processes toward improved laboratory capacity on the continent.
2. RFP Objective/Terms of Reference:

ASLM is soliciting proposals from professional virtual conference platform vendors to host the ASLM2021 conference which will be convened virtually 15-18 November 2021. ASLM2021 will be the fifth biennial conference of the ASLM.

ASLM2021 will serve as a platform for the international laboratory medicine community to share best practices, acquire knowledge and debate innovative approaches for strengthening laboratory services, particularly in Africa.

The conference objectives are to:

- Provide information on the laboratory medicine landscape and needs in Africa
- Increase awareness of opportunities to invest in laboratory medicine amongst private, public and philanthropic donors
- Facilitate networking among participants, particularly for newcomers to African healthcare settings and markets
- Promote the creation of public-private partnerships to ensure further development of both African laboratories and African diagnostics companies

In this context, ASLM is seeking a professional virtual conference platform service vendor to support the conference to achieve its purposes and objectives and to keep its excellency as world-wide event.

Vendors are invited to submit their proposals to deliver the conference and exhibition organizer services for ASLM2021, following the RFP requirements noted below.

Terms of Reference:

While the biennial meeting attendance varies from year to year, ASLM2021 expects to attract approximately 800 delegates and 20 exhibitors and sponsors to the virtual conference.

Conference Programme
As a guideline for initial planning purposes, the proposed conference programme is described below. Please note the conference programme is still under development and subject to change.

- The meeting will be convened **15-18 November 2021 (Monday to Thursday)**. It will be 3.5 days. The first day will be a half day and include an opening ceremony.

- The program format will include (but not be limited to): opening and closing ceremony; 3 plenary sessions; at least two special sessions, at least two debates/roundtables, and oral abstract-driven sessions.
The programme will also include a virtual exhibit hall and e-posters.

Presentations will be a mix of pre-recorded videos and livestream, depending upon the type of session, and include live moderated Q&A and chat functions.

Below is proposed sample programme (subject to change).

<table>
<thead>
<tr>
<th>Monday 15 November 2021</th>
<th>Tuesday 16 November 2021</th>
<th>Wednesday 17 November 2021</th>
<th>Thursday 18 November 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Ceremony (2 hrs)</td>
<td>Plenary 1 (1.5 hrs)</td>
<td>Plenary 2 (1.5 hrs)</td>
<td>Plenary 3 (1.5 hrs)</td>
</tr>
<tr>
<td>Virtual reception (1 hour)</td>
<td>Break (30 min)</td>
<td>Break (30 min)</td>
<td>Break (30 min)</td>
</tr>
<tr>
<td>Oral Abstract presentations (1.5 hrs)</td>
<td>Oral Abstract presentations (1.5 hrs)</td>
<td>Oral Abstract presentations (1.5 hrs)</td>
<td>Oral Abstract presentations (1.5 hrs)</td>
</tr>
<tr>
<td>*3 concurrent sessions</td>
<td>*3 concurrent sessions</td>
<td>*3 concurrent sessions</td>
<td>*3 concurrent sessions</td>
</tr>
<tr>
<td>Special Session (1.5 hrs)</td>
<td>Special Session (1.5 hrs)</td>
<td>Symposia (1.5 hours)</td>
<td>*2 concurrent sessions</td>
</tr>
<tr>
<td>Break (30 min)</td>
<td>Break (30 min)</td>
<td>Break (30 min)</td>
<td></td>
</tr>
<tr>
<td>Symposia (1.5 hours)</td>
<td>Symposia (1.5 hours)</td>
<td>Closing Sessions &amp; Awards Ceremony (3 hours)</td>
<td></td>
</tr>
<tr>
<td>*2 concurrent sessions</td>
<td>*2 concurrent sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roundtable/Debate (1.5 hrs)</td>
<td>Roundtable/Debate 1 (1.5 hrs)</td>
<td>*2 concurrent sessions</td>
<td></td>
</tr>
<tr>
<td>*2 concurrent sessions</td>
<td>*2 concurrent sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Exhibition and Poster Hall (Full Day)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contracting Organization**
The contracting organization is the African Society for Laboratory Medicine (ASLM)
Joseph Tito Street, Nega City Mall, Suite 800
P.O. Box 5487
Kirkos Subcity, Kebele 08
Addis Ababa, Ethiopia
ASLM Request For Proposals

Phone: (+251) 11-557-1021
Fax: (+251) 11-557-1030

Services to be Provided

Vendors are invited to tender for the provision of the services described below. The list provided is intended to be indicative of the responsibilities of the successful vendor at this point in time and is not exhaustive. The list is also subject to change.

Tenderers are requested to describe their ability to, and identify how, they will provide the following services. In addition, tenderers are welcome to include other services they believe would be required for the successful organization of this meeting. Tenderers should also indicate if there are any roles they would not undertake. Where the Tenderer would subcontract any such role, this must be clearly stated.

1. **Digital Platform and Virtual Meeting Rooms** – Includes a visually rich virtual platform that simulates the physical features of a conference facility such as a lobby, exhibition hall, auditorium, help desk, meeting rooms for concurrent breakout sessions, e-posters and virtual exhibition hall, as well as opportunities for 1-1 and group networking. Virtual meeting rooms should include live chat webcasting capabilities with attendee Q&A, polling, and chat functions (text, audio, and video); a document repository; and participant list visibility. The digital platform and content should be available for registrants to access for one to three months after the online conference.

