

Request for Proposal CIRI Professional Development Events – Webcast Services

CIRI Background

The Canadian Investor Relations Institute (CIRI) is a professional, not-for-profit association of executives responsible for communication between public corporations, investors and the financial community. CIRI contributes to the transparency and integrity of the Canadian capital market by advancing the practice of investor relations, the professional competency of its members and the stature of the profession.

With close to 500 members from across Canada, CIRI is one of the world's largest societies of investor relations professionals. It has four active chapters - in Ontario, Quebec, Alberta, and British Columbia. CIRI offers professional development, issues updates and advocacy, publications, research, resources and networking opportunities to its members.

Project Description

CIRI has initiated a Request for Proposal (RFP) process to identify a vendor to deliver live and archived webcasts of CIRI National and Chapter events starting January 1, 2018 for a period of one year to better serve its current and potential members. This will allow individuals to access all events regardless of geographic location and on their own schedule. The project would involve the following components:

1. Live Webcasts - Provide a live webcast of National events with the exception of the Annual Conference, the Essentials of IR, the Senior IRO Roundtables and Small Cap Symposium. These live webcasts should include audio, slide presentation if applicable, online question functionality and the use of a teleconference line for CIRI and speakers (to record the audio). Functionality should also include option to poll webcast participants during the live event.
2. Archived Webcasts - Provide an archived webcast of all National, except the Essentials of IR and Senior IRO Roundtables, and Chapter events to include audio and user-driven slide presentation for the web, to be hosted for a period of two years.
3. Console Interface - Design a console interface and registration landing page for the webcasts.
4. Annual Conference - Create an index list of all sessions. Incorporate the Annual Conference design into the console design for this event. *(Please note that this is an archived event that is counted as one event, but contains multiple sessions.)*

Requirements of CIRI's 2018 webcasting needs are as follows:		
	Live	Archived
CIRI National Events		
Number (of events)	7	8 ^{1,2}
Location	Toronto, Montreal, Vancouver and Calgary	Toronto, Montreal, Vancouver and Calgary
Length	60-90 minutes	60-90 minutes
Live Dial-In Telephone Lines	Yes (for audio recording)	N/A
Synchronized Presentation	Yes - Manually	No
Hosting Period	N/A	2 years
CIRI Chapter Events (estimated number of events – TBC in 2018)		
Number (of events)	N/A	17-20
Location	N/A	Toronto, Montreal, Vancouver and Calgary
Length	N/A	60-90 minutes
Live Dial-in Telephone Lines	N/A	N/A
Synchronized Presentation	N/A	No
Hosting Period	N/A	2 years

1. Includes live events.

2. The Annual Conference is an archived event that is counted as one event, but contains multiple sessions.

Project Objectives

The key objectives would be to:

1. Make it easy for current and potential members to participate in all webcasts regardless of their geographic location;
2. Allow online participants to get involved in the discussion with online question and polling functionality for the live webcasts;
3. Make it easy for current and potential members to benefit from the sessions at a time that is more convenient for them; and
4. Seamlessly incorporate the webcasts into the existing professional development event and archived webcast pages on CIRI.org.

Budget

CIRI is seeking in-kind services in exchange for sponsorship recognition. While all submissions will be considered, preference will be given to proposals structured in this manner.

Proposed Timeline

October 27	Distribute RFP to suppliers
November 10	Notification of intention to bid
November 24	Proposals due
December 6	Proposal award date

Proposal Submission

All proposals should include the following components:

1. Executive Summary
2. Technical Aspects
 - o Address any important technology information and specifications used in your solution (languages, platform, etc.)
 - o Web development process if required

- Any hardware required to deliver high-quality webcasts that would be provided by the vendor, should be purchased by CIRI or should be secured through an audio/visual supplier

3. Management

- Organizational structure: communication process; including lines of reporting and any special tools used
- Schedule of deliverables; include major milestones and testing proposal

4. Budget

- Break down costs involved in implementing the solution
- Break down costs involved in maintaining and supporting the solution
- Please indicate if you are willing to accept sponsorship recognition in full or in part in exchange for the services rendered

5. References/samples

Proposals should be delivered email or mail **by November 24, 2017** to:

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