2. **Online Abstract and Program Management System** – Includes abstract submission, an abstract review and scoring mechanism, submission status updates, generation of an online abstract book, as well as data exports and report generation; also includes the development of an online event programme, that includes assigning abstracts and speakers to given sessions and allows delegates to search and create personalized programmes.

3. **Online Speaker/Chair/Presenter Management Portal** – Includes training and support for all speakers, chairs, and presenters in developing and uploading content, included pre-recorded video and supporting materials such as speaker bios.

4. **Virtual Hall for Exhibitors and Sponsors** – Includes customized virtual booths for exhibitors and sponsors; technical support with pre-event set up and also during the conference; and additional opportunities to visually showcase sponsors (customized banners etc.).

5. **E-posters** – An electronic version of scientific poster hall that delegates can visit at any time during the conference.

6. **Landing Page and Platform Design** – To be aligned with ASLM branding requirements, including key information to support and drive registration (agenda, speaker bios, keynote speaker, etc.).
7. **Customized Registration Management** – Includes all aspects of online registration, including collection of fees, provision of receipts, calendar invite in registration confirmation email, and statistical reports on registrants. ASLM will also need support in identifying online payment methods commonly used in Africa and integrating them into the custom registration platform.

8. **Technical Support** – Includes a dedicated project manager to support configuration and setup, training staff and speakers, and event management and troubleshooting.

9. **Mobile compatibility and a conference app** – To enable delegates to access the programme and event on their mobile devices.

10. **Event reporting capabilities** – For tracking key event metrics and participation across all components of the conference.

3. **Application Comments**

Final selection of the vendor will be based on technical, cost and other considerations as deemed necessary by the terms of reference. ASLM shall enter into a contract with the selected vendor. Duration of contracts shall be up to December 31, 2021. The review shall include checking deliverables in relation to the terms of reference and feedback from other references on performance of the contractor(s). Where the contractor(s) fails to meet the contract requirements, ASLM shall communicate formally of its decision.

4. **Instructions for Submitting Proposals**

A. The format of the submission, in response to this RFP, must include, but not limited, to the following:

   i. Background on the organization/individual and staffing qualifications and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for. Where the organization is affiliated/has partnerships with other institutions, a description of how this will result in effective implementation of the proposed areas of work should be included.

   ii. A description of the Respondent’s work history (experience) with similar projects (Capability Statement). This should include, but not limited to, a narrative description of the principal results achieved, how they were achieved.

   iii. How the Respondent proposes to accomplish the functional area(s). Include specific objectives and activities that will be done under each objective.

B. Completed proposals shall consist of typewritten pages utilizing 12” font typing. A maximum of 10 pages for the proposal is allowed.

C. The authorized individual representing the **Respondent** will sign and date the proposal cover sheet. The signatory agent’s printed name, title, name of the organization, address, phone and fax numbers and email address must be provided. Failure to provide a signed copy of the affirmation statement below will be cause for the proposal not to be considered.
I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization’s contract being terminated.

D. Include at least two (2) current references and their contact information from organizations that have used Respondent’s services within the last twelve (12) months.

E. Include at least two (2) samples of virtual conference platforms developed, including URLs and login details.

F. Send your completed application by email to rfpsubmission@aslm.org by 19 March 2021.

**Point of contact**

Direct any written questions or request for information about this RFP to:

**Upjeet Chandan**
ASLM 2021 Virtual Conference Coordinator
uchandan@aslm.org

**5. Evaluation and Award Process**

A team of ASLM staff and outside experts will evaluate the applications based on preset standards relevant to the specific RFP objectives. An evaluation matrix with assigned weighted numerical values will be used to rate each applicant. The following represents some, not all, of the criteria that will be used to the assessed feasibility of each Respondent.

1. Does the organization / individual have the right skill set and expertise to accomplish the required assignments?
2. Does the organization / individual demonstrate adequate and verifiable past experience in similar projects?
3. Did the application include references that attest to the Respondents personal and professional integrity and competency?
4. Did the Respondent demonstrate knowledge of ASLM’s project needs and objectives?

ASLM reserves the right (but is not under obligation to do so) to enter into discussions with one or more Respondents in order to obtain clarifications or additional details, to suggest service delivery refinements in the proposal or other aspects of the proposal, or to negotiate the cost proposal.

Each Respondent submitting a proposal will be notified in writing or via e-mail of ASLM’s decision concerning their proposal. Should your organization be recommended for acceptance, the contract shall be effective on the contract execution date and shall run until December 31, 2021. All work must be scheduled and completed within the contract period timeframe. Any modifications or extensions must be negotiated in advance, and submitted to ASLM for review and approval. The selected Respondent's proposal, and any subsequent material
submitted in response to requests for additional information, will become the basis of contractual agreements with said Respondent.

6. Contractual Terms and Conditions

Responses must be in accordance with the guidelines as specified in this RFP. This RFP does not commit ASLM to accept any proposals submitted, nor is ASLM responsible for any costs incurred in the preparation of responses to this RFP. All materials submitted in response to this RFP or developed during the life of the contract will become the property ASLM. The detailed itemized budget must be submitted in US dollars and will be evaluated in terms of best value to ASLM.

ASLM reserves the right to delay, amend, reissue or cancel all or part of this RFP at any time without prior notice. ASLM discourages ex parte communication with any Board member, the public and/or staff member after the deadline for the receipt of proposals. ASLM will be under no obligation to reveal, or discuss with any Respondent on how a proposal was assessed, or to provide any other information relative to the selection process. Respondents whose proposals are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.